MINUTES OF THE BOARD MEETING

OF THE LUDLOW HOUSING AUTHORITY

November 21, 2023, at 11:00 a.m.

114 Wilson Street, Ludlow, MA 01056

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2023 NOV 22 P 12:56
TOWN OF LUDLOW

The meeting was called to order by Chairperson Susan Stanek at 11:07 a.m.

1. Upon roll call those present were as follows:

   Present: Susan Stanek Raymond Anderson Jon Baldwin Audrey Polmanteer

   Absent: None

   Also, present: Robin Carvide, Jenna Milne (Fee Accountant)

The secretary posted the Notice of Meeting at the Town's Clerk's office 11/16/2023.

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 October 24, 2023, 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 # 22395 to Check # 22433 for a balance of $86,236.46. All in favor

4. Financial Report
   A. Accountant Jenna Milne went over our FYE09/30/2023 budget reports. We ended at a 43% reserve, which is in line with EOHLC. She went over Top 5 Salaries, lead reports and TAR.

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A. Upon a motion made by Jon Baldwin, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the FYE 2023 reports, Top 5, Lead Certification and Executive Director Salary Worksheet. All in favor

B. Accountant Jenna Milne reviewed the Proposed FY24 budget line by line, including adding 2 hours to the administrative assistant position from 10 to 12 a week, and the full allowable increase of $8 an hour to the Maintenance Supervisors position.

Motion: Jon Baldwin moved that the proposed Operating Budget for State-Aided Housing of the Ludlow Housing Authority, Program Number 400-1 for fiscal year ending 09/30/2024 showing total revenue of $1,214,350 and Total Expenses of $1,201,957 thereby requesting a subsidy of $364,400 and further that the Executive Director's total annual salary of $94,748 for fiscal year ending 09/30/2024 be submitted to the Department of Housing and Community Development for its review and approval. Audrey Polmanteer seconded the motion which, upon roll-call, was passed by a vote of 4 "For" and 0 "Against".
All in favor

5. Modernization Report:

A. FISH # 161102 Replace Common Area Floors: Chestnut St: EOHLC bidding.
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: construct
E. FISH # 161136 ARPA FF: 69 State/20Meadow Street: Asphalt Roof: Scope RCAT
F. FISH # 161137 ARPA FF: 87 State Street Community Building: Roof: Scope RCAT
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 # 161140 ARPA FF: New boiler Chestnut Street: RCATL CRITCAL
J. FISH # 161141 ARPA FF Maintenance Garage repairs Wilson Street: RCAT
K. FISH # 161142 ARPA FF Foundation Insulation Repair New Wilson: RCAT
L. FISH # 161143 Replace crank out windows Chestnut Street: RCAT
M. FISH # 161144 New Asphalt Maintenance Garage: RCAT
N. FISH # 161154 Flooring Abatement and replacement State Street: LHA

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6. Reading of the Correspondence:
   A. PHN 2023-17 was read and acknowledged.
   B. PHN 2023-18 NOFA RSC Funding available for increase in grant.
      Upon a motion by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to send the information in to apply for the increase to RSC funding for Ludlow & Granby Housing Authorities. All in favor
   C. PHN 2023-19 was read and acknowledged.
   D. PHN 2023-20 was read and acknowledged.

7. Old Business:

   A. Hiring RSC Position: New RSC started 11/15/2023.

   B. Grandview Property: Still working on finding information and writing RFP.

8. New Business:

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 12:45 pm. All in Favor

Sincerely Submitted:
Robin Carvide
Robin Carvide

Next scheduled Board Meeting will be December 19, 2023