

**Minutes of Regular Meeting
of the Gardner Housing Authority
June 27, 2019**

A regular meeting of the Gardner Housing Authority was held Thursday, June 27, 2019 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:

Absent: None

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

The Board reviewed the minutes of the May 30, 2019 meeting and a Motion was made by George Ouellet and seconded by Stephen Hancock to approve the minutes of the May 30, 2019 Board meeting. Voted unanimously.

Capital Improvement Plan Projects:

1. Highrise Carpet Replacement completion paperwork. S. Mullins submitted to the Board the Certificate of Substantial & Final Completion for approval. A Motion was made by Jeanne May and Seconded by Irene Dubzinski to approve the C.S.C. Voted Unanimously. A Motion was made by George Ouellet and Seconded by Stephen Hancock to approve the C.F.C. for the Carpet Replacement Project. Voted Unanimously.
2. Hillside Gardens Walkway Repairs Phase 2. The bidding results were one bid received from K.B. Aruda Construction at \$63,800 (base bid). Due to the amount being nearly double of what the estimated cost of \$33,000 the Board must reject the bid. A Motion was made by Stephen Hancock and Seconded by George Ouellet to reject the only bid received. Voted Unanimously. The project will be put out as a rebid.
3. The Window Replacement Project: We have been notified of the first delivery of windows is expected the week of July 1st. The windows will be stored in a 50 foot trailer on site. The mock-up window will be scheduled for the water test soon after.
4. Replace sliding glass doors in Gar-west Project: This is the first phase with a construction budget of \$40,403. An architect has been assigned and a draft of the scope of services received by the Housing Authority.
5. Greenhouse Roof Repair: The work has begun on 6/26/19 and scheduled to be finished 6/27/19. There will be an inspection by the product manufacturer prior to a final coat of brown to blend in with the building.

In other matters:

1. Tenant Surveys: S. Mullins presented the board with the results of the "Resident Survey". The summary includes information about how residents of the GHA responded to a wide

range of questions about their experience with the GHA - from communication, services, maintenance/repairs and how they compare with other Housing Authorities of similar size statewide. There was discussion on how GHA fared well as far as the state average comparison. All categories the responses were positive.

2. S. Mullins reported to the board of a 2 bedroom vacant house on Spruce Street due to the excessive flooding (up to 6 – 9 inches) of water in the basement from the multiple days of rain in April and May this year. The tenant was transferred to a vacant 2 bedroom in the same area. DHCD came out to inspect the house and suggested the Housing Authority contact the city regarding the lack of drains in the area. The house currently has 2 sump pumps and they either drain in the street or toward another house causing more water in the basement.
3. S. Mullins reported all the annual inspections at Forest Park have been completed. The properties are in moderate condition. Work orders have been generated from the inspections which is keeping the workers busy.
4. S. Mullins presented a request to the board to vote to change the day of the week of the monthly meetings from the last Tuesday of the month to the last Thursday or the month. The time will remain 9:30 AM. The board discussed and all agreed that was not a problem. A Motion was made by George Ouellet and Seconded by Irene Dubzinski to approve changing the regular day of the board meeting from the last Tuesday to the last Thursday each month. Voted Unanimously.

Maintenance Report:

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

P. Goguen reported he attended full day of class towards the renewal of his Construction Supervisor's license.

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 George Ouellet and seconded by Jeanne May to adjourn the meeting. Voted Unanimously. Meeting adjourned at 10:25 a.m.

Next meeting scheduled for Thursday, June 25 2019 due to the Director's vacation.