

MINUTES OF THE BOARD MEETING  
OF THE LUDLOW HOUSING AUTHORITY

February 20, 2024, at 11:00 a.m.

114 Wilson Street, Ludlow, MA 01056

The meeting was called to order by Chairperson Susan Stanek at 11:00 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 01/14/2024 at 3:56 pm.

2. Acceptance of the Minutes of the Meeting:

Upon a motion made by Jon Baldwin, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the minutes from January 16, 2024, as written.

All in favor

3. Payment of the bills: Detailed report

Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to approve the bills Check # 22509 to Check # 22570 for a balance of \$206,189.34. All in favor

4. Financial Report

A. December Financial Report currently unavailable.

B. Letter read and acknowledged that FYE 09/30/2024 budget was approved by EOHL.

## Board Minutes February 20, 2024

## 5. Financial Report: Continued

- C. TAR write-offs: List of (6) vacated units that rent need to be written off. Discussion ensued. These are from evictions, assisted living, death, and squatter.

7 Hampden Street #8	Eviction: Monies	3,473.77
152 Wilson Street	Eviction: Unauthorized Occupant	340.00
126 Wilson Street	Health: Assisted living	852.00
48 Higher Street	Eviction: Cause	2,110.00
103D Wilson Street	Death: Eviction Squatter	792.00
7 Hampden Street #2	Death	<u>1,432.00</u>
<u>Total Write-off to TAR</u>		\$8,999.77

Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to approve the write-off to TAR for (6) accounts totaling \$8,999.77. All in favor

- D. Update on Vacancy Initiative: EOHLC came and inspected all our vacancies and two vacant houses. We have been approved for funding of the (5) vacant units at State Street Development which will be an EOHLC project full abatement, new cabinets, and apartment upgrades such as electrical panels etc. Waiting for funding for vacancies at Wilson and Chestnut Street. The two houses have been evaluated one might be sold and replaced and the other, we are going to try for ADA funds and make it handicapped/sight accessible, with it being a single floor house.

## 6. Modernization Report:

- A. FISH # 161102 Replace Common Area Floors: Chestnut St: EOHLC
- 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 EOHLC:  
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

## Board Minutes February 20, 2024

- 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

## 7. Reading of the Correspondence:

- A. PHN 2023-02 was read and acknowledged.

## 8. Old Business:

- A. Grandview Property: Draft RFP for sale of land. Once we receive the actual appraisal of the land, then we can solidify the dates of advertisement, Central Register, Commbuys and news paper ad and legals. The Lowest bid that will be considered will be 85% of the appraisal value, add in that meeting is an open meeting. Edit any changes that our lawyer needs entered.

## 9. New Business:

- Board Member Mandatory Training: Board Members should get an email when they are due.

## 10. Adjourn Meeting:

Upon a motion made by Jon Baldwin, which was seconded by Susan Stanek, it was unanimously voted to adjourn the meeting at 1:10 pm. All in Favor

Sincerely Submitted:

*Robin Carvide*

Robin Carvide

Next scheduled Board Meeting will be March 19, 2024