

MINUTES OF THE BOARD MEETING  
OF THE LUDLOW HOUSING AUTHORITY  
October 15, 2024, 11:00 a.m.  
114 Wilson Street, Ludlow, MA 01056  
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

Also, present: Robin Carvide, Colin Rogers

Absent: Audrey Polmanteer, Kimberly Babin

The secretary posted the Notice of Meeting at the Town's Clerk's office 10/09/2024

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 September 17, 2024, Board meeting, as written. All in favor

3. Payment of the bills: Detailed report

Discussion ensued and several questions were asked.

Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to approve the bills Check # 22892 to Check # 22942 for a balance of \$208,766.41. All in favor

4. Financial Report:

A. August Accountants Report: Reserve 56.0%

Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to accept the August 2024 Accountant Financial Report.  
All in favor

B. Proposed Budget for FYE 2025 not yet available will be on November 19, 2024, Meeting as well as the FYE 2024 reports.

C. Colin Rogers gave a brief report on the upcoming delivery of the new van and the plans for the disposal of one of our current vehicles. He also explained our current employee shortage and that we will be hiring two part-time temporary maintenance personnel.

## Minutes Board Meeting 10/15/2024

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## 5. Modernization Report:

- A. FISH # 161102 Replace Common Area Floors: NSI: NTP 10/28/2024
- B. FISH # 161127 VCT replacement at turnover State Street: LHA partial
- C. FISH # 161138 ARPA FF: State St Development Balcony Repair: Scope RCAT
- D. FISH # 161139 ARPA FF: Electric Panel Replacement: State Street: LHA
- E. FISH # 161141 ARPA FF Maintenance Garage repairs Wilson Street:  
CSC, CFC and payment Req #1 were reviewed

Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to approve the CSC, CFC, and Payment Req to Gary Manuel General Contracting for Project # 161141.

All in favor

- F. FISH # 161142 ARPA FF Foundation Insulation Repair New Wilson: Design
- G. FISH # 161143 Replace crank out windows Chestnut Street:  
Reviewed bids and email from engineer. There were five bids and three were disqualified and one was complete and one we had a question on. Sent to Attorney General's office.

Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to accept the lowest qualified bid once we hear back from the Attorney General's office. All in favor

- H. FISH # 161158 State Street Empties for (8) Vacancy Initiative EOHLC
- I. FISH #161159 Unit vacancy turnover Wilson and Chestnut (1) Forced Account
- J. FISH #161164 VI 48 Higher Street Renovation EOHLC Overseen by Juliet Borja

## 6. Reading of the Correspondence:

- A. PHN 2024-16 AHA and bi-annual AUP schedule
- B. PHN 2024-17 was read and acknowledged; LHA does not have Federal Housing.

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## 7. Old Business:

- A. 361 West Ave: P & S is all signed. Must wait for closing date until on or after October 25, 2024, due to rules with 30 day posting on the Massachusetts Central Register.

## 8. New Business:

1. OD Answering Service: Discussion ensued. The board and tenants have not been happy with the current vendor at Northeast Communications.

Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to end our relationship with Northeast Communications and set up a new account with OD Answering Service, if it costs under 1,000.00 to end contract. All in favor

## 9. Adjourn Meeting:

A motion was made by Jon Baldwin, which was seconded by Raymond Anderson, to approve to adjourn the meeting at 12:10 pm. All in Favor

Sincerely Submitted:

*Robin Carvide*

Robin Carvide

Next scheduled Meeting November 19, 2024, at 11:00 am