

MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY
June 24, 2025, 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, Kimberly Babin,
Audrey Polmanteer & Joao Alves

Also present: Robin Carvide, Colin Rogers and Jennifer Hart

2. Acceptance of the Minutes of the Meeting:

Upon a motion made by Kimberly Babin, which was seconded by Audrey Polmanteer, it was unanimously voted to approve the minutes of May 20, 2025, as written. All in favor

3. Payments of the Bills:

Upon a motion made by Raymond Anderson, which was seconded by Kimberly Babin, it was unanimously voted to approve the bills from check # 23327 to check #23369 for \$163894.99. All in favor

4. Financial Report

A. Accountant Report: Unavailable

B. Funding of truck and plow: Discussion ensued: Tommy gate and tool storage package to be discussed when the two old Ford trucks are disposed of.

Upon a motion made by Kimberly Babin, which was seconded by Joao Alves, it was unanimously voted to approve the purchase of a new truck and with plow package (approx. 67,000) from Ludlow Housing Authority unrestricted account. All in favor

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5. Modernization Report:

- A. Project # 161138 ARPA FF: State St. Dev Balcony Repair: NTP 07/07/2025
- B. Project # 161142: ARPA FF: Foundation insulation repair New Wilson: NTP Meeting 06/27/2025 2:00 p.m.
- C. Project # 161158 VU: State Street Empties: EOHLC waiting for NTP Meeting to be set by EOHLC
- 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
Upon a motion made by Kimberly Babin, which was seconded by Raymond Anderson, it was unanimously voted to accept the lowest bid received from Serrano & Serrano Construction, Inc., 1056 Essex Street, Lawrence, MA 01841 for the amount of \$516,560.97 for Project # 161164 Vacancy Turnover, 705-1C, 48 Higher Street. All in favor
- 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 2025-06 Preventive Maintenance Planning Year Criteria
Read and acknowledged

7. Old Business:

- A. Liabilities and surplus Accounts Payable Other <= 90 days: These numbers are the amounts due to solar and account 1211 prepaid insurance

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8. New Business:

A. Annual Meeting Hearing: No tenants in attendance.

Question in Maintenance Section about only (7) units turned over?

This was a mistake. The report showed that for FYE24 there were (13) apartments turned over, and the current FYE25, (which is not finished until September 30, 2025) there have been (7) apartment turnovers.

Spoke to EOHLC and they said we can place a Narrative showing the actual report numbers.

Upon a motion made by Joao Alves, which was seconded by Kimberly Babin, it was unanimously voted to accept the proposed Annual Plan for FYE 2026, with narrative added about apartment turnovers numbers, otherwise as written. All in favor

Upon a motion made by Kimberly Babin, which was seconded by Raymond Anderson, it was unanimously voted to accept the proposed CIP as of April 16, 2026, as written. All in favor

B. Outdoor Fireplace at Wilson Street. Raymond Anderson brought up a discussion that the tenants want to use the outside fireplace at Wilson Street for tenant enjoyment. He stated they would have to ask permission and fill out request forms, call the fire department and the person filling out request would be responsible and would have to stay by the fire. This will be tabled until the next meeting. Office to contact the fire department and find out any other liability information etc. to be presented at the next meeting.

9. Upon a motion made by Audrey Polmanteer, which was seconded by Kimberly Babin, it was unanimously voted to adjourn the meeting at 12:26 p.m.

All in favor

Sincerely Submitted,

Jennifer Hart

Jennifer Hart

Next Scheduled Regular Meeting: July 15, 2026