MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY
March 16, 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 11:00 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 03/11/2022.

2. Upon a motion made by Joshua Carpenter, which was seconded by David Sepanek, it was unanimously voted to accept the minutes from February 23, 2022, after they are amended under the financial report to include the starting date of the fiscal year, Board Meeting. All in favor They will read as follows:

RECEIVED
TOWN CLERK'S OFFICE
2022 MAR 31 A 8:33
TOWN OF LUDLOW

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 $957,875 (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 starting 10/01/2021 and ending 09/30/2022 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 5 "For" to 0 "Against". All in favor

Board Meeting Minutes
March 16, 2022

Financial Report: continued

Upon a motion made by Joshua Carpenter, which was seconded by David Sepanek, to bring the Executive Director's Salary from 10/01/2021 to 09/30/2022 to the calculated $88,732, was passed by a vote of 5 "For" to 0 "Against" 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 # 21459 to Check # 21491 for a total of $90,796.65 All in favor

4. Financial Report:
   A. Letter from Ben Stone, Director Division of Public Housing, that we were awarded $9,355 for Project # 161134 667-2 to install automatic door openers at Unit 109B at the Colonial Manor Development.

RECEIVED
TOWN CLERK'S OFFICE
2022 MAR 29 A 10:33
TOWN OF LUDLOW

5. Modernization Report:
   A. FISH # 161100 Laundry Room reconfiguration Wilson Street:
      Upon a motion made by David Sepanek, which was seconded by Joshua Carpenter, it was unanimously voted to pay Adams & Ruxton Construction Company, payment requisition # 2 for $10,338.60.
      All in favor
   B. FISH # 161117 Vanity State Street Development DHCD design
   C. FISH # 161123 Repair slanted floor Unit 39 CH #113 DHCD NTP
   D. FISH # 161102 Replace common flooring: Chestnut Street DHCD

E. FISH # 161115 Replace Roofing & draining 26/28 & 38/40 Benton Street: RCAT: NTP weather contingent
F. FISH # 161132 Asbestos Removal 103B Wilson Street: RCAT
G. FISH # 161133 Asbestos Removal 102C Wilson Street: RCAT
H. FISH # 161125 Congregate Accessibility Remodel: 136 Wilson: DHCD
I. FISH # 161134 ADA Automatic door opener Wilson St: Completed
J. FISH # 161130 Cancelled
K. LEAN PROGRAM: New boilers and hot water heater updates: Working on State Street Development (6) boilers and (6) hot water heaters Then moving to Wilson Street for (2) large boilers and (2) water heaters.
L. INS CLAIM: Flooding repairs Administrative Building 114 Wilson St.

RECEIVED
TOWN CLERK'S OFFICE
2022 MAR 29 A 10: 33
TOWN OF LUDLOW

6. Reading of the Correspondence:
   A. Reviewed PHN 2022-05

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 see: Policy's below
   D. Tenant Board Member position: Raymond Anderson appointed by Ludlow Selectmen to the Ludlow Housing Authority Tenant Board Member Position from 04/01/2022 to 03/31/2027.

Board Meeting Minutes
March 16, 2022

E. Review updated or new policies:

1. Air conditioner policy:
   Upon a motion made by Joshua Carpenter, which was seconded by Audrey Polmanteer, it was unanimously voted to amend the current air conditioner policy to add the proposed changes to include: No A/C are to be placed in apartments until May 1. LHA Policy requires that a written request from a tenant with attached medical documentation for a reasonable accommodation for requiring (2) air conditioners, to leave in air conditioners year-round, or to have air conditioner placed in and removed. (Where tenant is physically unable and no family member to help). Maintenance may inspect air conditioner placement, to make sure placement is safe and secure. All in favor

RECEIVED
LUDLOW HOUSING AUTHORITY
CLERK'S OFFICE
2022 MAR 29 A 10:33
TOWN OF LUDLOW

2. No Smoking Policy
   Before making any changes to no smoking policy, we will send out survey to all tenants. The Board is looking for what the majority of the tenants want, and the Board will take all suggestions under advisement and vote accordingly.

3. Personnel Policy
   Upon a motion made by Joshua Carpenter, which was seconded by David Sepanek, it was unanimously voted to bring back motion, for vote, to add Juneteenth as a paid holiday to the Ludlow Housing Authority Personnel Policy. All in favor 5 "For" and 0 "Against"

4. Maintenance Policy: discussion ensued will table until next month

5. Language Policy: tabled waiting for numbers and access codes

Board Meeting Minutes
March 16, 2022

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 Raymond Anderson, it was voted to open the Community Halls at State Street Development and Chestnut Street Development, on April 1, 2022, no masks unless person(s) chooses to wear one, unless Ludlow case counts rise, and the following rules MUST be followed:
   No private parties.
   No more than (10) person(s) in the room at any one time.
   If one group is playing cards, others may come in to watch TV, read, do puzzles, etc.
   Masks are not required-they may be worn if someone is more comfortable wearing it.
   Air conditioner is not to be turned on until May 1 or later depending on weather.
   The Wilson Street Development Community Hall opening date will be discussed at the next meeting, due to completion of repairs. All in favor

9. Motion to adjourn.
   Upon a motion made by Joshua Carpenter, which was seconded by David Sepanek, Chairperson Susan Stanek adjourned the meeting at 12:25 p.m.

Sincerely Submitted:
Robin Carvide
Robin Carvide

Next Regular Scheduled meeting will be April 20, 2022

RECEIVED
TOWN CLERK'S OFFICE
2022 MAR 29 A 10:33
TOWN OF LUDLOW