

MINUTES OF THE BOARD MEETING  
OF THE LUDLOW HOUSING AUTHORITY

March 19, 2024, at 11:00 a.m.

114 Wilson Street, Ludlow, MA 01056

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2024 MAR 19 P 4:54  
TOWN OF LUDLOW

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

Absent: Audrey Polmanteer Also, present: Robin Carvide,

The secretary posted the Notice of Meeting at the Town's Clerk's office 03/13/2024,

2. Acceptance of the Minutes of the Meeting:

Upon a motion made by Raymond Anderson, which was seconded by Jon Baldwin, it was unanimously voted to accept the minutes from February 20, 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 # 22571 to Check # 22632 for a balance of \$293,019.73. All in favor

4. Financial Report

- A. December Financial Report: 38.9% reserve
- B. Vacancy Initiative: We just received funding for 48 Higher Street, State Street Development Units, and Forced Account for Wilson & Chestnut Street.  
List of vacancies and CIP showing all project numbers and funding.
- C. RSC Increase funding Award. Will be splitting duties between (2) employees for (2) housing Authorities.

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Financial Report: Continued

Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to accept the Financial Report. All in favor

#### 5. Modernization Report:

- A. FISH # 161102 Replace Common Area Floors: Chestnut St: NTP 04/10/2024.
- 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: 87 State Street Community Building: Roof: Construction
- F. FISH # 161138 ARPA FF: State St Development Balcony Repair: Scope RCAT
- G. FISH # 161139 ARPA FF: Electric Panel Replacement: State Street: LHA
- H. FISH # 161141 ARPA FF Maintenance Garage repairs Wilson Street: Bidding
- I. FISH # 161142 ARPA FF Foundation Insulation Repair New Wilson: RCAT
- J. FISH # 161143 Replace crank out windows Chestnut Street: Design
- K. FISH # 161144 New Asphalt Maintenance Garage: RCAT
- L. FISH # 161153 Flooring Abatement and replacement State Street: LHA
- M. FISH # 161158 State Street Empties less 2 Vacancy Initiative EOHLC
- N. FISH # 161159 Unit vacancy turnover Wilson and Chestnut (1) Forced Account
- O. FISH # 161160 ADA Tub Cut 108 A Wilson Street
- P. FISH # 161161 ADA Handicapped building entrance doors 104 and 111 Wilson St
- Q. FISH #161163 ADA tub cut 132 Wilson Street
- R. FISH #161164 48 Higher Street Renovation

#### 6. Reading of the Correspondence:

- A. PHN 2023-03,04,05 were read and acknowledged.

Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to send in paperwork to apply for the PHN-2024-05 Technical Assistance for Vacant Land Development for property at Butler/Benton and Clarence Street. All in favor

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B. Letter from Town Clerk about reorganization on agenda for next meeting after March 25, 2024, Ludlow voting.

7. Old Business:

A. Grandview Property: RFP, ad in Republican, Commbuys, Central Register, with realtor, all set and live. Bid packets are available and bid will be taken until April 23, 2024, at 9:00 am

8. New Business:

Transfer Policy: Think about any transfers that are requested for severe personal reasons pertaining to neighbors not getting along. A person asking for transfer should not be able to stay in the same development.

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 1:01 pm. All in Favor

Sincerely Submitted:

*Robin Carvide*

Robin Carvide

Next scheduled Board Meeting will be April 16, 2024