

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

A regular meeting of the Gardner Housing Authority was held Tuesday, March 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, Irene Dubzinski, Stephen Hancock, Jeanne May, Sandra Mullins, Executive Director and Peter Goguen, Maintenance Supervisor

Excused: George Ouellet

Absent: None

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

The Board reviewed the minutes of the February 27, 2018 meeting and a Motion was made by Stephen Hancock and seconded by Irene Dubzinski to approve the minutes of the February 27, 2018 Board meeting. Voted unanimously.

**Capital Projects:**

The Director reported on the notification from DHCD of Amendment #9 to Capitol Improvement Work Plan 5001 in the amount of \$475,931.10. The amendment funds and extends the contract dates of service from June 30, 2019 to June 30, 2020 under the Standard Contract additional terms and conditions. A Motion was made by Irene Dubzinski and seconded by Jeanne May to approve and authorize the execution of the contract. Voted Unanimously.

The closing documents for the GFCI/AFCI Outlet Installation were presented as follows: Change order #3 – a credit of \$4,343.14 due the Housing Authority. A Motion was made by Jeanne May and seconded by Stephen Hancock to approve Change Order #3 issuing GHA a total credit of \$4,343.14. Voted Unanimously. Certificate of Substantial Completion presented. A Motion was made by Irene Dubzinski and seconded by Stephen Hancock to approve the Certificate of Substantial Completion. Voted Unanimously. Cert. of Final Completion presented and discussed. A Motion was made by Stephen Hancock and seconded by Irene Dubzinski to approve the Certificate of Final Completion contingent on completion of punchlist (providing OSHA cards and completion of signed inspections). Voted Unanimously.

Taken under advisement from Nangle Engineering Inc. in regards to the Hi-rise Trash Compactor Replacement it is recommended the Board vote to allow language in the specification as to a sole-source item would be in the best interest of the public. This would reduce the time the building will be without a compactor. This should not preclude the submittal for approval of equal systems, should they be found to be or become available. A Motion was made by Jeanne May and seconded by Stephen Hancock to approve the language as stated above to be included in the specification for the Hi-Rise Trash Compactor Replacement. Voted Unanimously.

The closing documents were presented and reviewed for the Boiler Replacement at Boulder Drive. The Director stated Royal Steam Heater has met all the requirements to close the project. A Motion was made by Jeanne May and Seconded by Irene Dubzinski to approve the Certificate of Final Completion. Voted Unanimously. A Motion was made by Stephen Hancock and Seconded by Irene Dubzinski to approve Requisition #5 for payment of \$14,434.46. Voted Unanimously.

**In other matters:**

The Director reported to the Board there will be a change in staff in the Section 8 office. Andrea Whitney gave notice she will be leaving the Housing Authority. The position has been advertised and interviews have been scheduled. Andrea assured the Director she will stay until her replacement starts and provide training as needed.

Updated Tenant Charged Fees presented to the Board. The Director stated these are more in line with the actual cost to the Housing Authority. A Motion was made by Irene Dubzinski and Seconded by Jeanne May to approve the updated fees effective 4/1/18. Voted Unanimously.

The Board reviewed the final draft of the Agreement between GHA and the Mass. Laborers' District Council Local 272. The Director recommended approval of this draft agreement. A Motion was made by Jeanne May and Seconded by Stephen Hancock to approve the final draft Agreement as presented. Voted Unanimously.

The Director reported to the Board of an eviction this month in the Hi-rise that involves the Sherriff and having to hire a moving company to remove the contents of the unit and place in storage for three months. There has been no response contact from the tenant in regards to the court ordered eviction, which lead to this action.

**Maintenance Report:**

The Maintenance Supervisor presented the Expense report for the month and stated there were no large expenses just the usual operating expenses.

The Supervisor reported the maintenance shops at both locations were completely organized and cleaned out. This will save time when needing a specific tool or part.

The M.S. presented to the Board a sketch of tentative plans to build an addition to the maintenance garage at Hillside Gardens. This will allow for more space to store trucks and equipment. This project has been added to the Authority's CIP for 2018 and.

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

A Motion was made by Stephen Hancock and seconded by Jeanne May to adjourn the meeting. Voted Unanimously. Meeting adjourned at 10:25 a.m.