

MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY

May 20, 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, Kimberly Babin,
Audrey Polmanteer & Joao Alves
Also present: Robin Carvide and Jennifer Hart

2. 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 approve the minutes of April 15, 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 # 23280 to check #23326 for \$131,884.66. All in favor

4. Financial Report

- A. Accountant Report: March 2025

Upon a motion made by Kimberly Babin, which was seconded by Joao Alves, it was unanimously voted to accept the accountant Financial Report from March 2025 with a 47.0% reserve. All in favor

- B. CFA 5001 Change

Upon a motion made by Kimberly Babin, which was seconded by Audrey Polmanteer, it was unanimously voted to accept Amendment #14 to the CFA 5001 in the amount of \$391,952.00, this amendment funds VU2023 and keeps the contract end date of service as June 30, 2028. All in favor

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Financial Report: continued

C. Write off amount for (2) vacant accounts

Upon a motion made by Kimberly Babin, which was seconded by Raymond Anderson, it was unanimously voted to approve Rental write-offs totaling \$2,900.00 from past tenants: T. Kukla and R. Reilly. All in favor

5. Modernization Report:

A. Project # 161127 VCT replacement at turnover Stata Street: Absorbed

B. Project # 161138 ARPA FF: State St. Dev Balcony Repair: Contract signed
Construction meeting set for May 28, 2025, at 10:00 am at the Chestnut Street RCAT office, then to site.

C. Project # 161142: ARPA FF: Foundation insulation repair New Wilson:

Upon a motion made by Kimberly Babin, which was seconded by Raymond Anderson, it was unanimously voted to accept the lowest bid of \$71,900.00 from Campora Construction Company Inc. 43 Owens Way, Ludlow, MA 01056 for project #161142, for Foundation insulation repair at New Wilson Street Units.
All in favor

D. Project # 161158 VU: State Street Empties: EOHLC

Upon a motion made by Raymond Anderson, which was seconded by Kimberly Babin, it was unanimously voted to accept the lowest bid of \$584,757.00 from Serrano & Serrano Construction, Inc. 106 Essex St Lawrence, MA 01841, for project #161158, for Vacant Unit and ADA Unit Renovations. All in favor

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

F. Project # 161164 VU: 48 Higher St. Renovation: EOHLC Overseen by Juliet Borja

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

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

I. Project # 161154 Flooring and abatement at Meadow Street: LHA

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6. Reading of the Correspondence:

- A. PHN 2025-05 Revised Income Limits for Admission & FMRs for Continued Occupancy. Read and acknowledged
- B. Guidance on visits/requests from Law Enforcement: Read and acknowledged

7. Old Business:

8. New Business:

- A. Annual Meeting Hearing Notice and copy of draft plan.
- B. Contractor Authorized Signatory

Upon a motion made by Joao Alves, which was seconded by Raymond Anderson, it was unanimously voted to accept Jennifer Hart as the authorized officer for verification(s) for Contractor Authorized Signatory Listing (CASL), and the following three persons are authorized signatories:

- 1. Robin Carvide Executive Director Ludlow Housing Authority
- 2. Susan E Stanek Ludlow Housing Authority Board Chair
- 3. Kimberly Babin Ludlow Housing Authority Board Vice-chair.

All in favor.

9. Adjourn Meeting:

- A. Upon a motion made by Joao Alves, which was seconded by Raymond Anderson, it was unanimously voted to adjourn the meeting at 12:15 p.m.
All in favor

Sincerely Submitted,

Jennifer Hart

Jennifer Hart

Next Scheduled Regular Meeting: June 24, 2025