

**Minutes of Regular Meeting
of the Gardner Housing Authority
April 26, 2018**

A regular meeting of the Gardner Housing Authority was held Thursday, April 26, 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 and Peter Goguen, Director of Maintenance
Excused: None
Absent: None

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

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

Capital Projects:

The Director reported on the following:

- 1) The Highrise Trash Compactor Replacement has been put out to bid. A pre-bid walk-thru took place on 4/24/2018 with zero attendance. The bids are accepted until May 7, 2018 @ 2:00 pm.
- 2) The Maintenance Garage Addition has been assigned a work order for the scope of services as per DHCD staff architect John Giubilo. There is a construction budget of \$120,000. This will be assigned to a designer to study the options provided – either add to existing garage or install a stand-alone metal building.
- 3) The Co-gen Boiler project – the emissions test was performed and completed, as required by the EPA. The report has been submitted and copy to GHA.

In other matters:

The Board was notified the budget for FYE 2018 has been approved by DHCD.

As per the budget, effective April 1st the Director of Maintenance is now a salaried administrative position. The new position for Maintenance/Groundskeeping/Custodian has been advertised and several good candidates have applied. Interviews will be scheduled for six applicants.

The Director presented the Board a copy of the AUP report for FYE 2017 received by DHCD. The Director explained there were “no findings” in each category stated this reflects hard work by the staff throughout the year.

The Director updated the Board on the status of the Section 8 Program Administrator's position. The new administrator, Pamela Caranfa, started on 4/23/2018. Andrea will stay on part-time to train her for several weeks.

The Board was notified of an incident of vandalism on Waterford Street at the vacant house (224). A window was broken and evidence of oil taken from oil tank in basement. The police were notified and it will be investigated.

Maintenance Report:

The Maintenance Director presented the Expense report for the month and stated there were no large expenses just the usual operating expenses. The unit turnovers are almost complete. There will be time for the workers to get some spring clean-up/projects done. The parking lots are scheduled to be swept early May.

The Wiring Inspector completed the GFCI/AFCI outlet inspections for the Highrise/Garwest & Hillside Gardens developments. The family units will be scheduled at a later date.

The M. Director informed the Board he was working on developing a "preventive maintenance" plan for a twelve month period. This is a requirement as per the PMR (Performance Management Review). There was a brief discussion regarding the benefits of having a schedule for preventive maintenance which will be incorporated in the work order system.

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

A Motion was made by Stephen Hancock and seconded by George Ouellet to adjourn the meeting. Voted Unanimously. Meeting adjourned at 10:30 a.m.

Next meeting scheduled for Tuesday, May 29, 2018.