MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY
July 25, 2023, at 11:00 a.m.
114 Wilson Street, Ludlow, MA 01056

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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
   (2) tenants showed up at very end of meeting A. Manuel & C. McKenney

The secretary posted the Notice of Meeting at the Town's Clerk's office 07/20/2023.

2. Acceptance of the Minutes of the Meeting:

   Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to accept the minutes from June 27, 2023, as written.
   All in favor

3. Payment of the bills: Detailed report

   Upon a motion made by Raymond Anderson, which was seconded by Susan Stanek, it was unanimously voted to approve the bills Check # 22203 to Check # 22242 for a balance of $308,891.45. All in favor

4. Financial Report:

   A. Monthly Accountant Report: May 2023 Report was reviewed Reserve 40.2%

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B. Budget Revision: prorating, adding RSC grant and evening out budget line items.

Motion: Jon Baldwin moved that the proposed Operating Budget for State-Aided Housing of the Ludlow Housing Authority (Chapter 200/667/705/689/MRVP), Program Number 400-1 for fiscal year ending 09/30/2023 showing total revenue of 1,078,316(Acct. No 3000) and Total Expenses of $1,117,066 (Acct.No.4000) thereby requesting a subsidy of $281,226 (Acct. No. 3801) and further that the Executive Director 's total annual salary of $92,969 for fiscal year ending 09/30/2023 be submitted to the Department of Housing and Community Development for its review and approval. Raymond Anderson seconded the motion which, upon roll-call, was passed by a vote of 3 "FOR" to 0 "Against"

C. Bid Approval Project # 161125 Interior Accessibility Modifications

Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to accept the bid of $484,691.00 to Inglewood Development Corporation, 123 Dwight Road, Longmeadow, MA 01106. To complete project # 161125 Interior Accessibility Modifications – Wilson Street Elderly/Disabled Housing 667-4 Congregate Unit 136. All in favor.

D. FYE 2026 CFA Formula Funding Award

Upon a motion made by Raymond Anderson, which was seconded by Jon Baldwin, it was unanimously voted to approve Amendment #12 to the CFA 5001 in the amount of $852,358.00. This amendment funds the following and extends the contract dates of service from June 30, 2025, to June 30, 2026. CFA 5001 Current $3,574,591.29 revised $4,426,949.29 Change total $852,358.00. All in favor

5. Modernization Report:
   A. FISH # 161102 Replace Common Area Floors: Chestnut St: DHCD/switched RCAT.
   B. FISH # 161129 Colonial Sunshine Manor Roof Replacement: DHCD NTP complete
   C. FISH # 161121 Replace Concrete Door entry pads: State Steet: LHA
   D. FISH # 161127 VCT replacement at turnover State Street: LHA partial
   E. FISH # 161125 Congregate Accessibility Remodel: 136 Wilson DHCD: bidding
   F. FISH # 161137 ARPA FF: 69 State/20Meadow Street: Asphalt Roof: Scope RCAT

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G. FISH # 161136 ARPA FF: 87 State Street Community Building: Roof: Scope RCAT
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 # 161153 ARPA FF: New boiler Chestnut Street: RCAT
K. FISH # 161141 ARPA FF Maintenance Garage repairs Wilson Street: RCAT
L. FISH # 161142 ARPA FF Foundation Insulation Repair New Wilson: RCAT
M. FISH # 161143 Replace crank out windows Chestnut Street: RCAT
N. FISH # 161144 New Asphalt Maintenance Garage: RCAT
O. FISH # 161146 Unit turnover Chestnut Street: LHA
P. FISH # 161147 Vacancy Turnover Chestnut Street: LHA Completed
Q. FISH # 161148 Vacancy Turnover Chestnut Street: LHA
R. FISH # 161149 Vacancy Turnover Wilson 2022: LHA Completed
S. FISH # 161151 Flooring Abatement and replacement State Street: LHA
T. FISH # 161152 Flooring Abatement and replacement State Street: LHA
U. FISH # 161154 Flooring Abatement and replacement State Street: LHA

6. Reading of the Correspondence:
   A. Letter from EOHLC stating that Susan Stanek was re-appointed to the State Seat on the Ludlow Housing Authority until March 30, 2028.
   B. PHN 2023-08 to 2023-11 was read and acknowledged

7. Old Business:

   A. Hiring RSC Position: July 26, 2023, will be conducting 3 in person interviews at Granby Housing Authority.

   B. Grandview Property: Working with EOHLC to certify that Ludlow Housing Authority is cleared to sell property on Grandview and Willard.

8. New Business:
   A. Opening Community Rooms for private parties:

   Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to approve the opening of community halls for tenant's private gatherings. Rules to be reviewed and updated. All in favor

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B. LTO Meetings: Last Meeting at Wilson Street on August 16th, 2023, at 2:00 pm

C. Discussion ensued about vacant apartments and ideas were exchanged about using overtime to complete vacancies. Focusing almost all efforts on vacancies and letting some little items wait, or complete less often. Past practices are that maintenance had two weeks to turn over an average condition vacant apartment.

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 1:53 pm. All in Favor

Sincerely Submitted:
Robin Carvide
Robin Carvide

Next scheduled Board Meeting will be August 22, 2023