

527
MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY
September 8, 2026, 11:00 a.m.
114 Wilson Street, Ludlow, MA 01056

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The Meeting was called to order by Chairperson Susan Stanek at 11:10 a.m.

1. Upon roll call those present were as follows:

Present: Susan Stanek, Raymond Anderson, Michele Augusto, Joao Alves

Absent: Kimberly Babin

Also present: Robin Carvide, Patricia Charbonneau, Kim Allen, Gregg Allen, Carol Daley
& Fredrick Audet (All Wilson Street Tenants)

2. Acceptance of the Minutes of the Meeting:

Upon a motion made by Raymond Anderson, which was seconded by Michele Augusto, it was unanimously voted to approve the minutes of July 21, 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 07/22/2026 to 09/08/2026 ,check #23989 (Void) check # 23990 to check #24056 for \$168,067.25. All in favor

4. Financial Report:

A. June Financial Report reviewed. June reserve 47.9%

Upon a motion made by Michele Augusto, which was seconded by Joao Alves, it was unanimously voted to accept the June 2026 Financial Report. All in favor

B. Rental Write-offs:

a. Ledger reviewed for evicted tenant: at 108C Wilson Street:

Upon a motion made by Raymond Anderson, which was seconded by Joao Alves, it was unanimously voted to write off rental amount owed of \$3,537.41 from eviction of tenant from 108C Wilson Street, Ludlow, MA 01056. All in favor

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Financial Report: Continued

- b. Ledger reviewed for tenant that passed away at 136 Wilson Street #2.
Upon a motion made by Joao Alves, which was seconded by Raymond Anderson, it was unanimously voted to write off rental amount owed of \$756.20 from death of tenant at 136 Wilson Street #2, Ludlow, MA 01056. All in favor
- c. Discussion of formula funding vacant unit awards & R/A medical requests.

5. Modernization Report:

- A. Project #161155 Asphalt Paving at Chestnut Street: Construction
- B. Project #161158 VU: State Street Empties: Discussion about change orders, per construction company email there will be no change orders, issues were completed under contract and covered by contractor.
Upon a motion made by Raymond Anderson, which was seconded by Michele Augusto, it was unanimously voted to approve Payment #3 to Serrano & Serrano Construction, Inc. the amount due less retainage for the sum of \$198,728.92 for Project # 161158. All in favor
- C. Project #161159 VU: Wilson, Chestnut, 28 Benton: Forced Account: EOHLC: This award has been closed.
- D. Project #161164 VU: 48 Higher St. Construction: EOHLC Overseen by T. Boyer
- E. Project #161165 Repave existing parking lot Wilson Street: Planning site-permit with Town of Ludlow: Next meeting September 10, 2026, at 7:00 am.
- F. Project #161168 Hazardous Materials Testing (Chestnut Street): Completed
- 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:

- A,B,C: Reviewed PHN 2026-09-10-Budget guidelines. If want to view 2026-10 and guidelines can go to web-site. Detailed description will be next month with new budget.
- C. RCAT will be terminating contract with Chestnut Street basement rental effective October 15, 2026.

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7. Old Business:

- A. Update: Chestnut Street basement water damage is all repaired. We only took on the cost of placing tenants in hotel due to elevator outage, for a total of \$2,404.79. Will be contacting DPW and Town Hall to set up meeting to see if we can come up with plan, so this type of damage does not happen again.

8. New Business:

- A. By-Law Updates: Policy changes reviewed:

Upon a motion made by Raymond Anderson, which was seconded by Joao Alves, it was unanimously voted to approve and accept the updates to the by-laws for the Ludlow Housing Authority as written. All in favor

- B. Maintenance Policy Updates: Policy changes reviewed & new PMR metrics explained.

Upon a motion made by Joao Alves, which was seconded by Michele Augusto, it was unanimously voted to accept the proposed updated Ludlow Housing Authority Maintenance Policy. All in favor

- C. Floor opened to tenants: Discussion and questions ensued about tenant transfers, different types of transfers, how list works, how doctors' letters/requests for reasonable accommodations can alter/open/change type of apartment necessary due to medical conditions/limitations.

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 1:53 p.m.
All in favor

Sincerely Submitted,
Robin Carvide
Robin Carvide

Next Scheduled Regular Meeting: October 13, 2026