

**Minutes of Regular Meeting  
of the Gardner Housing Authority  
January 30, 2018**

A regular meeting of the Gardner Housing Authority was held Tuesday, January 30, 2018 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: None  
Absent: Maintenance Supervisor

The Board reviewed the minutes of the December 19, 2017 meeting and a Motion was made by Irene Dubzinski and seconded by Jeanne May to approve the minutes of the December 19, 2017 Board meeting. Voted unanimously.

**Capital Projects:** The Director reported the following:

The close-out documents for the Asphalt Paving Improvement project at Hillside Gardens were presented to the Board for approval. The project has been completed. 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 and application for payment 1 & 2 totaling \$25,270. Voted Unanimously.

There was discussion that followed regarding the poor workmanship by the contractor Superior Sealcoat during this project and if the Board should decide to refuse any possible future bids from this contractor. A Motion was made by Stephen Hancock and seconded by George Ouellet to never accept a bid from contractor Superior Sealcoat, Inc. in the future. Voted unanimously.

The GFCI Outlet installation project has been reactivated. The city of Gardner agreed to lower the cost of permits from \$15,800 to \$4,900 (charging per building vs. per unit). DHCD will cover the cost of the permits in the budget. The contractor has been contacted and is willing to start the project up again and able to start work mid- February. Due to the length of time since signing the contract a No Cost Change Order is required to increase the time with a new completion date of March 16, 2018. A Motion was made by George Ouellet and Seconded by Irene Dubzinski to approve the No Cost Change Order to increase time of completion on the GFCI Outlet project. Voted Unanimously.

A new project to replace the Highrise trash compactor is in the planning stages. The Director stated the compactor is currently functioning, however, given the amount of use and the age (30 plus years) it is important to begin this project before it actually fails. The designer for this project will be Nangle Engineering. The project is estimated to cost \$40,000.

**In other matters:** Budget/E.D. Salary/Maintenance position changes:

The Director reported the Budget Guidelines for FY 2018 have been received. The guidelines allow for a 10% increase to the Allowable Non-Utility Expense Level (ANUEL). This includes a 5% increase for administrative staff and a Direct Cost Exemption of \$10,000 as a “Tech Allowance”. DHCD also released the revised Executive Director’s Salary and Qualifications Schedule. Primarily the new Salary Schedule is based on the total number of units, programs, and state-aided family units managed by the LHA. The Board reviewed the E.D. Salary Calculation Worksheet which included the calculated maximum salary amount. The Director pointed out the increase could be incrementally taken over the term of her contract. The Chairman spoke to the Board on this matter and stated he was in favor of the Director receiving the full increase beginning FY 2018. After some discussion it was agreed by all members. The Director thanked the Board for their support. A Motion was made by George Ouellet and Seconded by Irene Dubzinski to approve the Executive Director’s salary increase to the maximum amount based on the Calculation Worksheet from DHCD PHN 2018-01 pending budget approval. Voted Unanimously.

The Director discussed with the Board the proposed changes in regards to the Maintenance Supervisor position and also an additional maintenance position. The Maintenance Supervisor position will become an administrative salaried position (Director of Maintenance). The position will be removed from the on-call rotation. The Board discussed the reasons for the change, including more demand administratively placed on the Supervisor due to the requirements as per the PMR. The position will continue to perform necessary maintenance as per day to day operational requirements. The Chairman agreed and called for a Motion. A Motion was made by Stephen Hancock and Seconded by Irene Dubzinski to change the current Maintenance Supervisor position to an administrative salaried position designated as Director of Maintenance. Voted Unanimously. Also discussed was the proposed new maintenance/groundskeeper/custodial position. Pending completion of the budget, it will be determined to be a part time (30 – 32 hour) position. The current part time cleaning position will be eliminated.

A Motion was made by Jeanne May and Seconded by Stephen Hancock to approve the additional maintenance position. Voted Unanimously.

The Director reported the new truck has been purchased from Mathieu Ford at the lowest bid price of \$31,000, including the trade of the 2008 F250 (\$4,000).

The Board received a report from the PMR (Performance Management Review). The Director explained the review focused on the following: Work order system; annual inspections; maintenance plan, as well as vacancy reporting, CIP and budget spending.

**Maintenance Report:**

The Maintenance Supervisor was unavailable for the meeting. He provided a monthly expense report for December for the Board to review and a status summary of current and upcoming changes.

A Motion was made by Stephen Hancock and seconded by George Ouellet to approve 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 10:40 AM.

Next meeting scheduled for February 27, 2018.