394

MINUTES OF THE BOARD MEETING

OF THE LUDLOW HOUSING AUTHORITY

November 22, 2022, at 11:00 a.m.

114 Wilson Street, Ludlow, MA 01056

RECEIVED
TOWN CLERK'S OFFICE
2022 NOV 28 P 3:37
TOWN OF LUDLOW

The meeting was called to order by Chairperson Susan Stanek at 11:12 a.m.

1. Upon roll call those present were as follows:
   Present: Susan Stanek Raymond Anderson Jon Baldwin
   Absent: Audrey Polmanteer
   Also, present: Robin Carvide, Accountant Jenna Milne

The secretary posted the Notice of Meeting at the Town's Clerk's office 11/17/2022 at 10:41 am

2. Acceptance of the Minutes of the Meeting:
   Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to accept the minutes from October 25, 2022, as written. All in favor

3. Payment of the bills: Detailed report

   Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to approve the bills Check # 21829 to Check # 21886 for a balance of $122,899.33. All in favor

4. Financial Report:

   (A,B)Accountant Jenna Milne gave FYE 2022 Financials. Reserve 48.8% (DHCD minimum 35%), maintenance supplies over due to vacancies and inspections repair after (2) years and purchasing a new truck.
   Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to accept the year-end Financial Report for FYE 2022 for Ludlow Housing Authority, and the Top 5 Compensation reports. All in favor

RECEIVED
TOWN CLERK'S OFFICE
2022 NOV 28 P 3:37
TOWN OF LUDLOW

C. Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to approve the Certification of Compliance for Lead Paint Laws. All in favor

D. Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to accept ARPA Targeted Award CFA 4050 in the amount of $423,500. All in favor

Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to accept ARPA Targeted Award CFA 4001 in the amount of @236,090. All in favor

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 10/21/22
   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. Letter received on November 22, 2022, at 9:59 am by tenant Connie Danek about office building bathrooms not being opened all the time. Discussion ensued.
   Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to leave the bathrooms open nights and weekends or if the office is closed due to Holidays etc. so, if a tenant has a bathroom issue, they can do their laundry while the bathroom is open.
   All in favor.

RECEIVED
TOWN CLERK'S OFFICE
2022 NOV 28 P 3:37
TOWN OF LUDLOW

7. Old Business:

A. PHN 2019-13 Technical Assistance for Vacant Land Development: taking off tabled. New PHN will be addressing new laws recently signed by Governor.

B. Chestnut Street: Auction was held. Town will be setting date to remove all their items from building. Should be entirely out on or before December 1, 2022

A. Exit 7: Email was received from Exit 7 about some items they would like to change, amend, and add to the agreement. All were presented to the Board and reviewed. Discussion ensued on each line item they wanted reviewed. Decisions were made on each issue.
Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to approve the amended agreement once changes have been made and reviewed by lawyer. All in favor

C. Policy update:

1. Grievance Procedure: tabled
2. Space Heater Policy:
Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to approve the Space Heater Policy. All in favor
3. Pet Guidelines:
Upon a motion made by Raymond Anderson, which was seconded by Jon Baldwin, it was unanimously voted to approve the Pet Guidelines Policy. All in favor
4. Pet Policy:
Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to accept the Pet Policy. All in favor

RECEIVED
TOWN CLERK'S OFFICE
2022 NOV 28 P 3:37
TOWN OF LUDLOW

5. Pet Rider Checklist:
   Upon a motion by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to approve the Pet Checklist. All in favor

8. New Business:
   A. COVID: High numbers of tenant COVID cases at Chestnut Street and Wilson Street. Closed community Rooms and lounge area at Chestnut Street. Will leave closed until numbers seize.

9. Motion to adjourn.
   Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, Chairperson Susan Stanek adjourned the meeting at 12:34 p.m.

Sincerely Submitted:
Robin Carvide
Robin Carvide