

**Minutes of Regular Meeting  
of the Gardner Housing Authority  
February 28, 2017**

A regular meeting of the Gardner Housing Authority was held Tuesday, February 28, 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 January 31, 2017 meeting . Motion made by Stephen Hancock and seconded by Irene Dubzinski to approve the minutes of the January 31, 2017 Board meeting. Voted unanimously.

**The Executive Director report of Capital Plan updates:**

The Director reported the work on the installation of 2<sup>nd</sup> elevator in Garwest is progressing on schedule. The shaft is near completion and next will be the drywall and carpet replacement on each floor lobby.

The Director reported the boiler replacement project at Boulder Drive is complete. Some minor items remain on the engineer's (Bowman Engineering) punch list. The Director explained a vote is needed to approve the Certificate of Substantial Completion. A Motion was made by Stephen Hancock and Seconded by Jeanne May to approve the Chairman to sign and submit the Certificate of Substantial Completion. Voted Unanimously.

The Director reported on Window Replacement Phase 1 project at the Highrise. Nault Architects have been in communication with the Director regarding logistics of the project. It has been decided they will start the window replacement from the 15<sup>th</sup> floor and proceed to floors 14 and 13. It will be determined, if cost allows, whether any of the 12<sup>th</sup> floor will be replaced as part of this phase as an Alternate.

**Other Matters: (Director's Report)**

The Director reported the Housing Authority received approval of \$15,000 from DHCD in "compliance reserve" to cover the cost of the removal of asbestos floor tiles in units as needed. She explained an asbestos abatement company has been used for the removal of a kitchen floor in a vacated house in the Veteran's housing at a cost of \$2,450. We will continue to use the same company in another recently vacated unit.

The Director informed the Board of the recent Public Housing Notice 2017-05 from DHCD regarding Mandatory Board Member Training. As per Chapter 235, Section 5B requires DHCD implement a comprehensive training program for board members of state-aided LHAs. This is an on-line training consisting of 5 modules. Board members can take this training on a personal computer or a designated computer at the housing authority office. This notice states there is a deadline of Monday, June 19, 2017 for completion of this training.

**Maintenance Supervisor's Report:**

Peter Goguen submitted the Maintenance Expense Report for January. He explained to the Board the reason for higher than normal expense to Royal Steam \$4,593.55 due to the necessary replacement of hot water storage tanks at Boulder Drive during the installation of new boilers . This money may be reimbursable under this project.

Peter reported on a directive from the Fire Department advising GHA replace the hardwired smoke detectors at Hillside Gardens due to their age.

Peter also reported on the issue of some existing asbestos flooring located in family units. He explained the removal existing floor tiles in the kitchen of a recently vacated house worked out well and our maintenance staff installed new subfloor and VC tiles.

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

A Motion was made by Stephen Hancock and seconded by Irene Dubzinski to adjourn the regular meeting. Voted Unanimously. Meeting adjourned 10:25 AM.

Next meeting scheduled for March 28, 2017.