

MINUTES OF THE BOARD MEETING  
OF THE LUDLOW HOUSING AUTHORITY  
August 20, 2024 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 Kimberly Babin Jon Baldwin

Absent: Audrey Polmanteer Also, present: Robin Carvide

The secretary posted the Notice of Meeting at the Town's Clerk's office 08/15/2024

2. Acceptance of the Minutes of the Meeting:

Upon a motion made by Kimberly Babin, which was seconded by Raymond Anderson, it was unanimously voted to accept the minutes from July 16, 2024, with the following amendments Section 9. Raymond Anderson made the motion to adjourn not Jon Baldwin and last line add August to the date for next scheduled Board Meeting.

All in favor

3. Payment of the bills: Detailed report

Upon a motion made by Jon Baldwin, which was seconded by Kimberly Babin, it was unanimously voted to approve the bills Check # 22807 to Check # 22853 for a balance of \$39,912.99. All in favor

4. Financial Report:

A. June Accountants Report: Reserve 50.1%

B. Budget Revision FYE 09/30/2024: Revision was reviewed by section and discussed. Raymond Anderson moved that the proposed Operating Budget for State-Aided Housing of the Ludlow Housing Authority (Chapter 200/667/705/689/MRVP), Program Number 400-1 for fiscal year ending 9/30/2024 showing total revenue of \$1,306,050 (Acct. No. 3000) and Total Expenses of \$1,211,293 (Acct. No. 4000) thereby requesting a subsidy of \$376,600 (Acct. No. 3801) and further that the Executive Director's total annual salary of \$94,748 for fiscal year ending 9/30/2024 be submitted to the Department of Housing and Community Development for its review and approval. Jon Baldwin seconded the motion which, upon roll-call, was passed by a vote of (4) "For" to (0) "Against".

## Board Minutes August 20, 2024

## 5. Modernization Report:

- A. FISH # 161102 Replace Common Area Floors: NSI: Pre-con Meeting 08/22/2024
- B. FISH # 161127 VCT replacement at turnover State Street: LHA partial
- C. FISH # 161138 ARPA FF: State St Development Balcony Repair: Scope RCAT
- D. FISH # 161139 ARPA FF: Electric Panel Replacement: State Street: LHA
- E. FISH # 161141 ARPA FF Maintenance Garage repairs Wilson Street: Start 08/22/24
- F. FISH # 161142 ARPA FF Foundation Insulation Repair New Wilson: Design
- G. FISH # 161143 Replace crank out windows Chestnut Street: Design
- H. FISH # 161158 State Street Empties for (8) Vacancy Initiative EOHLC  
 Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to have the following cabinets made proprietary in any Ludlow Housing Authority unit that is receiving new kitchen cabinets. Norfolk multi-Family Cabinets & Countertops, Chateau: Routed Slab Maple Door, Raised Panel Styling, Solid Drawer Front, Reverse Bevel Edge Profile, Maple Hardwood, Standard Overlay, with the Upgrade to 100lb full extension to the drawer slides. All in Favor
- I. FISH #161159 Unit vacancy turnover Wilson and Chestnut (1) Forced Account
- J. FISH #161164 48 Higher Street Renovation Approved Funding \$148,759: Design

## 6. Reading of the Correspondence:

PHN 2024-11 to PHN 2024-14 were reviewed and acknowledged.

## 7. Old Business:

- A. 361 West Ave: Special Meeting: Tuesday, August 27, 2024, at 10:30 am to open sealed bids.

## 8. New Business:

- A. Discussion about the sewer being filled with wipes, paper towels and pads. A Flyer was sent to residents and now the situation is getting worse. Discussed remedies.

## 9. Adjourn Meeting:

A motion was made by Jon Baldwin, which was seconded by Audrey Polmanteer, to approve to adjourn the meeting at 1:14 pm. All in Favor

Sincerely Submitted:

*Robin Carvide*

Robin Carvide

Next scheduled Special Meeting August 27, 2024, at 10:30 am

Next scheduled Board Meeting will be September 17, 2024, at 11:00 am