

MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY

MARCH 18, 2025, 11:00 a.m.

114 Wilson Street, Ludlow, MA 01056

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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, Audrey Polmanteer, Raymond Anderson, Kimberly Babin

Also present: Robin Carvide Absent: None

2. Acceptance of the Minutes of the Meeting:

Upon a motion made by Audrey Polmanteer, which was seconded by Raymond Anderson, it was unanimously voted to approve the minutes of February 18, 2025, noting the misspelling of Kimberly Babin's name under 5. Modernization, Section A., otherwise as written. All in favor

Upon a motion made by Raymond Anderson, which was seconded by Audrey Polmanteer, it was unanimously voted to approve the minutes of the Special meeting on March 10, 2025. All in favor

3. Payments of the Bills:

Upon a motion made by Kimberly Babin, which was seconded by Audrey Polmanteer, it was unanimously voted to approve the bills from check # 23173 to check #23224 for \$130,456.86. All in favor

4. Financial Report

A. Accountant Report: None Available

B. Award CFA Amendment #13.

Upon a motion made by Kimberly Babin, which was seconded by Audrey Polmanteer, it was unanimously voted to approve the Amendment #13 to the Contract for Financial Assistance (CFA) ~~5001~~ in the amount of \$1,624,614.28. This amendment funds the following and extends the contract dates of service from June 30, 2026, to June 30, 2028. All in favor

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5. Modernization Report:

- A. Project # 161127 VCT replacement at turnover State Street: LHA partial
- B. Project # 161138 ARPA FF: State St. Dev Balcony Repair: Bid Phase
- C. Project # 161142 ARPA FF: Foundation insulation repair, New Wilson RCAT
- D. Project # 161143 Replace crank windows Chestnut St

Upon a motion made by Kimberly Babin, which was seconded by Raymond Anderson, it was unanimously voted to approve the CSC for Project # 161143 the replacement of crank out windows at Chestnut Street Development. All in favor

Upon a motion made by Audrey Polmanteer, which was seconded by Raymond Anderson, it was unanimously voted to approve the CFC for Project # 161143 the replacement of crank out windows at Chestnut Street Development. All in favor

Upon a motion made by Kimberly Babin, which was seconded by Raymond Anderson, it was unanimously voted to approve the payment for Project # 161143 the amount owed of \$47,638.17 to Cornerstone Building Services.
All in favor

- E. Project # 161158 VU: State Street Empties: EOHLC Design
- F. Project # 161159 VU: Wilson, Chestnut, 28 Benton: Forced Account: Over seen by Thomas Boyer
- G. Project # 161164 VU: 48 Higher St. Renovation: EOHLC Overseen by Juliet Borja

6. Reading of the Correspondence: PHN 2025-03 was read and acknowledged.

7. Old Business:

- A. Ludlow Housing Authority is the official owner of the property at 54 Cady Street, Ludlow, MA 01056
- B. Board Member On-Line Training: (1) board member left hopefully complete by end of week
- C. Board Member Conflict of Interest Training & Summary: All Board Members complete.

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8. New Business:

A. DOL Standards

Upon a motion made by Kimberly Babin, which was seconded by Raymond Anderson, it was unanimously voted to increase hourly wage to \$28.69 per hour for the employees classified as Maintenance Crew Person and to adjust the Maintenance Supervisors rate to equal the same plus position differential.
All in favor

- B. Reorganization after Town Elections March 24, 2025. No papers were taken out for the position, but there could still be some write-ins. We will table until next Board meeting.

9. Adjourn Meeting:

- A. Upon a motion made by Raymond Anderson, which was seconded by Audrey Polmanteer, it was unanimously voted to adjourn the meeting at 11:50 a.m.
All in favor

Sincerely Submitted,
Robin Carvide
Robin Carvide

Next Scheduled Regular Meeting: April 15, 2025