

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

A regular meeting of the Gardner Housing Authority was held Thursday, September 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 Tousignant, Irene Dubzinski, Jeanne May, Sandra Mullins, Executive Director

Excused:

Absent: George Ouellet, Stephen Hancock
Peter Goguen, Director of Maintenance

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

The Board reviewed the minutes of the August 30, 2019 meeting and a Motion was made by Irene Dubzinski and seconded by Jeanne May to approve the minutes of the August 30, 2019 Board meeting. Voted unanimously.

Capital Improvement Projects:

The Director reported on the following:

1. The Highrise Window Replacement project is on schedule thanks to the ideal weather conditions in September. The current schedule has them installing two apartments (four windows) each day. The window wood trim is painted within one or two days following each install. To date there have 100 windows installed leaving 40 windows to be installed and completed.
2. The Gar-West Sliding Glass Door Replacement project is currently out to bid. A Pre-bid conference and site visit is scheduled for Thursday, Sept. 26th at 1:00. The bid opening is scheduled for Oct. 3rd. S. Mullins requested the Board vote to authorize her to award a contract to the low bidder contingent on references and bid requirements. This would prevent any delays in moving forward with the start of work given the time of year. A Motion was made by Jeanne May and Seconded by Irene Dubzinski to authorize S. Mullins to enter into a contract with the low bidder contingent on references and other bid requirements. Voted Unanimously.
3. Bathroom Light Upgrades at Hillside Gardens: This project will include replacing the current lighting fixtures which are failing and attached to the medicine cabinet. It will include replacing the medicine cabinet and installing new LED lighting as well as a GFCI outlet. One unit has been completed and the results provide improved lighting. The budget on this project is \$10,000.

In other matters:

1. S. Mullins informed the Board of the Section 8 Program Administer's hours will be reduced to 30 hours per week effective Oct. 1, 2019. S. Mullins was advised per the G.H.A. Fee Accountant, the Section 8 budget will no longer support a "full time" position. This is due to the rising HAP amounts and very little increase in Administrative fees. Therefore, the Section 8 office will be open Monday – Thursday 8:00 am – 4:30 pm.
2. Executive Director Salary Calculation Worksheet as per DHCD schedule, was presented to the Board. This will be submitted with the FYE 2020 Budget and needs board approval and Chairman's signature. A Motion was made by Irene Dubzinski to approve the E. D.'s Salary as stated and calculated in the DHCD worksheet and Seconded by Jeanne May. Unanimously Voted.
3. The FYE 2020 Budget was presented to the Board for approval. Certifications to be submitted with the budget to DHCD received vote approvals from the Board. The Motion was made by Jeanne May and Seconded by Irene Dubzinski to submit the FYE 9/30/20 Budget - Program 400-1 to DHCD for review and approval. Voted Unanimously. The Motion was made by Irene Dubzinski and Seconded by Jeanne May to submit the FYE 9/30/20 Budget – Program 689-1 to DHCD for review and approval. Voted Unanimously. A Motion was made by Jeanne May and Seconded by Irene Dubzinski to submit the FYE 9/30/20 Budget – Program MRVP to DHCD for review and approval. Voted Unanimously.
4. S. Mullins informed the Board there were three trees removed near 205 Waterford Street due to a large limb falling on the roof. Two of the trees were dead and at risk of causing more damage to the house and/or electrical wires to the house. The third tree also close to the house was removed to allow access to the dead tree, which already lost a limb from wind.
5. S. Mullins informed the Board of multiple calls to the police over the previous weekend from three separate families on Spruce Street. The calls involved matters of disputes between the families. S. Mullins went to the street to speak with the police in the late afternoon on Monday. The families were directed by the police to stay away from each other and of their court options.

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. S. M. noted a large amount to Robillard HVAC of \$4,850 for a new boiler at 254 Waterford Street. This was an older boiler and needed replacement before the heating season.

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

A Motion was made by Irene Dubzinski and seconded by Jeanne May to adjourn the meeting. Voted Unanimously. Meeting adjourned at 10:15 a.m.

Next meeting scheduled is for Thursday, October 31, 2019.