MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY
June 15, 2022, at 11:00 a.m.
114 Wilson Street, Ludlow, MA 01056

The meeting was called to order by Chairperson Susan Stanek at 11:14 a.m.

1. Upon roll call those present were as follows:
   Present: Susan Stanek Audrey Polmanteer
   Raymond Anderson Jon Baldwin David Sepanek

   Also, present: Robin Carvide (Computer), P. Charbonneau, P. Holley

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The secretary posted the Notice of Meeting at the Town's Clerk's office 06/10/2022 at 2:10 p.m.

2. Acceptance of the Minutes of the Meeting:
   Upon a motion made by Raymond Anderson, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the minutes from May 18, 2022, with the changes to add executive Directors exact salary amount ($88,732) and specific (office hours, meetings, trainings, conferences etc. pertaining to LHA business) number of hours worked (37.5). All in favor

   The amended motion reads as follows:

   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 is $88,732 yearly and will be reviewed yearly in accordance with DHCD Executive Director's salary guidelines. The Executive Director will work 37.5 hours weekly. These hours include during office hours, trainings, conferences, meetings, and any time put in that is pertaining to Ludlow Housing Authority's business. The benefits will be the same as Ludlow Housing Authority Employee Personnel Policy. All in favor

3. Payment of the bills: Detailed report
   No report available will bring to July's meeting

4. Financial Report:
   A. April Accountant Report: The Financial Report for April was reviewed. Maintenance and Extraordinary Maintenance is over a little due to vacancies and unit turnover costs. Reserves are 72.5%
   Upon a motion made by David Sepanek, which was seconded by Jon Baldwin, it was unanimously voted to accept April's Financial Report. All in favor

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5. Modernization Report:
   A. FISH # 161117 Vanity State Street Development DHCD design
   B. FISH # 161102 Replace common flooring: Chestnut Street
   C. FISH # 161132 Asbestos Removal 103B Wilson Street: LHA
   D. FISH # 161133 Asbestos Removal 102C Wilson Street: LHA
   E. FISH # 161125 Congregate Accessibility Remodel: 136 Wilson: DHCD

6. Reading of the Correspondence:
   A. Letter read and acknowledged from MAHAMS about Colin Rogers receiving his MMT certificate and a ceremony recognizing his achievement will be held on June 15, 2022.
   B. Letter received from Robin Carvide for all employees asking if the Housing Authority will provide Dental and Vision Insurance for the employees in full or a portion of premiums.
   Upon a motion made by Raymond Anderson, which was seconded by David Sepanek, it was unanimously voted to cover 100% of employees Dental and Vision Insurance, for their eligible selections. (single, double, family etc.) All in favor

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7. 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 Manager. I sent a letter requesting a decision about relinquishing the lease area to Board of Selectman. Item will be on agenda for June 21, 2022, Selectman's meeting.

   C. Policy update:
      1. Language Policy: sent to legal

   D. Opening Community Halls: Chestnut Open: Wilson Street opened today June 15, State Street: we are waiting for roof replacement
      Discussion ensued with Patricia Holley about bathrooms in Office and Community building.
      Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to have the bathrooms locked during business hours, and having the bathrooms open from 4:30 pm to 8:00 am. daily, then unlocked when office leaves on Friday and bathrooms will be opened all weekend. In the bathrooms, laundry rooms, and community hall, there will be wipes, hand sanitizer and masks available to tenants. This will be reviewed in July's Board Meeting to see if changes need to be made. All in favor
      Pat Charbonneau asked if she could use Board table to cut patterns for quilts. She was approved to use the large dining table and maintenance would add the leaf's in so it would be longer for her.

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8. New Business:
   A. Annual Plan Hearing:
      1. CIP and ARPA Fund projects: Proposed projects were reviewed. New projects to be added due to ARPA funds were discussed.
         Upon a motion made by Jon Baldwin, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the proposed CIP and the projects for ARPA funds, it was also agreed upon that if there is enough money for all the proposed projects, we could hold off, move down, or eliminate projects 161117 and rescreen community room porch. All in favor

      2. Annual Plan: Items were discussed:
         Changes to be made: replace old maintenance plan with newly voted updated one, review and update policy dates, check under maintenance repair plan page 3 of 6 wrong tense usage where emergencies are declared.
         Upon a motion made by David Sepanek, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the Ludlow Housing Authority for Annual Plan FYE 2023, being that the current maintenance policy be entered, new policy dates and tense checked,
         and proposed CIP and ARPA are entered. All in favor

9. Motion to adjourn.
   Upon a motion made by Jon Baldwin, which was seconded by David Sepanek, Chairperson Susan Stanek adjourned the meeting at 12:56 p.m.

Sincerely Submitted:
Robin Carvide
Robin Carvide

Next Regular Scheduled meeting will be Tuesday, July 26, 2022