

**Minutes of Regular Meeting  
of the Gardner Housing Authority  
February 27, 2018**

A regular meeting of the Gardner Housing Authority was held Tuesday, February 27, 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, Peter Goguen, Maintenance Supervisor

Excused: None

Absent: None

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

The Board reviewed the minutes of the January 30, 2018 meeting and a Motion was made by George Ouellet and seconded by Stephen Hancock to approve the minutes of the January 30, 2018 Board meeting. Voted unanimously.

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

The GFCI/AFCI Outlet installation project has begun. All units are complete in the Highrise and Garwest buildings. There have been some minor issues with some outlets tripping due to older appliances. Installation has begun at Hillside Gardens and it is necessary to make a change in the scope. The installation of a new GFCI outlet behind the refrigerator has been eliminated due to the size of the opening being too small and installing the new outlets would require cutting through the wall and would be a significant increase the cost of the project. The city wiring inspector and DHCD were consulted and approval was given not to replace the outlet for the refrigerator. There will be a change order to credit the Housing Authority.

A Motion was made by Irene Dubzinski and seconded by Jeanne May to approve change order #2 - an increase of \$3,920 to contract for adding 69 20-amp Arc Fault/GFCI combo breakers to Garwest units. Voted Unanimously.

**In other matters:**

**Budget:**

The Director presented the FYE 9/30/2018 Budget to the Board. Included in the narrative before the Board she explained some changes: Increase in E.D. salary according to the new DHCD calculation worksheet (approved by the Board), an increase of 5% to administrative positions, adding the new position of Director of Maintenance to the administrative line item, adding a new full time maintenance position and eliminating the part time position. The Director also stated included in the budget was the cost of the new 2018 pick- up truck and the cost of permit fees for the GFCI/AFCI Outlet project. The following votes took place in regards to the budget.

A Motion was made by Irene Dubzinski and seconded by George Ouellet to approve the proposed 400-1 Operating Budget for FYE 9/30/2018. Voted Unanimously.

A Motion was made by Jeanne May and seconded by Stephen Hancock to approve the proposed 689-1 Operating budget for FYE 9/30/2018. Voted Unanimously.

A Motion was made by Jeanne May and seconded by Irene Dubzinski to approve the proposed MRVP Operating Budget for FYE 9/30/2108. Voted Unanimously.

The Director thanked the Board for their approval of the proposed Operating Budget for FYE 9/30/2018. The signed budget certifications will be submitted to DHCD.

**Wage Match Acknowledgement:** The Director presented the Board with the Wage Match Acknowledgement regarding confidentiality to certify and approve. A Motion was made by Stephen Hancock and seconded by George Ouellet to approve the Wage Match Acknowledgement. Voted Unanimously.

**Maintenance Report:**

The Maintenance Supervisor began by thanking the Board for their support in the approval of the change in his position from maintenance to an administrative salaried position "Director of Maintenance". The Director stated although it is an "administrative" position there will still be the same duties in addition to more time for managing the new work order system and assisting with management of formula funding projects. The on-call overtime will be eliminated.

A Motion was made by Irene Dubzinski and seconded by Stephen Hancock 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 March 27, 2018.