

**Minutes of Regular Meeting
of the Gardner Housing Authority
January 31, 2017**

A regular meeting of the Gardner Housing Authority was held Tuesday, January 31, 2017 at 9:30 AM at the office of the Housing Authority, 116 Church Street, Gardner, MA. Upon the call of the Vice-Chairman, those present and absent were as follows:

Present: George Ouellet, Irene Dubzinski, Stephen Hancock, Jeanne May, Peter Goguen, Maintenance Supervisor, Sandra Mullins, Executive Director

Excused: Roger Tousignant

Absent: None

The Vice-Chairman, George Ouellet, opened the meeting at 9:30 AM.

The Board reviewed the minutes of the December 6, 2016 meeting . Motion made by Stephen Hancock and seconded by Irene Dubzinski to approve the minutes of the December 6, 2016 Board meeting. Voted unanimously.

The Executive Director report of Capital Plan updates:

The Director reported the authority received notification from DHCD of Amendment #8 to the Capital Work Plan 5001 in the amount of \$30,000. The amendment funds the study to correct severe water issues in two vacant units on Waterford St. (200-3). A Motion made by Irene Dubzinski and seconded by Jeanne May to authorize the Chairman to sign/approval of said amendment.

The Director reported the replacement of the Gar-west Trash Compactor took place on December 22, 2016. The installation was successful and operating the same day.

The Director reported on the progress of the 2nd elevator installation in Gar-west. Baystate Elevator is now on sight and Kurtz Inc. has completed most of what is required until Baystate has completed the installation of the car. Kurtz is not allowed in the shaft during this time.

The Director reported on the progress of the Boiler Replacement project at Boulder Drive (705-2). All boilers have been installed as of the week of Jan. 23rd. Royal Steam Heater Co. have worked successfully with the tenants and GHA to coordinate the uninterrupted flow of installing each boiler to limit down time during the coldest time of year. Each unit was installed and operating within the same day.

The Director reported on the Highrise Window Replacement project Phase 1. The design review was submitted by Nault Architects and approved by DHCD with a cost estimate of \$227,851.00. The Architect is required to submit contract documents to DHCD and prepare for bid within four weeks.

Other Matters: (Director's Report)

The Director informed the Board of DHCD's notice of Jan. 3, 2017 stating the GHA'S Budget Approval for FYE 2017.

Section 8 office update: The Director reported a change in date regarding Orlette Jaillet's retiring from GHA. Orlette's last working day will be Feb. 9, 2017. Andrea Whitney is the new Section 8 Administrator. Due to Andrea's ability to quickly pick up the flow of the program, Orlette felt she would do fine with a little over one month training instead of the full two months as previously planned.

Andrea requested GHA change an item in the Admin Plan in regards to Rent Reasonableness Methodology. The current method involves surveying the area's rents via the local newspaper and area rental property. Although this has been an adequate method in the past— it is not HUD preferred. Therefore, a new method utilizing an online company (Go Section 8) which provides data on local market rents. This is a preferred method of HUD.

Irene Dubzinski made a Motion and Stephen Hancock Seconded to adopt new method of Rent Reasonableness to the Admin Plan.

Maintenance Supervisor's Report:

Peter Goguen submitted the Maintenance Expense Report for Nov./December. He explained to the Board the reason for higher than normal expenses are due to the continued failure of boilers at Boulder Drive. Emergency repairs necessary (replacing five superstores) during the boiler replacement project. This money may be reimbursable under this project.

Peter reported on the plan to upgrade maintenance equipment. He will be getting prices on a utility trailer to transport mowers to the developments and a new deck mower.

Peter also reported on the issue of some existing asbestos flooring located in family units. There is an abatement procedure required when replacing kitchen/bath floors. The Housing Authority is currently discussing this process with DHCD.

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

A Motion was made by Stephen Hancock and seconded by Jeanne May to adjourn the regular meeting. Voted Unanimously. Meeting adjourned 10:15 AM.

Next meeting scheduled for February 28, 2017.