346

MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY
September 15, 2021
114 Wilson Street, Ludlow, MA 01056

RECEIVED
TOWN CLERK'S OFFICE
2021 SEP 17 A 9:25
TOWN OF LUDLOW

The meeting was called to order by Chairperson Susan Stanek at 11:02 a.m.

1. Upon roll call those present were as follows:
   Present: Susan Stanek Audrey Polmanteer
   Joshua Carpenter David Sepanek Raymond Anderson
   Also, present: Robin Carvide (1) tenants from Wilson Street

The secretary posted the Notice of Meeting at the Town's Clerk's office 09/9/2021.

2. Upon a motion made by David Sepanek, which was seconded by Joshua Carpenter, it was unanimously voted to accept the minutes from August 25, 2021, Board Meeting as written. All in favor

3. Payment of Bills:
   Upon a motion made by Joshua Carpenter, which was seconded by David Sepanek, it was unanimously voted to pay the bills. Check # 21160 to Check # 21203 for a total of $121,713.14 All in favor

4. Financial Report:
   A. July Accountant Report Reviewed: Questions for accountant

5. Modernization Report:
   A. FISH # 161100 Laundry Room reconfiguration Wilson Street: Construction Active
   B. FISH # 161117 Vanity State Street Development DHCD design
   C. FISH # 161104 Replace windows John Thompson Manor
      Waiting for Certificate of Final Completion.
   D. FISH # 161099 PTAC Waiting for Certificate of Final Completion
   E. FISH # 161082 Hall Window Replacement Wilson Community Room active.
   F. FISH # 161123 Repair slanted floor Unit 39 CH #113 RCAT
   G. FISH # 161102 Replace common flooring: Chestnut Street DHCD
   H. Certificate of Appreciation was given to Colin Rogers for his dedication to LHA when we were short staffed.

6. Reading of the Correspondence:
   A. Reviewed PHN 2021-18 COVID-19 Delta Variant
   B. Reviewed PHN 2021-19 Onetime Benefit TANF or TAFDC

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7. Old Business:

A. Ethic on-line test: only missing (1) online
B. David Sepanek: Alternative Housing: tabled
C. PHN 2019-13 Technical Assistance for Vacant Land Development
D. Chestnut Street: Senior Center movement plan

8. New Business

A. New Tenant Board Member Raymond Anderson
B. Sexual Harassment Policy
   Upon a motion made by Joshua Carpenter, which was seconded by Audrey Polmanteer, it was unanimously voted to approve the Sexual Harassment Policy as written, with the Board Signature page updated to reflect present Board Members. All in favor
C. Affirmative Action Plan
   Upon a motion made by Joshua Carpenter, which was seconded by Audrey Polmanteer, it was unanimously voted to approve the Affirmative Action Plan as written, with the Board Signature page updated to reflect present Board Members. All in favor
D. Locks and Keys Policy
   Upon a motion made by Joshua Carpenter, which was seconded by Audrey Polmanteer, it was unanimously voted to approve the Lock and Keys Policy as written, with the Board Signature page updated to reflect present Board Members. All in favor
E. October Meeting: will be held October 27, 2021, at 11:00 am

9. Motion to adjourn.
   Upon a motion made by Joshua Carpenter, which was seconded by Audrey Polmanteer, Chairperson Susan Stanek adjourned the meeting at 11:50 a.m.

Sincerely Submitted:
Robin Carvide
Robin Carvide.

Next Regular Scheduled meeting will be October 27, 2021