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TOWN OF LUDLOW

MINUTES OF THE SPECIAL BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY
March 28, 2023, at 11:00 a.m.
114 Wilson Street, Ludlow, MA 01056

The meeting was called to order by Chairperson Susan Stanek at 11:05 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 03/22/2023.

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 February 28, 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 # 22019 to Check # 22062 for a balance of $57,076.41. All in favor

3. Financial Report:

   A. Monthly Accountant Report: January 2023 reserve 40.1%
      Upon a motion made by Jon Baldwin, which was seconded by Audrey Polmanteer, it was unanimously voted to approve the January 2023 report. All in favor

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4. Modernization Report:
   A. FISH # 161102 Replace Common Area Floors: Chestnut St: DHCD/switched RCAT
   B. FISH # 161129 Colonial Sunshine Manor Roof Replacement: DHCD NTP 03282023
   C. FISH # 161121 Replace Concrete Door entry pads: State Steet: LHA
   D. FISH # 161127 VCT replacement at turnover State Street: LHA
   E. FISH # 161125 Congregate Accessibility Remodel: 136 Wilson DHCD: design
   F. FISH # 161137 ARPA FF: 69 State/20Meadow Street: Asphalt Roof: Scope RCAT
   G. FISH # 161136 ARPA FF: 87 State Street Community Building: Roof: Scope RCAT
   H. FISH # 161138 ARPA FF: State St Development Balcony Repair: Scope RCAT
   I. FISH # 161139 ARPA FF: Electric Panel Replacement: State Street: LHA
   J. FISH # 161140 ARPA FF: New boiler Chestnut Street: RCAT
   K. FISH # 161141 ARPA FF Maintenance Garage repairs Wilson Street: RCAT
   L. FISH # 161142 ARPA FF Foundation Insulation Repair New Wilson: RCAT
   M. FISH # 161143 Replace crank out windows Chestnut Street: RCAT
   N. FISH # 161144 New Asphalt Maintenance Garage: RCAT
   O. FISH # 161146 Unit turnover Chestnut Street: LHA
   P. FISH # 161147 Vacancy Turnover Chestnut Street: LHA
   Q. FISH # 161148 Vacancy Turnover Chestnut Street: LHA
   R. FISH # 161149 Vacancy Turnover Wilson 2022: LHA Completed
   S. FISH # 161151 Flooring Abatement and replacement State Street: LHA
   T. FISH # 161152 Flooring Abatement and replacement State Street: LHA
   U. FISH # 161153 Flooring Abatement and replacement State Street: LHA

5. Reading of the Correspondence:

   A. PHN 2023-02 Reviewed (2) updated General release forms.

   B. PHN 2023-03 Wage Match
   Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to accept that the Annual Certification of Wage Match, was reviewed, acknowledged, signed and approval for Robin Carvide and Norma Hernandez to use the Wage match system in their job capacity, and they understand the Conduct and Confidentiality of the Wage Match system. All in favor

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6. Old Business:

   A. Policy updates: Grievance Procedures: Tabled

   B. Reasonable Accommodations: Addendum I
   Upon a motion made by Raymond Anderson, which was seconded by Jon Baldwin, it was unanimously voted to accept Addendum I pertaining to Assistance/Service Animals and as an Addendum to the Reasonable Accommodation Policy dated August 23, 2022. All in favor

   C. Update: Office part-time help. Placed ad on Indeed for two weeks. Starting to review applications.

7. New Business:

   A. Ludlow Housing PMR audit: All areas had no findings, except for Capital Spending 2020 to 2022 benchmark. We received Operational Guidance. Goal was above 80% and we scored an 80%. Passed audit. Next PMR FYE September 30, 2024

   B. Resident Service Coordinator Initiative Funding: Letter date March 14, 2023, stating that we received the grant for an RSC. Will be working with DHCD, Fee Accountant and Executive Director of Granby Housing Authority on our options for hiring an RSC.

   C. Board Reorganization:
      1. Nomination for Susan Stanek to be Chairperson of the Board was made by Audrey Polmanteer, which was seconded by Jon Baldwin. Susan Stanek accepted nomination. As there were no other nominations, a vote was cast for Susan Stanek to be Board Chairperson.

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2. Nomination for Raymond Anderson to be Vice-Chairperson of the Board was made by Jon Baldwin, seconded by Susan Stanek. Raymond Anderson accepted nomination. As there were no other nominations, a vote was cast for Raymond Anderson to be Vice-Chairperson.

3. Nomination for Audrey Polmanteer to be Treasurer of the Board was made by Jon Baldwin, which was seconded by Raymond Anderson. Audrey Polmanteer accepted the nomination. As there were no other nominations, a vote was cast for Audrey Polmanteer to be the Treasurer.

D. Items reviewed:
   1. See if we can get the laundry area fixed or patched and opened, insurance company taking more time than expected.
   2. Light by building #6. See when electrician is coming or take out bulb until it can be fixed.
   3. Check in with Town of Ludlow Safety Committee to see if any progress has been made about placing no parking signs on the corner of Blanchard and Wilson Street.

8. Motion to adjourn.
   Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, Chairperson Susan Stanek adjourned the meeting at 12:48 pm

Sincerely Submitted:
Robin Carvide
Robin Carvide

Next scheduled Board Meeting will be April 25, 2023