335

MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY
REGULAR MEETING
May 19, 2021
GOTO MEETING & CONFERENCE CALL

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TOWN OF LUDLOW

The meeting was called to order by Chairperson Susan Stanek at 11:00 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 05/13/2021.

2. Acceptance of the Minutes of Meeting:
   Upon a motion made by Joshua Carpenter, which was seconded by David Sepanek, it was unanimously voted to accept, the April 21, 2021 minutes as written. All in favor

3. Payment of Bills:
   Upon a motion made by David Sepanek, which was seconded by Joshua Carpenter, it was unanimously voted to pay the bills.
   Check # 20985 to Check # 221041 for a total of $97605.10. All in favor

4. Financial Report:
   A. March 2021 Accountant Report 66.3% unrestricted funds
      net income -10,655 Went over some individual line items.

5. Modernization Report:
   A. FISH # 161107 Lighting: Health & Safety Completed
   B. Flood 106A Wilson Street: Vendor Insurance starting extended 05/31/2021.
   C. FISH # 161100 Laundry Room reconfiguration Wilson Street: DHCD bidding
   D. FISH # 161117 Vanity State Street Development DHCD design

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E. FISH # 161104 Replace windows John Thompson Manor
Upon a motion made by David Sepanek, which was seconded by Joshua Carpenter, it was unanimously voted to accept the proposed change order from May 14, 2021, from BuildEx Construction Inc. West Springfield, MA provided it gets approved by DHCD, engineer and RCAT. All in favor

F. FISH # 161099 PTAC replacement with ASHP
Waiting for paperwork and then first construction meeting will be set and NTP will be composed.

G. FISH # 161082 Hall Window Replacement Wilson Community Room in progress.

H. FISH # 16122 Boiler Replacement Chestnut Street DHCD in design

Discussion with Board to proceed with Common Flooring replacement at Chestnut Street Development. Contact DHCD project manager.

Upon a motion made by Audrey Polmanteer, which was seconded by Joshua Carpenter, it was unanimously voted to accept the Moderation Report. All in favor

6. Reading of the Correspondence:
Reviewed PHN 2021-05-08 Read and reviewed.

7. Old Business:

A. Ethic Summary Information & on-line test: still need 2.

B. PHN 2019-13 Technical Assistance for Vacant Land Development
Firewood is all gone just some wood timbers and concrete pile. Will call MA Housing to see if we can move forward with land information.

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

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8. New Business:

   A. Approval to sign contracts:
   Upon a motion made by David Sepanek, which was seconded by Joshua Carpenter, it was unanimously voted to authorize Robin Carvide Executive Director of Ludlow Housing Authority or Susan Stanek Chairperson of Ludlow Housing Authority Board to sign contracts and agreements for Ludlow Housing Authority, until such a time that either does not hold their current position. All in favor

   B. Office and Community Hall opening plans:
   The Ludlow Housing Authority Office will be open to the public starting July 6, 2021. The hours of operation will be Monday -Thursday 8:30 to 12:00 and 12:30 to 4:30. Friday will be by appointment only 8:30 to 12:00 We will be using the extra door and the sliding window for most transactions, to keep safety and health protocols.
   The Community Halls dates have not been decided on at this time.

   C. Tenant Board Member: Discussion pursued. Letter to be sent out to tenants to see if there is any interest in a current tenant running for the open seat.

   D. Annual Conference: Board Members were made aware of the Annual Conference in September 2021.

9. Adjourn Meeting:
   Upon a motion made by Joshua Carpenter, which was seconded by David Sepanek, it was unanimously voted to adjourn meeting at 11:56 a.m.

Sincerely Submitted:
Robin Carvide
Robin Carvide

Next Regular Scheduled & Annual Plan Hearing meeting will be June 16, 2021.