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MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY
January 19, 2022
Virtual Go to Meeting

The meeting was called to order by Chairperson Susan Stanek at 11:07 a.m.

1. Upon roll call those present were as follows:

| | | |
|---|---|---|
| Present: | Susan Stanek | Audrey Polmanteer |
| | Raymond Anderson | David Sepanek |
| | Joshua Carpenter | |

Also, present: Robin Carvide

The secretary posted the Notice of Meeting at the Town's Clerk's office 01/13/2022.

2. Upon a motion made by David Sepanek, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the minutes from December 15, 2021, Board Meeting as written. All in favor Joshua Carpenter Abstained

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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 # 21354 to Check # 21378 for a total of $19,981.92 All in favor

4. Financial Report:

   A. Upon a motion made by Joshua Carpenter, which was seconded by Audrey Polmanteer, it was unanimously voted to table the monthly financial report until budget information received. All in favor

   B. Upon a motion made by Joshua Carpenter, which was seconded by Raymond Anderson, it was unanimously voted to write off monies owed of $976.00 from November last month's rent for vacated tenant E. Conrad at 104B Wilson Street, Ludlow, MA 01056 All in favor

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5. Modernization Report:
   A. FISH # 161100 Laundry Room reconfiguration Wilson Street: Going into final construction phase
   B. FISH # 161117 Vanity State Street Development DHCD design
   C. FISH # 161104 Replace windows John Thompson Manor
      Upon a Motion made by Joshua Carpenter, which was seconded by Raymond Anderson, it was unanimously voted to approve the CSC for project 161104, but to deny the CFC and payment until CFC is signed by Architect with correct dates and brought to next meeting for approval. All in Favor
   D. FISH # 161099 PTAC Waiting for Certificate of Final Completion
   E. FISH # 161123 Repair slanted floor Unit 39 CH #113 DHCD NTP
   F. FISH # 161102 Replace common flooring: Chestnut Street DHCD
   G. FISH # 161120 Asbestos abatement (2) floors: RCAT
      Upon a Motion made by Joshua Carpenter, which was seconded by Raymond Anderson, it was unanimously voted to approve the CSC for project #161120. All in favor
   H. FISH # 161115 Replace Roofing & draining 26/28 & 38/40 Benton Street: RCAT: NTP weather contingent
   I. FISH # 161131 Emergency Water heater 19 Hampden Street: Upon a Motion made by Joshua Carpenter, which was seconded by David Sepanek, it was unanimously voted to approve the CSC, CFC, and payment of 13,792.00 to B.E.G Plumbing and Heating. All in favor
   J. CIP revision approved for Asbestos revision approved Wilson Street

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6. Reading of the Correspondence:
   A. Reviewed PHN 2021-23 & 2021-24
   B. Board Member received Ethics Summary in their packets are to sign that they received and return.

7. Old Business:
   A. PHN 2019-13 Technical Assistance for Vacant Land Development: Tabled Until land is sub divided.
   B. Chestnut Street: Meeting to be set with Veteran Services Friday, January 28, 2022, at 2:00 p.m.
   C. LHA Completely Non-Smoking: vote to not pursue or to send out surveys to all tenants tabled

8. New Business
   A. Review Space Heater policy: Tabled
   B. Review Language Policy: Tabled
   C. Review Candle Policy: Tabled
   D. Sending out information about tenant Board Member appointed position.

9. Motion to adjourn.
   Upon a motion made by Joshua Carpenter, which was seconded by David Sepanek, Chairperson Susan Stanek adjourned the meeting at 11:57 p.m.

Sincerely Submitted:
*Robin Carvide*
Robin Carvide

Next Regular Scheduled meeting will be February 16, 2022