

MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY

January 16, 2024, at 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 Jon Baldwin Audrey Polmanteer

Absent: None Also, present: Robin Carvide,

The secretary posted the Notice of Meeting at the Town's Clerk's office 01/11/2024 at 8:07am.

2. Acceptance of the Minutes of the Meeting:

Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to accept the minutes from November 21, 2023, as written.
All in favor

Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to accept the minutes from December 13, 2023, as written.
All in favor

3. Payment of the bills: Detailed report

Upon a motion made by Raymond Anderson, which was seconded by Audrey Polmanteer, it was unanimously voted to approve the bills Check # 22434 to Check # 22508 for a balance of \$257,552.58. All in favor

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4. Financial Report

- A. Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to accept November 2023 Accountant Financial Report, with the reserve at 38.4%, as written. All in favor
- B. Certification of Retirement Board App.: FY 2025 Annual Appropriation \$ 92,289.00

5. Modernization Report:

- A. FISH # 161102 Replace Common Area Floors: Chestnut St: EOHLIC
Mannington Floor cover color #1 Fused Birch 7500, 2nd Oiled Pine 7760
- B. FISH # 161121 Replace Concrete Door entry pads: State Steet: LHA
- C. FISH # 161127 VCT replacement at turnover State Street: LHA partial
- D. FISH # 161125 Congregate Accessibility Remodel: 136 Wilson EOHLIC:
Construction
- E. FISH # 161136 ARPA FF: 69 State/20Meadow Street: Asphalt Roof: Construction
- F. FISH # 161137 ARPA FF: 87 State Street Community Building: Roof: Construction
- G. FISH # 161138 ARPA FF: State St Development Balcony Repair: Scope RCAT
- H. FISH # 161139 ARPA FF: Electric Panel Replacement: State Street: LHA
- I. FISH # 161157 ARPA FF: New boiler Chestnut Street: RCAT CRITICAL Close-out

Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to accept the change order for Project # 161157 for the total added amount of \$7,543.86 for Inspection: Adding an Emergency switch and removing existing gas piping. All in favor

Upon a motion made by Jon Baldwin, which was seconded by Audrey Polmanteer, it was unanimously voted to approve the CSC for Project # 161157. All in favor

Upon a motion by Audrey Polmanteer, which was seconded by Raymond Anderson, it was unanimously voted to approve the CFC for Project # 1671157 and the application for Payment #2 for 9,687.86. All in favor

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- J. FISH # 161141 ARPA FF Maintenance Garage repairs Wilson Street: RCAT
- K. FISH # 161142 ARPA FF Foundation Insulation Repair New Wilson: RCAT
- L. FISH # 161143 Replace crank out windows Chestnut Street: RCAT
- M. FISH # 161144 New Asphalt Maintenance Garage: RCAT
- N. FISH # 161154 Flooring Abatement and replacement State Street: LHA

6. Reading of the Correspondence:

- A. PHN 2023-20 was read and acknowledged.
- B. PHN 2023-21 was read and acknowledged.
- C. PHN 2024-01 was read and acknowledged.

7. Old Business:

- A. Grandview Property: Still working on finding information and writing RFP.
- B. NOFA RSC Split Grant: In stead of making the current RSC at 40 hours, we would utilize (2) RSC at split positions.

8. New Business:

- A. Town report read and acknowledged.
- B. Board Member Mandatory Training. Board members will get an email when they are due to start the new training. New members must complete when they are elected or appointed. Then the training must be updated every two years.

9. Adjourn Meeting:

Upon a motion made by Jon Baldwin, which was seconded by Susan Stanek, it was unanimously voted to adjourn the meeting at 12:10 pm. All in Favor

Sincerely Submitted:

Robin Carvide

Robin Carvide

Next scheduled Board Meeting will be February 20, 2024