MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY
August 23, 2022, at 11:00 a.m.
114 Wilson Street, Ludlow, MA 01056

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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, Jon Baldwin, David Sepanek

   Also, present: Robin Carvide

The secretary posted the Notice of Meeting at the Town's Clerk's office 08/12/2022 at 3:55 p.m.

2. Acceptance of the Minutes of the Meeting:
   Upon a motion made by David Sepanek, which was seconded by Jon Baldwin, it was unanimously voted to accept the minutes from July 26, 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 following bills for July 27, 2022, to August 23, 2022, check numbers 21696 to 21736 for a total of $50,605.45. All in favor

4. Financial Report:
   A. July Accountant Report: The Financial Report for July was reviewed. Reserves are 66.8%.
      Upon a motion made by Jon Baldwin, which was seconded by David Sepanek, it was unanimously voted to accept July's Financial Reports. 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 # 161125 Congregate Accessibility Remodel: 136 Wilson: DHCD

6. Reading of the Correspondence:

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: Selectman voted on September 9, 2022, to relinquish the lease for the lower level of Chestnut Street property, including Exit 7 to us starting October 1, 2022

   C. Policy update:

      1. Fair Housing Marketing Plan: plan was reviewed and minor changes to be made.
         Upon a motion made by Audrey Polmanteer, which was seconded by David Sepanek, it was unanimously voted to approve the Fair Housing Marketing plan with the changes. All in favor
      2. Language Access Plan Policy: plan was reviewed and adding of language company also provides, zoom meetings and live meetings.
         Upon a motion made by David Sepanek, which was seconded by Jon Baldwin, it was unanimously voted to approve the Language Access Plan Policy after addition was made. All in favor

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Old Business: Policy's updated continued.

3. Reasonable Accommodations Policy: plan was reviewed, minor changes of spelling needed.
   Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to approve the Reasonable Accommodations Policy with changes. All in favor

8. New Business:
   A. Talked about terms for Exit 7 lease agreement. Will work up agreement send to attourney and then meet with Exit 7 to talk and review agreement and make any changes necessary, so agreement can be voted on at next scheduled meeting September 27, 2022, to be effective October 1, 2022.

9. Motion to adjourn.
   Upon a motion made by David Sepanek, which was seconded by Jon Baldwin, Chairperson Susan Stanek adjourned the meeting at 1:12 p.m.

Sincerely Submitted:
Robin Carvide
Robin Carvide

Next Regular Scheduled meeting will be Tuesday, September 27, 2022