

458  
MINUTES OF THE BOARD MEETING  
OF THE LUDLOW HOUSING AUTHORITY  
June 18,2024 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: Kimberly Babin Also, present: Robin Carvide, Michael Parker  
And three Wilson Street Tenants: S. Cournoyer, F. Audet, C. Daly

The secretary posted the Notice of Meeting at the Town's Clerk's office 06/13/2024

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 May 21, 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 # 22720 to Check # 22765 for a balance of \$182,206.04. All in favor

4. Financial Report

- A. April 2024 Accountant's Report 37.6%% reserve  
May 2024 Accountant's Report 42.3% reserve

Upon a motion made by Jon Baldwin, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the April and May 2024 Accountant's Financial Reports. All in Favor

- B. Motion made by Audrey Polmanteer, which was seconded by Raymond Anderson, to open accounts at Bank under Ludlow Housing Authority with authorized signatories to be Robin Carvide, Susan Stanek, and Jon Baldwin. Also granting permissions to open any accounts from land proceeds that will be in the best interest of the Ludlow Housing Authority. All in favor.

## 5. New Business:

- A. Motion made by Jon Baldwin, which was seconded by Raymond Anderson, to sell and replace 361 West Avenue, Ludlow, MA 01056. We are to prepare RFP, and after EOHCL approves RFP then we can advertise and post the necessary places per Chapter 30B. In the RFP lowest starting bid would be 179,000 unless EOHLC disagrees with that figure. All in favor.  
Motion made by Jon Baldwin, which was seconded by Audrey Polmanteer, to hire Michael Parker as our realtor for the and purchase of a new 705.
- B. Pledge reviewed. Motion made by Jon Baldwin, which was seconded by Raymond Anderson to accept the pledge with changes to tenant sponsor, lengths of trespass etc. All in favor

## 6. Modernization Report:

- A. FISH # 161102 Replace Common Area Floors: Chestnut St: Motion made by Jon Baldwin, which was seconded by Audrey Polmanteer, to approve NSI, 70 Maple Drive, Middletown, NY 10941 at the lowest bid of 73,000 for Project # 161102. All in favor
- 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: Complete
- E. FISH # 161129 Replace Roofs Colonial Sunshine Manor: Complete
- F. FISH # 161137 ARPA FF: 69 State/20 Meadow Steet: Asphalt roof  
Upon a motion made by Jon Baldwin, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the CO, CSC, CFC and pay Laroche Construction Co. Balance owed of 4,758.44. All in Favor
- G. FISH # 161136 ARPA FF: 87 State Street Community Building: Roof: Construction  
Upon a motion made by Jon Baldwin, which was seconded by Audrey Polmanteer, it was unanimously voted to approve the CSC and payment of \$65,787.50. All in favor
- H. FISH # 161138 ARPA FF: State St Development Balcony Repair: Scope RCAT
- I. FISH # 161139 ARPA FF: Electric Panel Replacement: State Street: LHA
- J. FISH # 161141 ARPA FF Maintenance Garage repairs Wilson Street: Bid Accepted
- K. FISH # 161142 ARPA FF Foundation Insulation Repair New Wilson: RCAT
- L. FISH # 161143 Replace crank out windows Chestnut Street: Design

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- M. FISH # 161144 New Asphalt Maintenance Garage: Maintenance Garage: RCAT
- N. FISH # 161153 Flooring Abatement and replacement State Street: LHA
- O. FISH # 161158 State Street Empties for (5) Vacancy Initiative EOHLC
- P. FISH # 161159 Unit vacancy turnover Wilson and Chestnut (1) Forced Account
- Q. FISH #161164 48 Higher Street Renovation Approved Funding \$211,306

7. Reading of the Correspondence:

PHN 2024-08 was reviewed and acknowledged.

8. Old Business:

- A. Grandview Property: Contingency moved to 06/21/2024 and closing moved to 07/09/2024.
- B. Review pros and cons on laundry outsource and having own. Dryer vents clean professionally yearly. Last cleaning was 11/2023. Fletcher coming Wednesday June 19, 2024 to run cameras in the piping at Chestnut Street to see if any blockages or broken pipes.
- C. Annual Hearing for Proposed Annual Plan June 18, 2024, at 11:00 am  
Annual Plan and CIP were reviewed. A motion was made by Jon Baldwin, which was seconded by Audrey Polmanteer, to accept CIP 2025 as written. All in Favor  
A motion was made by Raymond Anderson, which was seconded by Audrey Polmanteer to accept the Proposed Annual Plan for Fiscal Year 2025. All in favor

9. Adjourn Meeting:

A motion was made by Jon Baldwin, which was seconded by Audrey Polmanteer, to approve to adjourn the meeting at 12:47 pm. All in Favor

Sincerely Submitted:

*Robin Carvide*

Robin Carvide

Next scheduled Board Meeting will be July 16, 2024, at 11:00 am