342

MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY
July 21, 2021
114 Wilson Street
Ludlow, MA 01056

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2021 JUL 23 A 9:04
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: Susan Stanek, Audrey Polmanteer, Joshua Carpenter, David Sepanek until 12:15
   Also, present: Robin Carvide (8) tenants from Wilson Street

The secretary posted the Notice of Meeting at the Town's Clerk's office 07/16/2021.

2. Upon a motion made by Joshua Carpenter, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the minutes from June 16, 2021, Board Meeting 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 # 21078 to Check # 21117 for a total of $37,498.70 All in favor

4. Financial Report:
   A. May 2021 Accountant Report 66.7% unrestricted funds
      net income -8,657.00
   B. June 2021 Accountant Report 70.1% unrestricted funds
      Net income 6,861.00
   C. Upon a motion made by Joshua Carpenter, which was seconded by David Sepanek, it was unanimously voted to accept the financial reports as written. All in favor
   D. Budget Revision: Reviewed proposed budget revision.
      Motion: Joshua Carpenter moved that the proposed Operating Budget for State-aided Housing of the Ludlow Housing Authority (Chapter 200/667/705/689/MRVP), Program Number 400-1 for fiscal year ending 09/30/2021 showing total revenue of $910,172 (Acct No 3000) and total expenses of $957,297 (Acct No4000) thereby requesting a subsidy of $153,944(Acct No 3801), and further that the Executive Director's total annual salary of $84,697 for fiscal year ending 09/30/2021 be submitted to the Department of Housing and Community Development for its review and approval. David Sepanek seconded the motion which, upon roll-call was passed by a vote of 3 "For" to 0 "Against".

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E. CIP change Approval. Drafted CIP was reviewed with Board and Manuel in attendance, going over what was added and what was not able to fit in from last month's suggestions.
Upon a motion made by Joshua Carpenter, which was seconded by David Sepanek, it was unanimously voted to accept the proposed CIP Plan as amended. All in favor

F. Annual Plan: Upon a motion made by Joshua Carpenter, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the Proposed Annual Plan with above voted Amended CIP added to it. All in favor

5. Modernization Report:
   A. Flood 106A Wilson Street: Completed
   B. FISH # 161100 Laundry Room reconfiguration Wilson Street: Delay in start date due to delay in Permit approval.
   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
      Change order #1 discussed showing credits and debits with total extra charges being 2,401.20. Upon a motion made by Joshua Carpenter, which was seconded by David Sepanek, it was unanimously voted to accept Change order # for FISH # 161099. All in favor.
   F. FISH # 161082 Hall Window Replacement Wilson Community Room active.
   G. FISH # 16122 Boiler Replacement Canceled Due to LEAN Funding
   H. LEAN sent contract for State/Hampden/Meadow Street which includes replacing (6) boilers and (5) water heaters for $173,900.00
   I. LEAN sent contract for Wilson /New Wilson Development which includes replacing Lochinvar boilers and Lochinvar hot water heaters for $183,890.

6. Reading of the Correspondence:
   A. Reviewed PHN 2021-11-14 Reviewed.
   B. Letter from 705 tenant was read and acknowledged about Stellar performance of maintenance staff worker Colin Rogers.

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7. Old Business:

A. Ethic Summary Information & on-line test: only missing (1) online
B. PHN 2019-13 Technical Assistance for Vacant Land Development
C. Senior Center Movement Plan. To set Meeting with Town Manager.

8. New Business

A. COVID 19 Restrictions lifted. Hall openings extended to August 9, 2021
Due to maintenance staff shortage and construction of Wilson Community building.
B. Available Tenant Board Position: Received (3) letters of interest. Will work with Town to complete selection process.
C. Tenant spoke of problems with tenant parking in front office areas. A long discussion ensued and some ideas to help with parking for visitors were given. Reasonable accommodations and tenant's rights to privacy (HIPPA) were addressed. Suggestions for gaining visitor parking will be tabled.

9. Motion to adjourn.
Upon a motion made by Joshua Carpenter, which was seconded by Audrey Polmanteer, Chairperson Susan Stanek adjourned the meeting at 1:05 p.m.

Sincerely Submitted:
Robin Carvide
Robin Carvide.

Next Regular Scheduled & Annual Plan Hearing meeting will be August 18, 2021.