

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

A regular meeting of the Gardner Housing Authority was held Tuesday, March 28, 2017 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, Peter Goguen, Maintenance Supervisor, Sandra Mullins, Executive Director

Excused: None

Absent: None

The Chairman, Roger Tousignant, opened the meeting at 9:30 AM.

The Board reviewed the minutes of the February 28, 2017 meeting . Motion made by George Ouellet and seconded by Irene Dubzinski to approve the minutes of the February 28, 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 near completion. All exterior finish work such as drywall, painting and carpet installation is completed. Change Order #1 submitted by the contractor and approved by Blackstone Block Architect regarding details involving smoke detectors and electrical. A Motion was made by Jeanne May and seconded by George Ouellet to accept the Change Order #1. Voted Unanimously.

The Director reported on Window Replacement Phase 1 project at the Highrise. 100% construction documents were submitted by Nault Architect and DHCD gave the approval to bid. Nault will prepare the bid notice and it should be published the first week in April. The bid deadline will be 4/20/17.

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

The Director reported the new desks for the front office and Director's office will be arriving and she has contacted several local agencies (MVOC, CAC, GAAHMA) and local schools regarding taking the existing furniture as a donation from GHA. The only firm response was from GAAHMA. They were very interested and grateful. A MOTION was made by Stephen Hancock and seconded by Irene Dubzinski to allow disposition as a donation, of the existing office furniture; including desks, tables, cabinets & chairs to GAAHMA.

The Director reported on a problem with several apartments in the Highrise and Garwest with having bedbugs. It is becoming very costly as eight units total are receiving treatment. The director decided it was in the Authority's best interest to have a building wide canine inspection.

This will be an annual inspection at a cost of \$183.00 per month. This allows the Housing Authority to somewhat control the situation by knowing of the problem and treating before it spreads more. There were four more units found to have bedbugs as a result of the inspection.

The 2017 annual maintenance wage rates were received from the Dept. of Labor & Workforce. The new rates will be effective April 1, 2017.

Union update: The first meeting of negotiations was held Feb. 28<sup>th</sup>. No agreements were made. Atty. Angelini focused on the language in proposed contract. The union representatives stated they would send a revised contract by March 14<sup>th</sup> for review by all parties and the E.D. would present to the Board at next meeting, 3/28/17. As of this date, there has been no new revised contract received from the union reps.

The Director reported on two board appointments due for renewal in April. The new appointments have been filed with city hall for George Ouellet and Stephen Hancock.

#### **Maintenance Supervisor's Report:**

Peter Goguen submitted the Maintenance Expense Report for February. He stated expenses have been fairly consistent with past months.

Peter reported on the status of purchasing a new mower and utility trailer which were included in the budget. He has called several businesses for prices. Gardner Power would agree to trade with current mower allowing \$1200 toward the purchase of a new riding zero turn tractor as well as a utility trailer to transport mower to each property as needed.

A Motion was made by Stephen Hancock and Seconded by Irene Dubzinski to approve the purchase of new mower and utility trailer from Gardner Power. Voted Unanimously.

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

A Motion was made by Irene Dubzinski and seconded by George Ouellet to adjourn the regular meeting. Voted Unanimously. Meeting adjourned 10:35 AM.

Next meeting scheduled for April 25, 2017.