374

MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY
May 18, 2022, at 11:00 a.m.
39 Chestnut Street, Ludlow, MA 01056 Community Room

RECEIVED
TOWN CLERK'S OFFICE
2022 MAY 19 P 3:45
TOWN OF LUDLOW

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 and Jon Baldwin (newly appointed Board member but not sworn in)

The secretary posted the Notice of Meeting at the Town's Clerk's office 05/16/2022 at 10:20 am.

2. Acceptance of the Minutes of the Meeting:
   Upon a motion made by David Sepanek, which was seconded by Raymond Anderson, it was unanimously voted to accept the minutes from April 20, 2022, as written. All in favor

3. Payment of the bills: Detailed report
   Upon a motion made by David Sepanek, which was seconded by Raymond Anderson, it was unanimously voted to pay the bills. Check # 21561 to Check # 21599 for a total of $46203.96 All in favor

4. Financial Report:
   A. April Accountant Report not available

Board Meeting Minutes
May 18, 2022

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5. Modernization Report:
   A. FISH # 161100 Laundry Room recon Wilson Street:

      Upon a motion made by David Sepanek, which was seconded by Audrey Polmanteer, it was unanimously voted to approve the (6) change orders with 161100, the CSC, the CFC. All in favor

      Upon a motion made by David Sepanek, which was seconded by Raymond Anderson, it was unanimously voted to approve payment #3 totaling $5,611.14. All in favor

   B. FISH # 161117 Vanity State Street Development DHCD design
   C. FISH # 161123 Repair slanted floor Unit 39 CH #113

      Upon a motion made by Audrey Polmanteer, which was seconded by David Sepanek, it was unanimously voted to approve the following and payment with Project 161123, the CSC, the CFC, and payment requisitions #2 & # 3final totaling $15,814.00 to Cornerstone Building Services. All in favor

   D. FISH # 161102 Replace common flooring: Chestnut Street
   E. FISH # 161132 Asbestos Removal 103B Wilson Street: RCAT
   F. FISH # 161133 Asbestos Removal 102C Wilson Street: RCAT
   G. FISH # 161125 Congregate Accessibility Remodel: 136 Wilson: DHCD
   H. INS CLAIM: Flooding repairs Administrative Building 114 Wilson St
      They still must come in and wash, strip, and wax all the floors in the hall.

6. Reading of the Correspondence:
   A. Reviewed & Acknowledged PHN 2022-08

Board Meeting Minutes
May 18, 2022

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B. Old Business:

A. PHN 2019-13 Technical Assistance for Vacant Land Development: Waiting for sub-division emailed for update: no reply

B. Chestnut Street: Discussion with Town of Developer and selling building. Discussion: The Board and Housing Authority have no interest in selling building.

C. Review updated or new policies:
   1. Amended Smoking Policy: sign off
   2. Maintenance Policy: sign off
   3. Language Policy: send to legal
   4. Equipment Capitalization and Depreciation Policy:
      Upon a motion made by Audrey Polmanteer, which was seconded by David Sepanek, it was unanimously voted to accept the Equipment Capitalization and Depreciation Policy was accepted as written.
      All in favor

D. Executive Director's Contract:
   Upon a motion made by David Sepanek, which was seconded by Raymond Anderson, it was unanimously voted to re-new Robin Carvide's contract for the position of Executive Director of the Ludlow Housing Authority for a period of (5) years starting the next day of her current contract ending 09/30/2022 (FYE date), which is the term of 10/01/2022 to 09/30/2027. The salary will be in accordance with DHCD Executive Director's salary guidelines. The benefits will be the same as Ludlow Housing Authority Employee Personnel Policy. All in favor

E. Ford Ranger: Waiting for a duplicate title so we can place on bidding site. We are also going to list the plow; it will not fit our other trucks.

F. Opening Community Halls: Chestnut Open: Wilson Street Plan June 15, 2022, State Street: waiting for roof replacement.

377

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May 18, 2022

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7. New Business:
   A. Open Board Position:
      Jon Baldwin was appointed on Tuesday, May 17, 2022, to the Board seat until next election. At that time a (2) year seat will open at election 2023.
   B. David Sepanek asked the Board if they could change the Day of the meeting due to a conflict. Robin Carvide asked if they were to change the day can they change the meeting to the fourth week so all items will be in.
      Upon a motion made by Raymond Anderson, which was seconded by Audrey Polmanteer, it was unanimously voted to change the Regular Ludlow Housing Authority Board Meetings to the 4th Tuesday of the Month at 11:00 am. starting in July 2022, due to posting of Annual Plan Hearing date and meeting of June 15, 2022. Also, By-Laws can be updated to reflect the change. All in favor

8. Motion to adjourn.
   Upon a motion made by David Sepanek, which was seconded by Audrey Polmanteer, Chairperson Susan Stanek adjourned the meeting at 12:30 p.m.

Sincerely Submitted:

Robin Carvide

Robin Carvide

Next Regular Scheduled meeting will be June 15, 2022