

MINUTES OF THE BOARD MEETING  
OF THE LUDLOW HOUSING AUTHORITY

October 21, 2025, 11:00 a.m.

114 Wilson Street, Ludlow, MA 01056

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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: Information with heavy heart that Audrey Polmanteer passed away.

Also present: Robin Carvide, Colin Rogers, Jennifer Hart, P Charbonneau, E. New

2. Acceptance of the Minutes of the Meeting:

A. Upon a motion made by Raymond Anderson, which was seconded by Joao Alves, it was unanimously voted to approve the minutes of September 16, 2025, as written.

All in favor

B. Upon a motion made by Kimberly Babin, which was seconded by Raymond Anderson, it was unanimously voted to approve the minutes of September 25, 2025, after changing start time to 1:00 p.m. (not a.m.) as written. All in favor

3. Payments of the Bills:

Upon a motion made by Kimberly Babin, which was seconded by Joao Alves, it was unanimously voted to approve the bills from check # 23500 to check #23551 for \$91,864.56.

All in favor

Discussion pursued about Exit 7 electric for air conditioner in theatre. Quote was received to make Exit 7's heating/air roof unit on its own electric bill. Exit 7 contracts to pay their own utilities and we recently found out that their electricity for the air is going through our meter.

Upon a motion made by Kimberly Babin, which was seconded by Raymond Anderson, it was unanimously voted to make the upgrades to the panel so Exit 7's electrical will be on their own bill and meter. All in Favor. Yes 3, Abstained: conflict of interest: 1 Joao Alves

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4. Financial Report:

A. Accountant Report: August 2025, Reserves are at 56.5%

Upon a motion made by Kimberly Babin, which was seconded by Raymond Anderson, it was unanimously voted to accept the August 2025 Accountant Financial Report.

All in favor

B. FYE 2026 Budget: reviewed line by line with accountant

Upon a motion made by Kimberly Babin, which was seconded by Joao Alves, it was unanimously voted to accept the Ludlow Housing Authority Executive Director Salary Calculation Worksheet with Executive Director receiving a 2% raise. All in favor

Upon a motion made by Raymond Anderson, which was seconded by Joao Alves, it was unanimously voted to approve the submitted draft with an addition of "Other retained rev"- Electrical: 39 Chestnut Street/Exit 7 of \$15,155.00 and a Under 4610 Extraordinary Maintenance: Electrical 39 Chestnut Street/Exit 7 Panel, \$15,155.00.

All in favor

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 \$1,397,954 and Total Expenses of \$1,344,743 thereby requesting a subsidy of \$479,831, 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. Joao Alves seconded the motion which upon rollcall, was passed by a vote of "4" "For" and "0" "Against"

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C. Board Approval Regarding Wage Match, v3

Wage match information was given to Board to review the information that employees who are authorized to use wage match or use information from wage match to read, acknowledge and sign. These forms are to be kept in the employees' files on a yearly basis.

Upon a motion made by Kimberly Babin, which was seconded by Raymond Anderson, it was unanimously voted to accept that the employees that are authorized to use wage match or use the information from wage match have read, acknowledged and signed the appropriate forms and they are on file for FYE 2025. All in favor

D. Money Market interest rate dropped from promotional rate to 0.30%. Requested that bank offer current promotional rate. Approved new interest rate 3.74% APY 3.80%

5. Modernization Report:

A. Project # 161138 ARPA FF: State St. Dev Balcony Repair: NTP 07/21/2025  
Reports reviewed.

Upon a motion made by Raymond Anderson, which was seconded by Joao Alves, it was unanimously voted to approve the CSC and Payment Requisition #1 for \$27,075.00 for Project # 161138 to Barco Builders LLC for balcony Repairs at Development 667-3. All in favor

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 #161155 Asphalt Paving at Chestnut Street: EOHLC Design

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

G. Project # 161154 Flooring and abatement at Meadow Street: absorbed

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## 6. Reading of the Correspondence:

- A. PHN 2025-12 Reviewed and acknowledged
- B. PHN 2025-13 Reviewed and acknowledged

## 7. Old Business:

- A. Update on truck and plow: Truck came in. Between truck and plow package, ladder rack, toolbox, and all strobes actual price came to 71,519, which is reflected in the new budget.

## 8. New Business:

- A. 2008 Ford 250: Sold on Municibid for \$4,877.00.00. Vehicle should be picked up by end of week.
- B. 2011 Ford 150: Will be posted on Municibid once 2008 sale is finalized.
- C. Truck tool storage and Tommy gate:  
Upon a motion made by Joao Alves, which was seconded by Raymond Anderson, it was unanimously voted to approve purchase of truck tool storage, Tommy gate, and truck sand/salt spreader, with the proceeds from sale of 2008 and 2011 trucks, and to use monies from land account, if needed. All in favor
- D. Tenants asked some questions about type of sand/salt spreader and raised concerns of tenants sitting outside at night and causing disturbance to other tenants' rest time. Housing will research into setting a policy for quiet time/outside time.

- 9. Adjourn Meeting: Upon a motion made by Kimberly Babin, which was seconded by Raymond Anderson, it was unanimously voted to adjourn the meeting at 12:55 p.m.  
All in favor

Sincerely Submitted,

*Robin Carvide*

Robin Carvide

Next Scheduled Regular Meeting: November 18, 2025