

**Minutes of Regular Meeting  
of the Gardner Housing Authority  
May 29, 2018**

A regular meeting of the Gardner Housing Authority was held Tuesday, May 29, 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, Director of Maintenance

Excused: George Ouellet

Absent: None

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

The Board reviewed the minutes of the April 26, 2018 meeting and a Motion was made by Irene Dubzinski and seconded by Jeanne May to approve the minutes of the April 26, 2018 Board meeting. Voted unanimously.

**Capital Projects:**

The Director reported on the following:

- 1) The Highrise Trash Compactor bid opening at 2:00 pm May 7<sup>th</sup> resulted in zero bids. The project will be put out to bid again and bids will be taken until May 30<sup>th</sup> @ 2:00 pm. A Motion was made by Stephen Hancock and Seconded by Irene Dubzinski to accept/approve the low bidder contingent on references and within budgeted amount. Voted Unanimously.
- 2) The Bathroom upgrade (tub/shower units) – Bathfitter completed the last of five full tub/shower removal and installs. Each install completed in one day and included removal of cast iron tub and old liners. The results are very satisfactory as verified by the Maintenance Director, Pete Goguen.

**In other matters:**

The Director presented the Board with GHA Deferred Maintenance Plan. This will serve to be a guide for the Housing Authority to work from and incorporated in the work order system, as required by the PMR. A Motion was made by Stephen Hancock and Seconded by Irene Dubzinski to approve and adopt the GHA Deferred Maintenance Plan. Voted Unanimously.

The new FT Maintenance position has been filled and Dean Phaneuf is now part of the GHA Maintenance staff as of May 21, 2018. Dean worked for Gardner City Hall maintenance department. The Board extended their welcome to Dean to the Housing Authority.

The Director reported she attended the NAHRO Annual Conference. She attended several informative sessions relating to issues at hand. The new centralized online version of the waiting list for State-aided Public Housing was discussed. The new system will be referred to CHAMP (Common Housing Application for Public-Housing). There will be upcoming scheduled trainings for staff. DHCD hopes to have active and live by the end of this year.

Exterior Property inspections were done by the Director of Maintenance. Letters were sent to tenants regarding maintaining lawns and removal of excess items (junk) & fire pits.

The Director reported the Union Contract has been signed on 5/2/18. The term of the contract is 10/1/17 – 9/30/20. It was agreed by both parties the retroactive O.T. for the on-call 2 hour minimum would be paid from 10/1/17 to staff affected.

### **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 caught up and on schedule. Mr. Goguen stated this allow more time for spring projects ie: exterior painting, deck work.

The Maintenance Director informed the Board he attended a MAHAMS seminar which included valuable information including the Maintenance Plan, required as per the PMR.

A Motion was made by Jeanne May and seconded by Irene Dubzinski 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 10:15 a.m.

Next meeting scheduled for Thursday, June 28 2018 due to the Director's vacation.