

**Minutes of Regular Meeting  
of the Gardner Housing Authority  
October 31, 2019**

A regular meeting of the Gardner Housing Authority was held Thursday, October 31, 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, Stephen Hancock, Jeanne May, Sandra Mullins,  
Executive Director

Excused:

Absent: George Ouellet,  
Peter Goguen, Director of Maintenance

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

The Board reviewed the minutes of the September 26, 2019 meeting and a Motion was made by Stephen Hancock and seconded by Jeanne May to approve the minutes of the September 26, 2019 Board meeting. Voted unanimously.

**Capital Improvement Projects:**

The Director reported on the following:

1. The Highrise Window Replacement project is now complete as of October 23<sup>rd</sup> completion of the punch list. The Gardner Building Inspector signed off on the project on 10/28/2019. S. Mullins was pleased to report the project went very well and tenants are very pleased. Closing documents include one Change order, which included additional caulking on the exterior windowsill. A Motion was made by Irene Dubzinski and Seconded by Jeanne May to approve the Change order #1 in the amount of \$4,742.14. Voted Unanimously. The Certificate of Substantial completion was present to the Board for review. A Motion was made by Stephen Hancock and Seconded by Irene Dubzinski to approve the Certificate of Substantial Completion. Voted Unanimously. The Certificate of Final Completion was presented to Board for review. A Motion was made by Jeanne May and Seconded by Stephen Hancock to approve the Certificate of Final Completion including the app. for payment #6 of \$42,117.14. Voted Unanimously.
2. The Gar-West Sliding Glass Door Replacement project received a low bid from E5 Builders of \$50,930, including the two alternates. S. Mullins stated the contract has been awarded following positive references and required bonds for the project. A pre-construction meeting took place and the contractor stated they should be able to start the week of 11/4/19 after checking with Pella . It has been determined, however, following the meeting and a site visit from a Pella Rep. the opening is not size compatible with their

doors. Therefore, a decision was made to use Marvin windows/doors. There will be a slight add to the cost (\$1,480), which S. Mullins approved to allow the doors to be ordered. This will delay the start time.

3. **Projects under \$10,000:** - (a) The Community Room carpet replacement. The dining room and hall area at the mailboxes is complete. S. Mullins stated how this new carpet has made a significant improvement in the appearance of this space. Horrigan's Flooring completed the installation for \$9,853.00. (b) Additional Parking Spaces at Church St. This work was completed with adding four additional spaces at the circle between Highrise & Garwest. Also included in this project was the repair of the catch basin in the same area, which was sinking and lifting on one side. There was discussion on the additional benefits to adding parking in this area that includes snow plowing by creating an extra area to push the snow at the circle. D. Rhodes Paving completed the work in two days for \$7,750.

**In other matters:**

1. Fiscal Year End 9/30/19 Certifications include 1) Certificate of Lead Law Compliance submitted to Board for signatures. 2) Certificate of Year End statements and Tenant Accounts Receivable (TAR) report data submitted for Board signatures. When all signatures are received, submission to DHCD is required.
2. S. Mullins informed the Board she received notification from DHCD the FY 2020 Budget was approved.
3. As part of the closing of FYE 2019 the Fee Accountant recommends writing off the vacated tenant balances with Board approval. The total amount is \$10,799, which includes: Programs 667 -\$3,091; 200 - \$7,583; 705 - \$125.00. A MOTION was made by Jeanne May and Seconded by Irene Dubzinski to write off vacated tenant balances as of the FYE 9/30/19. Voted Unanimously.

**Maintenance Report:**

Due to Peter Goguen's absence a Maintenance Report was not available and will be provided at next month's meeting.

A Motion was made by Stephen Hancock and seconded by Jeanne May 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, November 21, 2019.