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TOWN OF LUDLOW

MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY
November 17, 2021
114 Wilson Street, Ludlow, MA 01056

The meeting was called to order by Chairperson Susan Stanek at 11:01 a.m.

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

The secretary posted the Notice of Meeting at the Town's Clerk's office 11/10/2021.

2. Upon a motion made by Audrey Polmanteer, which was seconded by Raymond Anderson, it was unanimously voted to accept the minutes from October 27, 2021, Board Meeting as written. All in favor

3. Payment of Bills:
   Upon a motion made by Audrey Polmanteer, which was seconded by Raymond Anderson, it was unanimously voted to pay the bills. Check # 21271 to Check # 21313 for a total of $46,337.22 All in favor

4. Financial Report:
   A. FYE 09/30/2021 end report given by Jenna Milne Accountant.

   Upon a motion made by Raymond Anderson, which was seconded by Audrey Polmanteer, it was unanimously voted to accept FYE 09/30/2021, Top 5 Certification, Lead Certifications, TAR and Financial Reports. All in favor.

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5. Modernization Report:
   A. FISH # 161100 Laundry Room reconfiguration Wilson Street:
      Upon a motion made by Audrey Polmanteer, which was seconded by Raymond Anderson, it was unanimously voted at accept Change orders 1,2,3,4 & 5 as submitted by Adams & Ruxton Construction Company for Project number 161100. All in Favor
   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 waiting on gutters
   F. FISH # 161123 Repair slanted floor Unit 39 CH #113 DHCD
      Upon a motion made by Raymond Anderson, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the lowest reasonable bid from Cornerstone Building Services for 44,200.00.
      All in favor
   G. FISH # 161102 Replace common flooring: Chestnut Street DHCD
   H. FISH # 161120 Asbestos abatement (2) floors: RCAT
      Upon a motion made by Audrey Polmanteer, which was seconded by Raymond Anderson, it was unanimously voted to accept the lowest reasonable bid from Compass Restoration Services for 19,950.00.
      All in favor
   I. FISH # 161115 Replace Roofing & draining 26/28 & 38/40 Benton Street: RCAT: 1st Construction meeting November 19, 2021, at 9:00am for NTP
   J. FISH # 161131 Emergency Water heater 19 Hampden Street
   K. CIP revision approved for 161131 above and waiting on revision for (2) asbestos removal from Wilson Street units.

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6. Reading of the Correspondence:
   A. PHN 2021-21 Language Access Plan

7. Old Business:
   A. Ethic on-line test: only missing (1) online
   B. PHN 2019-13 Technical Assistance for Vacant Land Development: Tabled Until land is sub divided.
   C. Chestnut Street: Senior Center movement plan
   D. LHA Completely Non-Smoking: tabled

8. New Business
   A. Review Space Heater policy: Tabled

9. Motion to adjourn.
   Upon a motion made by Raymond Anderson, which was seconded by Audrey Polmanteer, Chairperson Susan Stanek adjourned the meeting at 12:22 p.m.

Sincerely Submitted:
Robin Carvide
Robin Carvide

Next Regular Scheduled meeting will be December 15, 2021