

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

A regular meeting of the Gardner Housing Authority was held Thursday, July 25, 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, Jeanne May, Sandra Mullins, Executive Director

Excused: Peter Goguen, Maintenance Director

Absent: None

The Chairman called the meeting to order at 9:30 am.

The Board reviewed the minutes of the July 25, 2019 meeting and a Motion was made by George Ouellet and seconded by Stephen Hancock to approve the minutes of the July 25, 2019 Board meeting. Voted unanimously.

Capital Improvement Projects:

The Director reported on the following:

1. The Highrise Window Replacement project is underway following a positive window test performed by T & L Testing Co. on 8/14/19 and construction kick-off meeting on 8/15/19. Work began on site Friday, 8/16/19. It was determined by the Anderson Window Rep., Nault Architects and the contractor, Alpha Construction, the reason for the two failed windows was due to a defect in the windows. Anderson addressed the problem and repaired the mock-up windows on site and determined all windows will require the repair. Several have been done and will continue prior to installation date. To date 13 windows have been installed.
2. The Greenhouse Roof Repair: The final documents have been submitted by the contractor, Veterans Roofing, for approval/payment. There was discussion regarding the positive results of this project. S. Mullins is pleased to report following several hard rainstorms there have been no leaks in this area. A Motion was made by Jeanne May and Seconded by Irene Dubzinski to approve Payment Requisition #1 for \$17,260 to Veterans Roofing. Voted Unanimously. A Motion was made by George Ouellet and Seconded by Stephen Hancock to approve the Certificate of Substantial Completion. Voted Unanimously. A Motion was made by Jeanne May and Seconded by Irene Dubzinski to approve the Certificate of Final Completion. Voted Unanimously.
3. Maintenance Garage Addition: TBA Architects were notified by the Gardner building department of the plumbing code requirement to install a gas and oil separator. They estimate the cost to be \$10,000 - \$14,000 including hiring a civil engineer, however, after consulting with a civil engineer it was brought to TBA's attention installing a gas/water

separator may create a problem with the DEP. They recommend installing a “tight tank” to prevent any possibility of reaching the sewer system. This will be explored further.

4. Additional parking spaces – Church Street: D. Rhodes scoped out adding 3 – 4 parking spaces at the circle as well as work needed on the storm drain in the area. S. Mullins stated the storm drain is beginning to sink on one side. D. Rhodes quoted a price \$8,500 or \$9,000, if the catch basin needs to be replaced. They stated it is not known if replacement will be necessary until they see the condition of catch basin.

In other matters:

1. Wage Match – Annual Board approval required for Wage Match Authorization & Employee Acknowledgement Regarding Confidentiality Requirements. Signature of Chair and Acknowledgement forms will be forward to DHCD. A Motion was made by George Ouellet and Seconded by Stephen Hancock to approve the use of Wage Match to verify income information at annual recertification. Voted Unanimously.
2. Annual Boiler/Furnace cleaning contract for Veterans Ch. 200-2, 200-3 & 705-1 housing expired in August 2019 – GHA sent a Request for Quote to three vendors and received two quotes. The lowest quote for \$8,125 for one year was received from Robillard HVAC. The contract will be for one year with the option for renewal up to three years, as per Housing Authority’s discretion. A Motion was made by George Ouellet and Seconded by Irene Dubzinski to approve and award the contract of Annual Boiler/Furnace cleaning to Robillard HVAC.

Maintenance Report:

The Maintenance Director provided the Board with the Maintenance expense report for the month in his absence due to duties as Clerk of Works of the Highrise Window Replacement project. The report included a larger than usual amount (\$4,025) for extensive gutter repair/replacement in all properties. P. Goguen also provided a brief report stating scheduled vacations have been completed for the season and we should have a full crew to get caught with recent & upcoming turnovers and preventive maintenance projects.

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

A Motion was made by George Ouellet and seconded by Irene Dubzinski to adjourn the meeting. Voted Unanimously. Meeting adjourned at 10:05 a.m.

Next meeting scheduled meeting is for Thursday, September 26, 2019.