MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY
February 23, 2022, at 11:00 a.m.
39 Chestnut Street, Ludlow, MA 01056 Community Room

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
   Raymond Anderson David Sepanek Joshua Carpenter
   Also, present: Robin Carvide, Sharon Frye Tenant

The secretary posted the Notice of Meeting at the Town's Clerk's office 02/17/2022.

2. Upon a motion made by David Sepanek, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the minutes from January 19, 2022, Board Meeting as written. All in favor

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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 # 21379 to Check # 21458 for a total of $210,367.74 All in favor

4. Financial Report:
   A. FYE 09/30/2022 Budget Proposal
      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 09/30/2022 showing total revenue of $916,050 (Acct. No. 3000) and Total Expenses of $957875 (Acct. No. 4000) thereby requesting subsidy of $168,222(Acct. No. 3801)and further that the Executive Director's total annual salary of $88,732 for fiscal year ending 09/30/2022 be submitted to the Department of Housing and Community Development for its review and approval. David Sepanek the motion which, upon roll-call, was passed by a vote of 5 "For" to 0 "Against".

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Financial Report: continued

Upon a motion made by Joshua Carpenter, which was seconded by David Sepanek, it was unanimously voted to bring the Executive Director's Salary for FYE 09/30/2022 to the calculated $88,732. All in favor.

B. SHERA Program Ending April 15, 2022, for COVID rent relief.

C. Letter from Ben Stone, Director Division of Public Housing, that we were awarded $65,000 for Project # 161125 667-4 Interior Accessibility Modifications, due to the Authority exhausting its formula funds.

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5. Modernization Report:
   A. FISH # 161100 Laundry Room reconfiguration Wilson Street Going into final construction phase, in old laundry room
   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 David Sepanek, it was unanimously voted to approve the CFC and Final payment of $2,194.85. All in favor
   D. FISH # 161099
      Upon a motion made by Joshua Carpenter, which was seconded by Audrey Polmanteer, it was unanimously voted to approve the CSC, CFC and Payment #2 for $4,585.54 to Davison Co. Inc. All in favor
   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 Audrey Polmanteer, it was unanimously voted to approve the CFC and Payment #2 for $997.50 for project #161120. All in favor
H. FISH # 161115 Replace Roofing & draining 26/28 & 38/40 Benton Street: RCAT: NTP weather contingent
I. FISH # 161132 Asbestos Removal 103B Wilson Street: RCAT
J. FISH # 161133 Asbestos Removal 102C Wilson Street: RCAT
K. FISH # 161125 Congregate Accessibility Remodel: 136 Wilson: DHCD
L. FISH # 161134 ADA Automatic door opener Wilson St: Ludlow HA
M. FISH # 161130 Renovate and update ADA 103 & 109 Chestnut Street: DHCD
N. LEAN PROGRAM: New boilers and hot water heater updates: Chestnut Street Residential boilers (2) have been replaced as well as hot water heaters. Wilson Street Buildings 6,8, & 9 are completed with new boilers and hot water heaters.
O. INS CLAIM: Flooding repairs Administrative Building 114 Wilson St

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6. Reading of the Correspondence:
A. Reviewed PHN 2022-01 to 04

7. Old Business:
A. PHN 2019-13 Technical Assistance for Vacant Land Development: Tabled Until land is sub divided.
B. Chestnut Street: Waiting for Town to sign off on bottom floor of building.
C. LHA Completely Non-Smoking: vote to not pursue or to send out surveys to all tenants tabled
D. Tenant Board Member position: cut-off date February 28, 2022
E. Review updated or new policies: tabled

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8. New Business
   A. Opening Community Halls: timing, masks rules, group activities etc. After a lengthy discussion.
   Upon a motion made by Joshua Carpenter, which was seconded by Audrey Polmanteer, it was voted to not open the community rooms at this time. The matter will be placed on next month's agenda for review and at Chestnut Street the bookcase should be moved to block the sitting area entrance and caution tape placed in front of it to stop the gathering. Votes for: Audrey Polmanteer, Joshua Carpenter, Raymond Anderson David Sepanek abstained. Motion passes

9. Motion to adjourn.
   Upon a motion made by Joshua Carpenter, which was seconded by David Sepanek, Chairperson Susan Stanek adjourned the meeting at 11:20 p.m.

Sincerely Submitted:

Robin Carvide

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Next Regular Scheduled meeting will be March 16, 2022