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MINUTES OF THE BOARD MEETING  
OF THE LUDLOW HOUSING AUTHORITY  
June 16, 2026, 11:00 a.m.  
114 Wilson Street, Ludlow, MA 01056

RECEIVED  
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TOWN OF LUDLOW

The Meeting was called to order by Chairperson Susan Stanek at 11:01 a.m.

1. Upon roll call those present were as follows:

Present: Susan Stanek, Raymond Anderson, Joao Alves, Kimberly Babin

Absent: Michele Augusto

Also present: Robin Carvide, E. New (Tenant), Patricia Charbonneau (Tenant)

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 May 19, 2026 as written.

All in favor

3. Payments of the Bills:

Upon a motion made by Kimberly Babin, which was seconded by Raymond Anderson, it was unanimously voted to approve the bills from 05/19/2026 06/15/2026 check #23876 to check #23932 for \$308,976.71.

All in favor

4. Financial Report:

A. March & April Financial Reports reviewed. March reserve 52.7%, April 47.9%

Upon a motion made by Kimberly Babin, which was seconded by Raymond Anderson, it was unanimously voted to accept the March and April Financial Reports. All in favor

B. Budget Revision: Accountant present via phone: Accountant Jenna Milne reviewed the budget revision 1, explained the employee reorganization, and budgeted changes due to hour adjustments, position changes from RSC grant and new DOL rates. It was also noted that there will be funds from admin fees added to the revision, if approved.

Upon a motion made Kimberly Babin, which was seconded by Raymond Anderson, it was unanimously voted to approve the revised Revision 1. Which goes as follows:

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Budget Revision- continued

Motion: Kimberly Babin moved that the proposed Operating Budget for State-Aided Housing of the Ludlow Housing Authority, Program Number 400-1 for fiscal year ending 09/30/2026 showing total revenue of \$1,520,388 and total Expenses of \$1,413,958 thereby requesting a subsidy of \$517,525 and further that the Executive Director's total annual salary of \$100,265 for fiscal year ending 09/30/2026 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 "for (4) four" to "Against (0) zero".

5. Modernization Report:

- A. Project #161155 Asphalt Paving at Chestnut Street: Out for bid
- B. Project #161158 VU: State Street Empties: Punch List Inspection
- 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 Repave existing parking lot Wilson Street: EOHLC final stages until going to bid stage.
- F. Project# 161142: Foundation Insulation Repairs: Final Warranty check: No deficiencies: See letter information under correspondence  
Upon a motion from Kimberly Babin, seconded by Joao Alves, it was unanimously voted at acknowledge completion of warranty stage and release any funds held for project. All in favor

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## 5. Reading of the Correspondence:

Letter received from Jody Barker, AIA from Architecture + Design, LLC stating that a walk through was performed on June 8, 2026, for the one-year warranty review. There were no deficiencies noted during the inspection and the work remains in good shape at the end of this time.

## 6. Old Business:

A. Update: CSD basement: Still under construction. Waiting for Insurance and EOHLC to see what costs can be reimbursed.

## 7. New Business:

8. Adjourn Meeting: Upon a motion made by Susan Stanek, which was seconded by Kimberly, it was unanimously voted to adjourn the meeting at 1:05 p.m. All in favor

Sincerely Submitted,

*Robin Carvide*

Robin Carvide

Next Scheduled Regular Meeting with Annual Plan Hearing: July 21, 2026