

**Minutes of Regular Meeting
of the Gardner Housing Authority
May 30, 2019**

A regular meeting of the Gardner Housing Authority was held Thursday, May 30, 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 Tousignant, George Ouellet, Irene Dubzinski, Stephen Hancock, Peter Goguen, Director of Maintenance and Sandra Mullins, Executive Director

Excused:

Absent: Jeanne May

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

The Board reviewed the minutes of the April 30, 2019 meeting. A Motion was made by George Ouellet and seconded by Stephen Hancock to approve the minutes of the April 30, 2019 Board meeting. Voted unanimously.

The Executive Director report of Capital Plan updates:

- 1) S. Mullins presented the annual CIP (Capitol Improvement Plan) for FY 2020 – 2024. The tenant meeting to announce the plan was held on May 24, 2019 with 25 residents attending, questions and comments accepted. The Housing Authority has identified and prioritized the capitol needs for all developments given the limited funding available to address all capitol issues with consideration to priority. The CIP funding total for the five year plan is \$2,123,435.00. A Motion was made by Stephen Hancock and Seconded by Irene Dubzinski to approve the Annual CIP as presented. Voted Unanimously.
- 2) The Highrise Carpet Install Phase 1 – the four floors included in the scope of work have been installed leaving only the cove base to complete the project. S. Mullins stated she was pleased with how the floors now look with the new carpet tiles and will be simple to replace if necessary due to damage/stains.
- 3) Boulder Drive Patio Doors – The remaining two doors were installed on 5/21/19 with a contract price of \$9,999.00 by Nationwide Construction.
- 4) Hillside Gardens Asphalt Improvements Phase 2 – the project will go out for bid on 6/5/19. Bids will be accepted electronically until Friday, 6/21/19 at 11:00 AM.
- 5) Maintenance Garage Addition – P. Goguen reported on plans are in the design stage by TBA Architects, Inc. Several visits to the site have been made and discussions including input from GHA.

Other Matters: (Director's Report)

- 1) S. Mullins reported to the Board the State Appointee Board Member's term expired on May 5, 2019. DHCD has been notified and advised the Board they can nominate someone if the seat is vacant. The current appointee may remain if desired, as a "hold over". Irene Dubzinski (current appointee) wishes to be considered again for the position and will remain until final appointment. A Motion was made by Stephen Hancock and Seconded by George Ouellet to approve the consideration of Irene Dubzinski for the State Appointee Member's position. Voted Unanimously.
- 2) S. Mullins presented an Amendment to the Section 8 Admin. Plan – changes are due to Mass NAHRO transitioning to a new waiting list vendor – GoSection8 effective 7/1/19. The waiting list functionality will be very similar but will offer new features and enhancements. The amendment to the Administration Plan and sublicense agreement between Mass NAHRO and GoSection8 with GHA as the third party. A Motion was made by Irene Dubzinski and Seconded by Stephen Hancock to accept and adopt the HCV Amendment to Admin. Plan effective 7/1/19. Voted Unanimously.
- 3) Reported by S. Mullins – the Annual AUP report has been received from Gary DePace, CPA with no significant findings. The Housing Authority submitted response.

Maintenance Director Report:

- 1) P. Goguen provided the maintenance expense report for April pointing out the large amount of \$10,948 to N.E. Truck Design for the new aluminum dump body. This will allow the dump truck to pass the Mass. DOT inspection.
- 2) Discussion regarding parking lot sweeping for the properties. P. Goguen explained due to the inability to have the contractor used in the past - the H.A. approached the city highway department if they would use the street sweeper. This was approved as long as done prior to regular work hours and the Authority would pay the labor at over time rate. This worked out very well and all properties have been cleaned. A big thank you to the highway department!
- 3) P. Goguen request the Board authorize the Housing Authority pay the cost of the school to renew his Construction Supervisor's license. A Motion was made by George Ouellet and Seconded by Stephen Hancock to reimburse the cost of class hours for P. Goguen's Construction Supervisor's license. Vote Unanimously.

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

A Motion was made by Stephen Hancock and seconded by Irene Dubzinski to adjourn the regular meeting. Voted Unanimously. Meeting adjourned 10:30 AM.

The next meeting is scheduled for Tuesday, June 25, 2019.