

MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY
September 17, 2024, 11:00 a.m.
114 Wilson Street, Ludlow, MA 01056

The meeting was called to order by Chairperson Susan Stanek at 11:03 a.m.

1. Upon roll call those present were as follows:

Present: Susan Stanek Raymond Anderson Kimberly Babin Jon Baldwin

Audrey Polmanteer Also, present: Robin Carvide

Absent: None

The secretary posted the Notice of Meeting at the Town's Clerk's office 09/12/2024

2. Acceptance of the Minutes of the Meeting:

Upon a motion made by Raymond Anderson, which was seconded by Kimberly Babin, it was unanimously voted to accept the minutes from August 20, 2024, Board meeting, as written. All in favor

Upon a motion made by Audrey Polmanteer, which was seconded by Jon Baldwin, it was unanimously voted to accept the minutes from the August 27, 2024, Special 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 Audrey Polmanteer, it was unanimously voted to approve the bills Check # 22854 to Check # 22889 for a balance of \$70,815.28. All in favor

4. Financial Report:

A. July Accountants Report: Reserve 51.4%

B. Budget Revision FYE 09/30/2024: Notice from EOHLC that our Budget Revision 1 # 16102400-1 was approved and added funds of 177,857 was approved towards the vacancy initiative funding.

C. Proposed Budget not available.

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- D. Rental Write-offs: Reviewed TAR, including accounts with payment arrangements, Needed write-offs (vacated) and court agreements.

Upon a motion made by Jon Baldwin, which was seconded by Kimberly Babin it was unanimously voted to write-off \$2,667.62, or vacated tenants rent from the following: 28 Benton Street D.C., 58 Cady Street S.C., 26 Meadow Street #4, W. T. Jr. and 108A Wilson Street, J.K., All in favor

5. Modernization Report:

- A. FISH # 161102 Replace Common Area Floors: NSI: NTP
- 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: Construction
- 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
- 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:

- A. PHN 2024-15 was acknowledged.

7. Old Business:

- A. 361 West Ave: EOHLC approved highest bidder. The P & S was drafted and approved. The sale will be posted in the Central Register 09/25/2024 and the closing will be scheduled on or after October 25, 2024, to adhere to CHAPTER 30B specifications.

Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to give permissions to Susan Stanek (Board Chair-person), or as alternate, permissions to Robin Carvide (Executive Director) to sign the P & S agreement, the deed for 361 West Avenue, Ludlow, MA 01056 and any other pertaining documents or forms to complete the sale and deed transfer of 361 West Avenue, Ludlow, MA 01056.
All in favor

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7. Old Business: (continued)

- B. Sewer lines clogging at Chestnut Street: LHA purchase special sewer colored dye tablets and employees went to every toilet at Chestnut Street to find the apartment(s) that the sewer line runs into the line that keeps clogging and causing damage from leakage when pipe backs up.

The outcome of the testing is that the following (10) apartments are ones that run into pipe label #1 that keeps getting clogged from wipes, paper towels and occasionally incontinence pads. 39 Chestnut Street Apt #'s, 107,109,110,111,112,208,211,212,213 and 214.

We will be contacting the tenants of these apartments, (if not vacant), and reviewing the importance and damages that have occurred due to someone's misuse of the toilet and flushing pipes.

8. New Business:

- A. Demographics: Our residents' demographics %'s must be uploaded into the system and if not in the allowable range, then a placement rate required will need to have an action plan to get within the proper %'s compared to our Goals.

Upon a motion made by Kimberly Babin, which was seconded Audrey Polmanteer, it was unanimously voted to accept the Affirmative Action Goal: Goal % for Family Housing is 34.60% and Affirmative Action Goal for Elderly/Handicapped Housing is 14.60%. The affirmative action goal has currently been met and the authority does not have a placement rate. All in favor

- B. Spoke about vendor at the Conference. Company: Mass Municipal Depository Trust. Upon a motion made by Jon Baldwin, which was seconded by Kimberly Babin, it was unanimously voted to ask MMDT representative to come to a Board meeting to discuss the investment tool. All in favor

9. Adjourn Meeting:

A motion was made by Jon Baldwin, which was seconded by Kimberly Babin, to approve to adjourn the meeting at 1:05 pm. All in Favor

Sincerely Submitted:

Robin Carvide

Robin Carvide

Next scheduled Special Meeting October 15, 2024, at 11:00 am