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 TOWN OF LUDLOW  
 114 Wilson Street, Ludlow, MA 01056

MINUTES OF THE BOARD MEETING  
OF THE LUDLOW HOUSING AUTHORITY

April 16, 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  
Kimberly Babin

Absent: Also, present: Robin Carvide,

The secretary posted the Notice of Meeting at the Town's Clerk's office 04/10/2024,

2. Acceptance of the Minutes of the Meeting:

Upon a motion made by Raymond Anderson, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the minutes from March 19, 2024, as written. All in favor

3. Payment of the bills: Detailed report

Upon a motion made by Jon Baldwin, which was seconded by Audrey Polmanteer, it was unanimously voted to approve the bills Check # 22633 to Check # 22676 for a balance of \$114,645.79. All in favor

4. Financial Report

- A. January 2024 Accountant's Report 34.6% reserve  
February 2024 Accountant's Report 34.7% reserve

Upon a motion made by Jon Baldwin, which was seconded by Kimberly Babin, it was unanimously voted to approve January's 2024 and February's 2024 Accountants Financial Report. All in favor.

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Financial Report: Continued

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- B. Vacancy Initiative: Letter received from EOHLC giving Ludlow Housing Authority a Vacant Unit Award for \$250,00. Project # 161158 for (5) vacant units in 667-1. This will be for Replacement of kitchen cabinets, countertops, replace floors, install new tub, toilet walk in shower, bath fan/light, update electrical panel, new range, replace doors and hardware, paint walls and ceilings.

## 5. Modernization Report:

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

Upon a motion made by Jon Baldwin, which was seconded by Audrey Polmanteer, it was unanimously voted to cancel the contract for Project # 161102 due to improper bidding, making it an illegal bid. All in favor

Upon a motion made by Audrey Polmanteer, which was seconded by Raymond Anderson, it was unanimously voted to rebid 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:

Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to approve (6) change orders for a total of \$4,982.44 and a finish date of May 17, 2024, for Project # 161125. All in favor

Upon a motion made by Jon Baldwin, which was seconded by Audrey Polmanteer, it was unanimously voted to approve the CSC (Certificate of Substantial Completion) for Project # 161125. All in favor

Upon a motion made by Jon Baldwin, which was seconded by Audrey Polmanteer, it was unanimously voted to approve the CFC (Certificate of Final Completion) for Project # 161125. All in favor

E. FISH # 161129 Replace Roofs Colonial Sunshine Manor TOWN OF LUDLOW

Upon a motion made by Kimberly Babin, which was seconded by Raymond Anderson, it was unanimously voted to accept the change order of project # 161129 for the size of the gutters. All in favor

Upon a motion made by Raymond Anderson, which was seconded by Audrey Polmanteer, it was unanimously approved to accept the CSC (Certificate of Substantial Completion) for project # 161129. All in favor

Upon a motion made by Kimberly Babin, which was seconded by Raymond Anderson, it was unanimously voted to approve the CFC (Certificate of Final Completion) for Project # 161129. All in favor

- F. FISH # 161136 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 # 161141 ARPA FF Maintenance Garage repairs Wilson Street:

Upon a motion made by Jon Baldwin, which was seconded by Audrey Polmanteer, it was unanimously voted to cancel bid for project #161141 due to bids went over the \$10,000.00 threshold and will need to be rebid for over \$10,000 projects. All in favor

Upon a motion made by Audrey Polmanteer, which was seconded by Kimberly Babin, it was unanimously voted to rebid for Project # 161141. All in favor

- J. FISH # 161142 ARPA FF Foundation Insulation Repair New Wilson: RCAT
- K. FISH # 161143 Replace crank out windows Chestnut Street: Design
- L. FISH # 161144 New Asphalt Maintenance Garage: RCAT
- M. FISH # 161153 Flooring Abatement and replacement State Street: LHA
- N. FISH # 161158 State Street Empties for (5) Vacancy Initiative EOHLIC
- O. FISH # 161159 Unit vacancy turnover Wilson and Chestnut (1) Forced Account
- P. FISH #161164 48 Higher Street Renovation Approved Funding \$211,306

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6. Reading of the Correspondence: None

7. Old Business:

A. Grandview Property: Meeting to open bids is April 23, 2024, at 11:00 am

B. Reorganization after elections.

Audrey Polmanteer nominated Susan Stanek for Board Chairperson. Susan Stanek accepted nomination. No other nominations.

Vice-Chairperson Raymond Anderson cast vote to approve Susan Stanek as Board Chairperson. All in favor

Jon Baldwin nominated Raymond Anderson as Vice-Chairperson. Raymond Anderson accepted. No other nominations.

Chairperson Susan Stanek, cast vote to approve Raymond Anderson as Vice-Chairperson. All in favor

Susan Stanek nomination Audrey Polmanteer as Treasurer: Audrey Polmanteer declines. Jon Baldwin nominated Kimberly Babin. Kimberly Babin declines. Raymond Anderson nominated Jon Baldwin; Jon Baldwin accepted. No other Nominations. Chairperson Susan Stanek, cast vote to approve Jon Baldwin as Treasurer. All in favor

8. New Business:

A. Contractor Authorized Signatory Listings

Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to approve Susan Stanek Board Chairperson and Robin Carvide Executive Director to approve contracts upto \$25,000. All in favor

B. (AUP) Agreed Upon Procedure Results. Passed with only one exception and the error was correctable and has been corrected.

C. Annual Hearing Meeting for Proposed Annual Plan for FY2025, set for June 18, 2024, at 11:00 am. at 114 Wilson Street, Ludlow, Ma 01056

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D. Deceased Resident Policy: Policy was reviewed.

Upon a motion made by Jon Baldwin, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the Deceased Resident Policy as written.

All in favor

E. Administrative Tenant Transfers Policy: reviewed.

Upon a motion made by Jon Baldwin, which was seconded by Kimberly Babin, it was unanimously voted to approve the Administrative Tenant Transfer Policy as written.

All in favor

9. Adjourn Meeting:

Upon a motion made by Jon Baldwin, which was seconded by Audrey Polmanteer, it was unanimously voted to adjourn the meeting at 12:58 pm. All in Favor

Sincerely Submitted:

*Robin Carvide*

Robin Carvide

Next scheduled Board Meeting will be Special Meeting April 23, 2024

Board Meeting May 21, 2024