

MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY
November 19, 2024, 11:00 a.m.
114 Wilson Street, Ludlow, MA 01056

The meeting was called to order by Chairperson Susan Stanek at 11:04 a.m.

1. Upon roll call those present were as follows:

Present: Susan Stanek, Raymond Anderson, Jon Baldwin, Kimberly Babin & Audrey Polmanteer

Also, present: Robin Carvide, Jenna Milne PCA (Accountant)

Absent: None

The secretary posted the Notice of Meeting at the Town's Clerk's office 11/14/2024

2. Acceptance of the Minutes of the Meeting:

Upon a motion made by Kimberly Babin, which was seconded by Jon Baldwin, it was unanimously voted to accept the minutes from October 15, 2024, Board meeting, as written. All in favor

3. Payment of the bills: Detailed report

Discussion ensued and several questions were asked.

Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to approve the bills Check # 22943 to Check # 23010 for a balance of \$141,997.18. All in favor

4. Financial Report:

A. FYE 2024 Financial Report given by Jenna Milne PCA. FYE2024 financials were reviewed page by page, top 5 compensation form, and lead certifications form were also reviewed.

Upon a motion made by Kimberly Babin, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the FYE 2024 Budget Financial report, with reserves ending at 41.3%. All in favor

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Upon a motion made by Raymond Anderson, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the FYE 2024 top 5 compensation form. All in favor.

Upon a motion made by Kimberly Babin, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the FYE 2024 Lead Certification and Compliance Laws. All in favor

B. Proposed Budget for FYE 2025 was reviewed by Accountant Jenna Milne:

Upon a motion made by Kimberly Babin 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 09/30/2025 showing total revenue of \$1,284,526 and total expenses of \$1,244,802 thereby requesting a subsidy of \$411,763, and further that the Executive Director's total annual salary of \$98,378 for fiscal year ending 09/30/2025 be submitted to the Department of Housing and Community Development for its review and approval. Audrey Polmanteer seconded the motion which, upon roll-call, was passed by a vote of 4 "FOR" to 0 "Against". All in favor

Upon a motion made by Jon Baldwin, which was seconded by Audrey Polmanteer, it was unanimously voted to approve the Executive Director's Salary of \$98,378 for FYE 2025. All in favor

Upon a motion made by Kimberly Babin, which was seconded by Raymond Anderson, it was unanimously voted to increase the weekly on call fee to \$100.00 weekly as indicated in FYE2025 approved budget. All in favor

Upon a motion made by Kimberly Babin, which was seconded by Raymond Anderson, it was unanimously voted to approve all pay increases as indicated in FYE2025 approved budget. All in favor.

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5. Modernization Report:

- A. FISH # 161102 Replace Common Area Floors: NSI: Construction completed, (6) fire doors need to be cut down and welded to secure thresholds.
- 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 # 161142 ARPA FF Foundation Insulation Repair New Wilson: Design
- F. FISH # 161143 Replace crank out windows Chestnut Street: NTP Ordering windows: 5 to 6 weeks out. Then installation will be scheduled.
- G. FISH # 161158 State Street Empties for (8) Vacancy Initiative EOHLC
- H. FISH #161159 Unit vacancy turnover Wilson and Chestnut (1) Forced Account
- I. FISH #161164 VI 48 Higher Street Renovation EOHLC Overseen by Juliet Borja

6. Reading of the Correspondence:

7. Old Business:

- A. RFP 361 West Avenue: sold 10/31/2024

8. New Business:

- A. MMDT representative Caroline Kafafian came and gave a presentation on the program. Board members to review and subject will be tabled until next regular scheduled meeting.
 - 1. RFP to purchase replacement property: Went live 11/13/2024 and first round cut-off date is December 17, 2024, at 10:15 am. Bids to be opened at special meet on December 17, 2024, at 10:30 am.

B. Adjourn Meeting:

A motion was made by Jon Baldwin, which was seconded by Kimberly Babin, to approve to adjourn the meeting at 12:45 pm. All in Favor

Sincerely Submitted:

Robin Carvide

Robin Carvide

Next Scheduled Regular Meeting December 17, 2024 at 11:00 am