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TOWN OF LUDLOW

MINUTES OF THE SPECIAL BOARD MEETINGS
OF THE LUDLOW HOUSING AUTHORITY

February 28, 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 02/23/2023.

1. Acceptance of the Minutes of the Meeting:
   Upon a motion made by Audrey Polmanteer, which was seconded by Raymond Anderson, it was unanimously voted to accept the minutes from January 24, 2023, as written. All in favor

2. 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 # 21972 to Check # 22018 for a balance of $125,777.93. All in favor

3. Financial Report:

   A. Monthly Accountant Report: December 2022 reserve 47.4%
      Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to approve the December 2022 report. All in favor

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Minutes February 28, 2023

4. Modernization Report:
   A. FISH #161102 Replace common flooring: Chestnut Street: RCAT
   B. FISH #161129 Colonial Sunshine Manor Roof Replacement: DHCD
      Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to approve Mike's Construction Co. Inc. bid of $298,600 for Roof Replacement at Colonial Sunshine Manor. All in favor
   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 2023-01 Guidance Related to Animals in State-Aided Public housing was read and acknowledged. To be reviewed against current Animal Policy for accuracy.

6. Old Business:

   A. Policy updates: Grievance Procedures: Will bring proposed policy with changes to March's Meeting
   B. Wilson Street Hall opening:
      Upon a motion made by Raymond Anderson, which was seconded by Jon Baldwin, it was unanimously voted to open the Wilson Street Community Room as of March 1, 2023. All in

7. New Business:
   A. Ludlow Housing AUP audit: 100% reviewed results
   B. Ludlow Housing PMR audit: tabled until next month.
   C. Answering Service: Talk to manager complaints that staff is sometimes rude.
   D. Part-time office help: Send out advertisement to fill 10-hour office position.

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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 March 28, 2023