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TOWN OF LUDLOW

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MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY
June 16, 2021
114 Wilson Street
Ludlow, MA 01056

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:	Susan Stanek	Audrey Polmanteer
	Joshua Carpenter	David Sepanek 11:50 a.m.

Also, present: Robin Carvide

The secretary posted the Notice of Meeting at the Town's Clerk's office 06/11/2021.

2. Upon a motion made by Joshua Carpenter, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the minutes from May 19, 2021, and May 27, 2021 Board Meetings as written. All in favor

3. Payment of Bills:
   Upon a motion made by Joshua Carpenter, which was seconded by Audrey Polmanteer, it was unanimously voted to pay the bills.
   Check # 21042 to Check # 21077 for a total of $70,072.57. All in favor

4. Financial Report:
   A. April 2021 Accountant Report 64.9% unrestricted funds
      net income -17283 Discussed some line items in budget.

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

5. Modernization Report:
   A. Flood 106A Wilson Street: Vendor Insurance starting extended 06/30/2021.

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B. FISH # 161100 Laundry Room reconfiguration Wilson Street, Starting June 28, 2021, with abatement. Building to be closed.
C. FISH # 161117 Vanity State Street Development DHCD design
D. FISH # 161104 Replace windows John Thompson Manor
Starting date July 26, 2021
E. FISH # 161099 PTAC replacement with ASHP
Starting June 21, 2021, Office closed at least three weeks.
F. FISH # 161082 Hall Window Replacement Wilson Community Room Trying to communicate with Vendor, if no word by June 21, 2021, I am going to get someone else to finish.
G. FISH # 16122 Boiler Replacement Chestnut Street Approved by LEAN
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:
   A. Reviewed PHN 2021-05-08 Read and reviewed. Amendment to Personnel Policy to add State Holiday Juneteenth. Motion made by Joshua Carpenter to accept amendment and add to Policy. No second to the motion.
   B. We have an air conditioner policy.

7. Old Business:

A. Ethic Summary Information & on-line test: still need 1 full and 1 partial.

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. Meeting in July with Town to discuss agreement and use of the empty part of building.

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Board Meeting Minutes

June 16, 2021

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8. New Business
   A. COVID 19 Restrictions lifted. Plan is to have all offices and community rooms open by August 2, 2021. Mostly due to construction at the Wilson Street Development.
   B. Ludlow Housing Authority Annual Plan hearing:
      Plan was reviewed and questions answered. Discussion ensued about items that Board Members and tenants would like to see added into the five-year CIP plan.
      Upon a motion made by Joshua Carpenter, which was seconded by David Sepanek, it was unanimously voted to try to add the following projects to the CIP and remove the boilers that are being funded through the LEAN program.
      1. Monies to paint occupied apartments.
      2. 39 Chestnut Street: patch holes from LEAN and paint all hallways.
      3. Combine projects: Repave existing parking lot 667-2 and add additional parking lot 667-4.
      4. Asphalt paving at Chestnut Street and add to it railings to make sidewalk at the front of 39 Chestnut Street handicapped accessible.
      5. Bathroom Vanities Wilson Street 667-2 and 667-4.
      6. Bathroom Vanities 39 Chestnut Street.
      7. Kitchen cabinets at John Thompson Manor (6) units
      All in favor
9. Motion to adjourn.
   Upon a motion made by Joshua Carpenter, Chairperson Susan Stanek adjourned the meeting at 12:58 p.m.

Sincerely Submitted:

Robin Carvide

Robin Carvide.

Next Regular Scheduled & Annual Plan Hearing meeting will be July 21, 2021.