

MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY
November 18, 2025, 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, Joao Alves, Kimberly Babin

Absent:

Also present: Robin Carvide, J. Milne Accountant (via phone), P. Charbonneau, E. New

2. Acceptance of the Minutes of the Meeting:

A. Upon a motion made by Raymond Anderson, which was seconded by Kimberly Babin, it was unanimously voted to approve the minutes of October 21, 2025, as written.

All in favor

3. Payments of the Bills:

Upon a motion made by Kimberly Babin, which was seconded by Raymond Anderson, it was unanimously voted to approve the bills from check #23552 to check #23593 for \$49,077.21

All in favor

4. Financial Report:

A. Accountant Report: FYE 2025 Reviewed with Accountant. See vote below

B. FYE Top 5, Lead Certification: Reviewed

Upon a motion made by Kimberly Babin, which was seconded by Raymond Anderson, it was unanimously voted to accept the Ludlow Housing Authority FYE 2025 Financial Report and Tenants Accounts Receivables Data, Certification of Top 5 form and Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws. All in Favor

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5. Modernization Report:

A. Project # 161138 ARPA FF: State St. Dev Balcony Repair: Completed

Upon a motion made by Kimberly Babin, which was seconded by Raymond Anderson, it was unanimously voted to approve the Change Order, CFC and Payment Requisition #2 for \$2,925.00 for Project # 161138 to Barco Builders LLC for balcony Repairs at Development 667-3. All in favor

B. Project # 161158 VU: State Street Empties: EOHLC Construction in progress

C. Project # 161159 VU: Wilson, Chestnut, 28 Benton: Forced Account: EOHLC:
Over seen by Thomas Boyer

D. Project # 161164 VU: 48 Higher St. Renovation: EOHLC Overseen by Thomas Boyer

E. Project #161155 Asphalt Paving at Chestnut Street: EOHLC Design

F. Project# 161165 Repaves existing parking lot Wilson Street: EOHLC

6. Reading of the Correspondence: Up to date

7. Old Business:

A. Update on truck and plow: waiting for appointment to have plow and accessories installed

B. Noise Policy Review: After discussion agreed to tabled policy.

8. New Business: Discussion with tenants about smoking and late-night cooking.

9. Adjourn Meeting: Upon a motion made by Joao Alves, which was seconded by Susan Stanek, it was unanimously voted to adjourn the meeting at 12:45 p.m. All in favor

Sincerely Submitted,

Robin Carvide

Robin Carvide

Next Scheduled Regular Meeting: December 16,2025