

MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY

July 21, 2026, 11:00 a.m.

114 Wilson Street, Ludlow, MA 01056

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2026 JUL 23 A 8:03

TOWN OF LUDLOW

The Meeting was called to order by Chairperson Susan Stanek at 11:08 a.m.

1. Upon roll call those present were as follows:

Present: Susan Stanek, Raymond Anderson, Michele Augusto

Absent: Kimberly Babin, Joao Alves

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

2. Acceptance of the Minutes of the Meeting:

A. Upon a motion made by Raymond Anderson, which was seconded by Michele Augusto, it was unanimously voted to approve the minutes of June 16, 2026, as written.

All in favor

3. Payments of the Bills:

Upon a motion made by Raymond Anderson, which was seconded by Michele Augusto, it was unanimously voted to approve the bills from 06/16/2026 to 07/21/2026 check #23933 to check #23988 for \$334,863.92.

All in favor

4. Financial Report:

A. May Financial Report reviewed. May reserve 49.6%

Upon a motion made by Michele Augusto, which was seconded by Raymond Anderson, it was unanimously voted to accept the May Financial Report. All in favor

B. Contract for Financial Assistance (CFA) Amendment # 15: reviewed

Upon a motion made by Raymond Anderson, which was seconded by Michele Augusto, it was unanimously voted to accept Amendment #15 for (CFA) 5001 in the amount of \$1,189,812.50 for Ludlow Housing Authority. This amendment funds the following VU2023, 161164, FF FY 2029, 161168, 161169, 161155 and extends the contract dates of service from June 30, 2028, to June 30, 2035. All in favor

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- C. Budget Revision: There was a typo in Maintenance Supervisor rate of pay. Only change.

Upon a motion made by Raymond Anderson, which was seconded by Michele Augusto, it was unanimously voted to approve the revised Revision 2. Which goes as follows:

Motion: Raymond Anderson 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 \$1,414,208 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. Michele Augusto seconded the motion which, upon roll-call, was passed by a vote of "for (3) four" to "Against (0) zero". Motion passes.

5. Modernization Report:

A. Project #161155 Asphalt Paving at Chestnut Street:

Bidding Completed: Reviewed bid tabulation sheet, low bidder, references and bidding packet.

Upon a motion made by Raymond Anderson, which was seconded by Michele Augusto, it was unanimously voted to accept MASS-WEST Construction, Inc's low bid of \$258,000.00 for project # 161155 for Asphalt Paving at 39 Chestnut Street, Ludlow, MA 01056. All in favor

B. Project #161158 VU: State Street Empties: Punch List Inspection: some items not yet completed

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.

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Modernization Continued:

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- F. Project #161168 Hazardous Materials Testing (Chestnut Street) Approved
- G. Project # 161169 Tub Shower Conversion-113A Wilson Street: Completed
- H. Project # 161170 Balcony Repairs State Street Phase 11: Design
- I. Project # 161171 Rescreen Community Room rear porch: Planning

6. Reading of the Correspondence:

7. Old Business:

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

8. New Business: Hearing for Annual Plan FYE 2027

Annual Plan was discussed. Question about PMR and Preventative Maintenance items. Questions about outside bushes, trees etc. some confusion on distances plant etc. can be from buildings. New Noise Policy needs to be added and spelling on Debt Policy. Review for accuracy.

Upon a motion made by Michele Augusto, which was seconded by Raymond Anderson, it was unanimously voted to, after inserting Noise Policy and correcting spelling, accept the Annual Plan FYE 2027, with the corrected changes.

- 9. Adjourn Meeting: Upon a motion made by Susan Stanek, which was seconded by Michele Augusto, it was unanimously voted to adjourn the meeting at 1:01 p.m.
All in favor

Sincerely Submitted,

Robin Carvide

Robin Carvide

Next Scheduled Regular Meeting: August 18, 2026