MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY
September 27, 2022, at 11:00 a.m.
114 Wilson Street, Ludlow, MA 01056

RECEIVED
TOWN CLERK'S OFFICE
2022 SEP 29 P 12:59
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, Jon Baldwin, David Sepanek

   Also, present: Robin Carvide

The secretary posted the Notice of Meeting at the Town's Clerk's office 09/16/2022 at 3:05 p.m.

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 August 23, 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 following bills for August 24, 2022, to September 27, 2022, check numbers 21737 to 21784 for a total of $73,428.13 All in favor

4. Financial Report:
   A. August Accountant Report: Not available
   B. Amendment #11 CFA 5001 in the amount of $351,967.00 for June 2024 to June 2025.
      Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to approve Amendment #11 to Contract for Financial Assistance (CFA) 5001 in the amount of $351,967.00 which extends dates of service from June 30, 2024, to June 30, 2025. All in favor

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5. Modernization Report:

   A. FISH #161102 Replace common flooring: Chestnut Street: DHCD
   B. FISH #161129 Colonial Sunshine Manor Roof Replacement: DHCD
   C. FISH #161132 Asbestos Removal 103B Wilson Street: LHA 09/20/22
   D. FISH #161125 Congregate Accessibility Remodel: 136 Wilson: DHCD
   E. FISH #161137 ARPA FF:69 State/20Meadow St. Asphalt Roof Scope RCAT
   F. FISH #161136 ARPA FF: 87 State St Community Building: Roof: Scope RCAT
   G. FISH #161138 ARPA FF: State St Development Balcony Repair: Scope RCAT

6. Reading of the Correspondence:
   A. PHN 2022-13 Mandatory Data Reporting: Reviewed Completed 09/26/2022
   B. PHN 2022-14 Resident Service Coordinators: Reviewed
      Upon a motion made by Jon Baldwin, which was seconded by David Sepanek, it was unanimously voted to submit the application for a Resident Coordinator for Ludlow Housing Authority. All in favor
   C. PHN 2022-15 Automation of Vacancy Fees and Waivers: Reviewed

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: Walked with Town and made plan to disperse any value items. Will set date in October for viewing/walk through.

   C. Exit 7: review draft of agreement: Upon a motion made by David Sepanek, which was seconded by Jon Baldwin, it was unanimously voted to add in maintenance and repair of their furnace and air system with utility payment and charge $400.00 monthly for rent. All in favor

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D. Policy update:

1. Grievance Policy: reviewed. Upon a motion made by David Sepanek, which was seconded by Raymond Anderson, it was unanimously voted to approve the Grievance Policy as written. All in favor
2. Grievance Procedure: reviewed questions arose tabled until October 2022
3. Community Room Policy: reviewed.
   Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to approve the Community Room Policy, as written. All in favor

8. New Business:

9. Motion to adjourn.
   Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, Chairperson Susan Stanek adjourned the meeting at 1:05 p.m.

Sincerely Submitted:
Robin Carvide
Robin Carvide

Next Regular Scheduled meeting will be Tuesday, October 25, 2022