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# MINUTES OF THE SPECIAL BOARD MEETING OF THE LUDLOW HOUSING AUTHORITY

January 24, 2023, at 11:00 a.m.

114 Wilson Street, Ludlow, MA 01056

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 Raymond Anderson Jon Baldwin
   Audrey Polmanteer
   Also, present: Robin Carvide

The secretary posted the Notice of Meeting at the Town's Clerk's office 01/19/2023.

1. Acceptance of the Minutes of the Meeting:
   Upon a motion made by Jon Baldwin, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the minutes from December 6, 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 # 21897 to Check # 21971 for a balance of $114,968.93. All in favor

3. Financial Report:

   A. Monthly Accountant Report: November 2022 reserve 43.7%
   Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to approve the November 2022 report. All in favor

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B. Award Letter Formula Funding:
Upon a motion made by Jon Baldwin, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the Formula Funding Award for FYE 2026. All in favor.

C. Tenant rental Write off. Tenant passed away at 7 Hampden Street, Apt #1. Before they passed, they paid December rent, but family froze the account, and the check was returned. Family not answering me and the contact I was using closed out the email, so I could not contact her. There is no estate account that I could find. Tenant did not have any assets.
Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to write off $287.00 for December rent 2022 for account 1272. All in favor

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

5. Reading of the Correspondence:
   A. PHN 2022-22 & 2022-23 Public Housing notices were read and acknowledged.
   B.
6. Old Business:

   A. Policy updates: Grievance Procedures: tabled

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Old Business Cont.

B. COVID Hall openings: Discussion ensued.
Chestnut Street had no cases: Wilson Street had three cases.

Upon a motion made by Jon Baldwin, which was seconded by Audrey Polmanteer, it was unanimously voted to open the Community Room and sitting room at Chestnut Street, and to table the opening of the Community Hall at Wilson Street to next month. All in favor.

7. New Business: Questions and concerns
   A. COVID shot clinics: We will be hosting a mobile Covid shot and booster clinic at each of the three developments. Dates and times to follow.
   B. Discussion ensued about the front yards on Blanchard. Tenants to get letters that visitors must park in visitor parking or farther down Blanchard, due to blocking view for tenants coming out of the Development. Contact DPW to see what we need to do to put up no parking signs from the corner of Wilson to the front garage.
   C. Garage looks bad. We built a project in our CIP and are waiting for funds to be approved to repair garage.
   D. Tenants not moving cars. Person in question did move their car when maintenance showed by to clear snow. If car is not moved, we put a sign on it that if not moved again it will be towed at owner's expense.

8. Motion to adjourn.
   Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, Chairperson Susan Stanek adjourned the meeting at 11:47 am

Sincerely Submitted:
*Robin Carvide*
Robin Carvide
Next scheduled Board Meeting will be February 28, 2023