411

MINUTES OF THE BOARD MEETING

OF THE LUDLOW HOUSING AUTHORITY

April 25, 2023, at 11:00 a.m.

114 Wilson Street, Ludlow, MA 01056

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2023 APR 26 P 4:21
TOWN OF LUDLOW

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 04/18/2023.

1. Acceptance of the Minutes of the Meeting:
   Upon a motion made by Audrey Polmanteer, which was seconded by Jon Baldwin, it was unanimously voted to accept the minutes from March 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 # 22063 to Check # 22107 for a balance of $100,190.29. All in favor

3. Financial Report:

   A. Monthly Accountant Report: None Available.
   B. Letter from Ben Stone: Compliance Reserve Award Letter for $28,125 to remove asbestos-containing flooring.

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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 # 161153 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 Completed
   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 # 161154 Flooring Abatement and replacement State Street: LHA

5. Reading of the Correspondence:

   A. PHN 2023-04 Redevelopment and Land Disposition Powers

   B. PHN 2023-05 Inspector General Guidance Fiscal Responsibilities of LHA Board Members
   Legal Training Webinar for LHA staff and Board Members April 27, 2023, at 10:00 am

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6. Old Business:

   A. Policy updates: Grievance Procedures: Tabled

   B. Update: Office part-time help. Reviewing applications.

   C. Working on ad to hire RSC.

   D. Board Reorganization: Take a re-vote due to newly voted in Board Member had not been sworn in through Town at last meeting.

      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 the nomination. As there were no other nominations, a vote was cast for Susan Stanek to be Board Chairperson.

      2. Nomination for Raymond Anderson to be Vice-Chairperson of the Board was made by Jon Baldwin, seconded by Susan Stanek. Raymond Anderson accepted the 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.

   E. No Parking to corner signs on Blanchard. Emailed the safety department in the Town of Ludlow and am waiting for a reply. Will contact Selectman's Office to see if there are any updates.

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7. New Business:

   A. Annual Meeting: June 27, 2023, at 11:00 am Agendas are posted.

   B. Mass NAHRO'S Annual Conference September 17th to 20th of 2023

   C. Hosting MAHAMS and RCAT Training May 17, 2023, at Chestnut Street

   D. Open one year position on Board:
   Upon a Motion made by Raymond Anderson, which was seconded by Jon Baldwin, it was unanimously voted to send a letter to Ludlow's Selectman Board to request for them to appoint someone for the open one-year position. All in Favor

   E. The tenant at 361 West Avenue was served a 14-day notice for non-payment of rent and a 30-day notice for not complying with State Recertification Regulations. Tenant vacated dwelling. We received the keys on April 20, 2023. We have possession of the unit. We will proceed to court on May 16, 2023, to get judgement for monies. I am looking for a motion to write-off monies owed from our current Tenants accounts receivables.
   Upon a motion made by Jon Baldwin, which was seconded by Audrey Polmanteer, it was unanimously voted to write-off rent owed of 8,281.00 as bad debt. All in favor

8. Motion to adjourn.
   Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, Chairperson Susan Stanek adjourned the meeting at 12:50 pm

Sincerely Submitted:
Robin Carvide
Robin Carvide

Next scheduled Board Meeting will be May 30, 2023