

MINUTES OF THE BOARD MEETING  
OF THE LUDLOW HOUSING AUTHORITY  
August 19, 2025, 11:00 a.m.  
114 Wilson Street, Ludlow, MA 01056

The Meeting was called to order by Chairperson Susan Stanek at 11:07 a.m.

1. Upon roll call those present were as follows:

Present: Susan Stanek, Raymond Anderson, Audrey Polmanteer

Absent: Joao Alves & Kimberly Babin

Also present: Jenna Milne PA by phone Robin Carvide, and Jennifer Hart

2. Acceptance of the Minutes of the Meeting:

Upon a motion made by Raymond Anderson, which was seconded by Audrey Polmanteer, it was unanimously voted to approve the minutes of July 15, 2025, as written. All in favor

3. Payments of the Bills:

Upon a motion made by Raymond Anderson, which was seconded by Audrey Polmanteer, it was unanimously voted to approve the bills from check # 23398 to check #23453 for \$61,781.99.

All in favor

4. Financial Report:

A. Accountant Report: May 31, 2025, Reserves are at 47.3%

B. Accountant Report: June 30, 2025, Reserves are at 54.3%

C. Budget Revision 1 FYE 25

Upon a motion made by Raymond Anderson, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the FYE25 Budget Revision 1. All in favor

500  
Board Meeting Minutes  
August 19, 2025

5. Modernization Report:

- A. Project # 161138 ARPA FF: State St. Dev Balcony Repair: NTP 07/21/2025
- B. Project # 161142: ARPA FF: Foundation insulation repair New Wilson: NTP

Upon a motion made by Audrey Polmanteer, which was seconded by Raymond Anderson, it was unanimously voted to approve Project # 161142 ARPA FF: Foundation Ins Repairs, the CSC and Payment requisition #1 in the amount of \$68,305.00 to Campora Construction Co. Inc. All in favor

Upon a motion made by Audrey Polmanteer, which was seconded by Raymond Anderson, it was unanimously voted to approve the CFC and the Retainage payment of \$3,595.00 to Campora Construction Co., Inc. for Project # 161142 ARPA FF: Foundation ins repairs: contingent on the completion of successful final inspection, all necessary paperwork and warranty information received. All in favor

- C. Project # 161158 VU: State Street Empties: EOHLC Construction in progress  
Tentative Completion date 11/03/2025
- D. Project # 161159 VU: Wilson, Chestnut, 28 Benton: Forced Account: EOHLC:  
Over seen by Thomas Boyer
- E. Project # 161164 VU: 48 Higher St. Renovation: EOHLC Overseen by Juliet Borja
- F. Project #161155 Asphalt Paving at Chestnut Street: EOHLC Design
- G. Project# 161165 Repaves existing parking lot Wilson Street: EOHLC
- H. Project # 161154 Flooring and abatement at Meadow Street: LHA

6. Reading of the Correspondence:

- A. PHN 2025-09 Read, Reviewed and acknowledged
- B. PHN 2025-10 Read, Reviewed and acknowledged

501  
Board Meeting Minutes  
August 19, 2025

7. Old Business:

- A. Update on truck and plow: Truck on order
- B. Information on outdoor fireplaces, quotes to repair and/or takedown.  
Raymond Anderson would like the plague, saved if possible

Upon a motion made by Audrey Polmanteer, which was seconded by Raymond Anderson, it was unanimously voted to not rebuild the outside fireplace. All in favor

Upon a motion made by Raymond Anderson, which was seconded by Audrey Polmanteer, it was unanimously voted to have the outdoor fireplaced torn down after reaching out for a few more quotes. All in favor

- C. 250<sup>th</sup> Celebration: Need to pick a new date: tabled

8. New Business:

- 9. Adjourn Meeting: Upon a motion made by Raymond Anderson, which was seconded by Audrey Polmanteer, it was unanimously voted to adjourn the meeting at 12:19 p.m.  
All in favor

Sincerely Submitted,  
*Jennifer Hart*  
Jennifer Hart

Next Scheduled Regular Meeting: September 16, 2025