

**(Minutes of Regular Meeting
of the Gardner Housing Authority
February 26, 2019**

A regular meeting of the Gardner Housing Authority was held Tuesday, February 26, 2019 at 9:30 AM at the office of the Housing Authority, 116 Church Street, Gardner, MA. Upon the call of the Chairman, those present and absent were as follows:

Present: Roger Touissignant, George Ouellet, Irene Dubzinski, Stephen Hancock, Jeanne May, Peter Goguen, Director of Maintenance and Sandra Mullins, Executive Director

Excused:

Absent: None

The Chairman, Roger Touissignant, opened the meeting at 9:30 AM.

The Board reviewed the minutes of the January 29, 2019 meeting. A Motion was made by Jeanne May and seconded by Irene Dubzinski to approve the minutes of the January 29, 2019 Board meeting. Voted unanimously.

The Executive Director report of Capital Plan updates:

The Window Replacement Phase 2 Project went out to bid on Feb. 6, 2019. A “walk-through” took place on Feb. 15, 2019 and several contractors attended. Bids were received on Feb. 22, 2019. The two apparent low bidders were: 1) Alpha Contracting Associates - \$659,150.00 (including 6 alternates). 2) Ingelwood Development Corp. at \$668,162.00 (including alternates). S. Mullins discussed with the Board the viability of voting now to accept the apparent low bidder contingent on references and DHCD approval. The Board agreed to take a vote as stated. A Motion was made by George Ouellet and Seconded by Stephen Hancock to accept the apparent low bid of \$659,150.00 with alternates from Alpha Contracting Associates contingent on references and DHCD approval. Voted Unanimously.

Asbestos Compliance – A vacant unit on Cypress Street recently had the kitchen and bathroom floors abated by A & E Environmental at a cost of \$4,333.00. The GHA maintenance staff will install the new flooring.

Other Matters: (Director’s Report)

- 1) S. Mullins discussed with the board the change in the way landlords will be paid their HAP. The HCV (Housing Choice Voucher) Program a.k.a. Section 8 has been in the process of communicating with Landlords/Property owners regarding the method of monthly rent payment to change from sending a check through the mail to sending payment via ACH (Automated Clearing House) deposits to the bank account which they designate. Most landlords have agreed to complete all the required documents, and a small amount that are not responding as well. Following some discussion, the GHA

Board agreed this method of payment would be much more efficient and secure. S. Mullins suggested a vote by the board - to make payments to all landlords (including MRVP & HCVP) via ACH deposit the rent payment policy of the Gardner Housing Authority and to require full participation prior to July 1, 2019. A Motion was made by Stephen Hancock and Seconded by Irene Dubzinski to approve and make policy the process of monthly HAP payments to landlords to be via ACH deposits - effective July 1, 2019. Voted Unanimously.

- 2) The Semi-Annual canine inspection for bedbugs at Church Street is scheduled 3/12/19. The board agreed this is a good measure to prevent a widespread problem.
- 3) City safety inspections by the building inspector are scheduled for 3/20/19 at Hillside Gardens.
- 4) The progress in the restorations to the affected areas due to the fire have included installation of new floors in 2nd & 3rd floor Congregate laundry rooms. The 4th & 5th floor hall affected wall as well as the fire unit 5A was flood cut and new sheetrock installed and painted. New kitchen cabinets will be installed in the fire unit 5A. The replacement of the 5th floor carpet is also planned at a later date.

Maintenance Director Report:

P. Goguen presented the board with the maintenance expense report for January. Some discussion regarding a couple larger payments in the month necessary – 1. City application for unit inspections at Hillside Gardens for \$1,140. 2. Johnson Control labor & parts on Hillside Gardens fire pull station for \$1,552.71.

P. Goguen reported to the board that he and the Director met with representatives of MASCOR – a vendor through the state Dept. of Corrections. They offer many products at a reasonable price. They may be able to provide the Housing Authority with replacement kitchen cabinet doors that match the doors currently in Garwest. This will allow replacement of failing doors as needed. A prototype will be built for our approval.

Also reported and discussed was the housing authority finding Eithier Lock as a great resource as we need minor door lock repairs. We have been pleased with the results of their work and response time.

A Motion was made by George Ouellet and Seconded by Jeanne May to pay the bills. Voted Unanimously.

A Motion was made by Irene Dubzinski and seconded by Stephen Hancock to adjourn the regular meeting. Voted Unanimously. Meeting adjourned 10:15 AM.

The next meeting is scheduled for March 26, 2019.