

MINUTES OF THE BOARD MEETING  
OF THE LUDLOW HOUSING AUTHORITY  
January 20, 2026, 11:00 a.m.  
114 Wilson Street, Ludlow, MA 01056

RECEIVED  
TOWN CLERK'S OFFICE  
2026 JAN 23 A 10:28  
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, Joao Alves, Kimberly Babin

Absent:

Also present: Robin Carvide, P. Charbonneau, E. New (Tenants)

2. Acceptance of the Minutes of the Meeting:

A. Upon a motion made by Kimberly Babin, which was seconded by Raymond Anderson, it was unanimously voted to approve the minutes of November 18, 2025, as written.

All in favor

3. Payments of the Bills:

Upon a motion made by Raymond Anderson, which was seconded by Joao Alves, it was unanimously voted to approve the bills from 11/19/2025 to 01/20/20/20/2026 and check #23594 to check #23677 for \$264,943.84.

All in favor

4. Financial Report:

A. Literature pertaining to the Massachusetts State-Aided Housing Insurance Program was reviewed.

Upon a motion made by Kimberly Babin, which was seconded by Raymond Anderson, it was unanimously voted that the Ludlow Housing Authority hereby certifies that it has had an opportunity to review and understand the requirements of the Massachusetts State-Aided Housing Insurance Program and hereby agrees to abide by the terms of the Participation Agreement. All in favor

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Financial Report: continued

B. November 2025 Accountant Report:

Accountant report reviewed: Unrestricted funds 58.4% of maximum reserve.

5. Modernization Report:

A. Project #161155 Asphalt Paving at Chestnut Street: EOHLC Design

B. Project # 161158 VU: State Street Empties: EOHLC Construction in progress

C. Project # 161159 VU: Wilson, Chestnut, 28 Benton: Forced Account: EOHLC:  
Over seen by Thomas Boyer

D. Project # 161164 VU: 48 Higher St. Renovation: EOHLC Overseen by Thomas Boyer

E. Project# 161165 Repaves existing parking lot Wilson Street: EOHLC

6. Reading of the Correspondence:

A. Letter from Shriner's acknowledging donation in memory of Board Member Audrey Polmanteer.

B. PHN 2025-15 MA State-Aided Property Ins. Program: Inclusive with Section 4. Part A.

C. Email from Town clerk for State Ethics Certifications. Everyone acknowledged. We should be all set will check with clerk.

7. Old Business:

A. Noise Policy Review: After discussion agreed to tabled policy.

B. 250<sup>th</sup> Anniversary Picnic: Set-up Committee meeting Tuesday, January 27, 2026, at 10:00 am.

8. New Business:

A. AUP Results: Audit Results for Fiscal year ending September 30, 2025, came in with NO FINDINGS. 100%

B. Non-published PMR: Desk and CHAMP Review: CHAMP Audit NO FINDINGS 100%  
And Desk audit: (1) finding ANI came in at 10.6% with No finding set at 9.99%. No corrective action.

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- C. Notary: Upon a motion made by Joao Alves, which was seconded by Raymond Anderson, it was approved for Robin Carvide to renew her Massachusetts notary. All in favor
9. Adjourn Meeting: Upon a motion made by Joao Alves, which was seconded by Raymond Anderson, it was unanimously voted to adjourn the meeting at 12:10 p.m. All in favor

Sincerely Submitted,  
*Robin Carvide*  
Robin Carvide

Next Scheduled Regular Meeting: February 17, 2026