

MINUTES OF THE BOARD MEETING  
OF THE LUDLOW HOUSING AUTHORITY  
July 15, 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

Absent: Joao Alves      Also present: Robin Carvide, and Jennifer Hart

2. Acceptance of the Minutes of the Meeting:

Upon a motion made by Raymond Anderson, which was seconded by Kimberly Babin, it was unanimously voted to approve the minutes of June 24, 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 # 23370 to check #23397 for \$46,615.22. All in favor

4. Financial Report    Accountant Report: As of April 30, 2025, Reserves are at 48.5%

Upon a motion made by Raymond Anderson, which was seconded by Kimberly Babin, it was unanimously voted to accept the April 30, 2025, Accountant Financial Report. All in favor

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

C. Project # 161158 VU: State Street Empties: EOHLC NTP Meeting 07/16/2025

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

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6. Reading of the Correspondence:

- A. PHN 2025-07 EOHLC Vacancy Initiative 2.0 Read and acknowledged
- B. PHN 2025-08 American Revolution 250<sup>th</sup> Anniversary Celebration Funding

Upon a motion made by Kimberly Babin, which was seconded by Raymond Anderson, it was unanimously voted to approve the 250 Anniversary celebration and schedule it for April 20, 2026, from 11:00am to 3:00 pm. All in favor

7. Old Business:

- A. Update on truck and plow. Working out final quote with State contracts and then will order truck.
- B. Information on outdoor fireplaces.

Information was handed out about fire pits, cooking fires and brush burning.

A motion was made by Raymond Anderson to open the fireplace for tenants use for recreational cooking, Kimberly Babin 2<sup>nd</sup> to open for discussion.

Discussion pursued. Issued tabled for next meeting. LHA to get quotes to fix fireplace.

8. New Business:

- 9. Adjourn Meeting: Upon a motion made by Kimberly Babin, which was seconded by Audrey Polmanteer, it was unanimously voted to adjourn the meeting at 12:22 p.m.

All in favor

Sincerely Submitted,

*Jennifer Hart*

Jennifer Hart

Next Scheduled Regular Meeting: August 19, 2025