MINUTES OF THE SPECIAL BOARD MEETING

OF THE LUDLOW HOUSING AUTHORITY

December 6, 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 Raymond Anderson Jon Baldwin
   Audrey Polmanteer
   Also, present: Robin Carvide, Accountant Jenna Milne

The secretary posted the Notice of Meeting at the Town's Clerk's office 12/02/2022

1. 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 November 22, 2022, as written. All in favor

2. Payment of the bills: Detailed report

   Upon a motion made by Raymond Anderson, which was seconded by Jon Baldwin, it was unanimously voted to approve the bills Check # 21887 to Check # 21896 for a balance of $43,125.75. All in favor

3. Financial Report:

   A. Accountant Jenna Milne went over proposed FYE 23 budget line by line.

   Upon a motion made by Raymond Anderson, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the proposed Operating Budget for State-Aided Housing of the Ludlow Housing Authority (Chapter 200/667/705/689/MRVP), Program Number 400-1 for fiscal year ending

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09/30/2023 showing total revenue of $969,891 and total expenses of 1,015,414 thereby requesting a subsidy of 208,801 and further that the Executive Director's total annual salary of $92,969 for fiscal year ending 09/30/2023 be submitted to the Department of Housing and Community Development for its review and approval. 4 votes "FOR" 0 votes "AGAINST" Motion passes

B. Directors Salary Work Computation Form FYE 2023:
Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to approve the Executive Directors Salary Calculation Worksheet, (see attached). All in favor

4. 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

5. Reading of the Correspondence:
6. Old Business:

   A. Chestnut Street: The Town took all the debris out of the basement at Chestnut Street. We are having the carpets washed in the office areas and we will be forming an agreement with RCAT. They are still using the boiler to heat the two school buildings.

   B. Exit 7: Changes were made to the agreement, the lawyer reviewed, added about rent and once signed will be sent to Exit 7 to be signed by their representatives.

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C. Policy update:

1. Grievance Procedure: tabled

D. COVID Hall openings: Discussion pursued. Halls will remain closed until after the New Year.

7. New Business:

8. Motion to adjourn.
   Upon a motion made by Jon Baldwin, which was seconded by Audrey Polmanteer, Chairperson Susan Stanek adjourned the meeting at 11:35 am

Sincerely Submitted:
Robin Carvide
Robin Carvide

Next scheduled Board Meeting will be January 24, 2023