MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY
REGULAR MEETING
March 17, 2021
GOTO MEETING & CONFERENCE CALL

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TOWN OF LUDLOW

The meeting was called to order by Chairperson David Sepanek at 11:06 a.m.

1. Upon roll call those present were as follows:

Present:	David Sepanek	Susan Stanek
	Joshua Carpenter	Audrey Polmanteer

Also, present: Robin Carvide

The secretary posted the Notice of Meeting at the Town's Clerk's office 03/12/2021.

2. Acceptance of the Minutes of Meeting:
   Upon a motion made by Joshua Carpenter, which was seconded by Audrey Polmanteer, it was unanimously voted to accept, the February 17, 2021 minutes as written.
   All in favor

3. Payment of Bills:
   Upon a motion made by Joshua Carpenter, which was seconded by Susan Stanek, it was unanimously voted to pay the bills. Check # 20871 to Check # 20927 for a total of $102,799.03. All in favor

4. Financial Report:
   A. January 2021 Accountant Report 71.4% unrestricted funds
      net income 12,981
      February 2021 Accountant Report 65.1% unrestricted funds
      Net income -16,341
   B. Update vacancies: (15) vacancies Renting:(2) appr April 1, & (2) appr April 15th, (4) FISH projects start 07-01-2021, (4) 1 congregate working with Summit (1) insurance claim & (1) family house, (1) New Wilson, (2) Colonial Sunshine Manor, (1) Chestnut Street, (1) Hampden Street

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5. Modernization Report:
   A. FISH # 161107 Lighting: Health & Safety completion date 03/25/2021.
   B. Flood 106A Wilson Street: Vendor Insurance starting 03/23/2021.
   C. FISH # 161100 Laundry Room reconfiguration Wilson Street: DHCD
   D. FISH # 161117 Vanity State Street Development DHCH

6. Reading of the Correspondence:
   Reviewed Public Housing Notices 2021-01 to 03

7. Old Business:

A. Updated Policy and Procedures:
   1. Air Conditioner Policy
   2. Coronavirus/COVID-19 Policy
   3. No Smoking Policy
   4. Board Appearance Policy
   5. Cable/Dish Installation Policy
   6. Maintenance Charges Policy

   Board reviewed and discussed policies. Slight change of wording concerning lock out charges.

   Upon a motion by Joshua Carpenter, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the Air Conditioner Policy, the Coronavirus/COVID-19 Policy, the No Smoking Policy, the Board Appearance Policy, and the Cable/Dish Installation Policies as written and to accept the Maintenance Charges Policy after changes regarding tenant lock out charges is made. All in favor

B. PHN 2019-13 Technical Assistance for Vacant Land Development

C. Senior Center Movement Plan: Still in process of moving.

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8. New Business:
   A. COVID updates: Clinic 03/19/2021 Currently Full
   B. Ethic Summary Information and on-line test. Board Members to read Summary given to them and sign signature page and return. Once online test is completed, certificate is to be made and printed/or emailed and returned.

9. Adjourn Meeting:
   Upon a motion by Joshua Carpenter, which was seconded by Susan Stanek, it was unanimously voted to adjourn meeting at 11:58 a.m.

Sincerely Submitted:
Robin Carvide
Robin Carvide

Next Regular Scheduled meeting will be April 21, 2021