

**Minutes of Regular Meeting  
of the Gardner Housing Authority**

**June 28, 2018**

A regular meeting of the Gardner Housing Authority was held Tuesday, June 28, 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:

Absent: None

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

The Board reviewed the minutes of the May 29, 2018 meeting and a Motion was made by Irene Dubzinski and seconded by George Ouellet to approve the minutes of the May 29, 2018 Board meeting. Voted unanimously.

**Capital Projects:**

The Director reported on the following:

- 1) Notification received from DHCD indicating Amendment #9 to CFA 5001 has been approved in the amount of \$476,397.10.
- 2) The Highrise Trash Compactor low bid was from Wilco Sales & Service, however, it needs to be rejected as an unqualified bid due to including their own conditions in the bid. The next low bid was from Maguire Equipment, Inc. in the amount of \$24,200.00. References have been checked and it is recommended by Steve Larry, RCAT Project Manager, to accept the bid from Maguire Equipment of \$24,200, well below the project budget of \$40,000. A Motion was made by George Ouellet and Seconded by Stephen Hancock to accept the bid from Maguire Equipment and authorize the Director to execute contracts. Voted Unanimously.
- 3) Greenhouse Roof Repair project currently has a budget of \$9,200. The scope of work includes replacing existing caulking with new and sealing any holes in panels. The existing caulking has been tested for asbestos and results were positive which will require abatement of affected caulking. The cost proposal from GES Environmental to abate the lead is \$2,980.

- 4) Maintenance Garage project has a construction budget of \$120,000 and a Designer fee at \$17,970. Russel Feldman from TBA Architects is the designer assigned to the project. A Civil Engineer will be required to begin the survey process. The Housing Authority provided the designer with three names of local area civil engineers to contact for quotes.

**Other Matters:**

- 1) The Director reported on two “for cause” evictions which are in process for tenants at the Highrise and Waterford Street.
- 2) Discussion regarding a petition received by Highrise tenants (45) who are asking for a picnic table. The Director explained the limited space around the building and parking lot does not offer a suitable spot for a picnic table and if put too close to the building would create a noise factor for tenants in units nearby.  
The Director stated currently there is a bench next to the building as well as four chairs at the congregate patio and four benches in the court yard between Garwest and the Highrise. The Board agreed there is sufficient outdoor seating at the present time. A Motion was made by Stephen Hancock and Seconded by George Ouellet to reject the request for a picnic table to be added. Voted Unanimously.

**Maintenance Report:**

The Maintenance Director presented the Expense report for the month and stated there were no large maintenance expenses in May other than a “super store” hot water tank (\$1,100.00) at a Boulder Drive unit and the purchase of three 12,000 btu air conditioners to replace existing failing units in the Highrise/Garwest Community room. Also purchased was a new carpet cleaner to replace the existing machine (over ten years old) this will allow maintenance to keep up with carpet cleaning more efficiently.

The Maintenance Director also reported on the staff working on a few small projects: Painting of exterior posts and railings at all family units; four decks have been rebuilt at Boulder Drive.

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

Next meeting scheduled for Tuesday, July 31, 2018.