368

MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY
April 20, 2022, at 11:00 a.m.
39 Chestnut Street, Ludlow, MA 01056 Community Room

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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
   Also, present: Robin Carvide
   Tenants Present: S. Crowley and P. Charbonneau

The secretary posted the Notice of Meeting at the Town's Clerk's office 04/14/2022.

2. Acceptance of the Minutes of the Meeting:
   Upon a motion made by Audrey Polmanteer, which was seconded by David Sepanek, it was unanimously voted to accept the minutes from March 16, 2022, as written. All in favor

3. Payment of the bills: Detailed report
   Upon a motion made by David Sepanek, which was seconded by Audrey Polmanteer, it was unanimously voted to pay the bills. Check # 21492 to Check # 21560 for a total of $128,698.26 All in favor

4. Financial Report:
   A. January 31, 2022, Accountant report: 69.9% reserve amount over $28,535
   B. February 28, 2022, Accountant report: 70.9% reserve amount over $40,925
   C. March 31, 2022, Accountant report: 71.5% reserve amount over $50,999

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D. Annual Hearing/Meeting with Annual CIP Plan. Annual Meeting/Hearing will be held on June 15, 2022, at 11:00 am, coinciding with the regular Board Meeting. I will bring copies of the proposed CIP budget to May's meeting so Board will have proper time to review. Annual plan is also available online and a copy will be posted at each development.

Upon a motion made by Raymond Anderson, which was seconded by David Sepanek, it was unanimously voted to approve the Financial Report.
All in favor

5. Modernization Report:
   A. FISH # 161100 Laundry Room recon Wilson Street: waiting CFC
   B. FISH # 161117 Vanity State Street Development DHCD design
   C. FISH # 161123 Repair slanted floor Unit 39 CH #113 DHCD
   D. FISH # 161102 Replace common flooring: Chestnut Street
   E. FISH # 161115 Replace Roofing & draining 26/28 & 38/40 Benton Street: RCAT: Change orders, CSC, CFC
      Upon a motion made by David Sepanek, which was seconded by Raymond Anderson, it was unanimously voted to approve the change orders with 161115, the CSC, the CFC and payment requisitions #1 & # 2 totaling $29,250.10. All in favor
   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. LEAN PROGRAM: All new boilers and hot water heaters are installed. Finishing up with insulation of piping. We have also sent all our house information to LEAN to see if there may be funding to replace boilers and hot water heaters in the homes.
   J. INS CLAIM: Flooding repairs Administrative Building 114 Wilson St
      All repairs are almost completed. They still must come in and wash, strip, and wax all the floors in the Administrative Building.

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6. Reading of the Correspondence:
    1. Reviewed & Acknowledged PHN 2022-06
    2. Reviewed & Acknowledged PHN 2022-07
    3. FYE 09/30/2022 Budget Approval Letter was read and acknowledged
    4. Letter from Joshua Carpenter was read and acknowledged: Joshua has resigned from the Ludlow Housing Authority Board
    5. Letter from the Town Clerk was read and acknowledged: Letter they received that Joshua Carpenter had resigned from The Ludlow Housing Authority Board. Letter of request from Chairperson was sent to the Selectman Office to have the Town post the open position on their web site for the Selectman to appoint person to the position.

7. Old Business:
    A. PHN 2019-13 Technical Assistance for Vacant Land Development: Tabled Until land is sub divided. Landowner on Willard was illegally clearing land from our property. He was served a "cease-and-desist" letter from us and spoken to and told that he is not to trespass on our land. Maintenance has placed many more "no trespass" signs along the boarders of our property as well as they will be taking any trash and debris that was piled up on our land, Including 21 tires, for disposal.
    B. Chestnut Street: Waiting for Town to sign off on bottom floor of building.
    C. LHA Completely Non-Smoking: Survey Results see: #7(D)#1
    D. Review updated or new policies:
        1. Smoking Policy: Survey Results out of 166 surveys we received 78 back by this meeting. (10) totally non-smoking, (27) current policy (but with notes to enforce), (7) designated areas, (7) anywhere outside, then there were (27) that had two options or more options. Many surveys had notations about enforcing the rules, tenants smoking by windows, and cigarette butts.

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Old Business: Part D #1 continued

Discussion ensued.

Upon a motion made by Raymond Anderson, which was seconded by David Sepanek, it was unanimously voted to keep the current policy, with minor additions, of "NO SMOKING" in ALL LUDLOW HOUSING AUTHORITY buildings, residences apartments and no smoking within 25' of any building. Picnic tables and benches will be placed at least 25' away and will have a cigarette butt disposal fixture. These are not designated areas, but this will allow tenants to have a place to smoke that is within policy. There will also be "NO SMOKING" in front of tenant 's windows. All in favor

Tenants congregating and/or smoking will be asked to do so around picnics table areas not to disturb other tenants.

2. Maintenance Policy was reviewed page by page.
   Upon a motion made by Raymond Anderson, which was seconded by David Sepanek, it was unanimously voted to approve the revised Maintenance Policy will all discussed updates. All in favor
3. Language Policy: We are currently in the process of setting up an account with International Translation Company, LLC so we can have a number and access code for office and maintenance supervisor to have access to immediate translation phone services. Should be final draft at next Board meeting.
4. Depreciation & Capitalization Policy: will be condensed into one page and voted on in May 2022.

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8. New Business:
   A. Opening Community Halls:
      1. Chestnut Street Review & Post Current Rules.
      2. Wilson Street: All repairs from flood need to be completed and Construction tools and Maintenance items need to be put back once shelves are built. All tile floors must be stripped and waxed because of damage. Covered by insurance.
      3. State Street: Can open once repairs on roof have been completed.

   B. Executive Director's Contract: Tabled to next month

   C. Selling/donating Ford Ranger:
      Upon a motion made by David Sepanek, which was seconded by Raymond Anderson, it was unanimously voted to place the Ford Ranger on the Municipal bidding site to sell vehicle. If the vehicle does not sell than decision will come to next Board Meeting with organizations that it can be donated to. All in favor

   D. Reorganization of Board: Letter received from Town of Ludlow Clerks office that Boards and Committees must reorganize after Town Election.

      David Sepanek nominated Susan Stanek for the Chairperson position, which was seconded by Audrey Polmanteer, Susan Stanek accepted the nomination. All in Favor
      Susan Stanek remains the Chairperson of the Ludlow Housing Authority Board of Directors.
      Raymond Anderson nominated David Sepanek for the Vice-Chairperson position, which was seconded by Audrey Polmanteer, David Sepanek accepted the nomination. All in Favor
      David Sepanek is the Vice-chairperson of the Ludlow Housing Authority Board of Directors.

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New Business: continued

David Sepanek nominated Audrey Polmanteer for the Treasurer's position, which was seconded by Raymond Anderson, Audrey Polmanteer accepted the nomination. All in favor
Audrey Polmanteer is the Treasurer of the Ludlow Housing Board of Directors.

Final re-organization as Follows:

Susan Stanek – Chairperson
David Sepanek – Vice-Chairperson
Audrey Polmanteer – Treasurer
Raymond Anderson – Tenant Board Member

9. Motion to adjourn.
   Upon a motion made by David Sepanek, which was seconded by Audrey Polmanteer, Chairperson Susan Stanek adjourned the meeting at 1:27 p.m.

Sincerely Submitted:
Robin Carvide
Robin Carvide

Next Regular Scheduled meeting will be May 18, 2022