

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

July 31, 2018

A regular meeting of the Gardner Housing Authority was held Tuesday, July 31, 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 June 28, 2018 meeting and a Motion was made by George Ouellet and seconded by Irene Dubzinski to approve the minutes of the June 28, 2018 Board meeting. Voted unanimously.

Capital Projects:

The Director reported on the following:

- 1) The Board received the five year Capital Improvement Plan (CIP) for FY 2019 -2023. There was discussion on the projects with highest priority, which will be planned for FY 2019, which began July 1st. As per the Formula Funding process, this plan will be submitted to DHCD for approval. A Motion was made by Jeanne May and Seconded by Irene Dubzinski to approve the five year CIP for FY 2019 – 2023 as presented. Voted Unanimously.
- 2) The Highrise Trash Compactor Replacement contract has been sent to the contractor (Maguire Equipment) for signature.
- 3) The Maintenance Garage project was discussed. There has been a lack of response from several Civil Engineers/Surveyors that have been contacted for proposals, as reported by the architect assigned to the project.

Other Matters:

- 1) The Director reported to the Board on the status of Pest Control in regards to bedbugs relative to the Highrise and Garwest buildings. There have been no reported bedbugs to date, however, the Director stated she would like to implement an Integrated Pest Management plan as a proactive measure. After contacting several pest control

companies for pricing on services provided - it was determined Braman Pest Control provided the most integrated services. This would include a bi-annual canine inspection of each unit and follow-up treatments as needed (\$600/per unit). The annual charge for the canine inspection \$1800 will be paid \$150/month. A vote is needed to approve the contract for one year not to exceed \$9,999.00. A Motion was made by Jeanne May and Seconded by Stephen Hancock to approve the one year contract dated July 5, 2018 with Braman Pest Control. Voted Unanimously.

- 2) The Board received a copy of the Housing Authority's Annual Report, which was submitted to the Mayor and City Councilors.
- 3) The 6/30/18 Quarter ending report was submitted to the Board as prepared by Gordon/Griffin Accounting Services.
- 4) The Director provided the Board with an Outdoor Grill/Fire pit Policy for the family housing. A Motion was made by George Ouellet and Seconded by Irene Dubzinski to approve the Outdoor Grill/Fire pit Policy as presented. Voted Unanimously.

Maintenance Report:

The Maintenance Director presented the Maintenance Expense report for the month and stated there were no large maintenance expenses other than the carpet cleaner for \$2,595.00, which was discussed at last month's meeting. Again, it was stated this will be an asset for the Housing Authority to keep up with general carpet cleaning throughout the buildings.

The Maintenance Director reported on unit turnovers currently caught up. There is full occupancy in all family units, Hillside Gardens & Garwest. The staff continues to work on building "up-keep" projects not generally enough time for - such as - painting common areas.

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

A Motion was made by George Ouellet and seconded by Stephen Hancock to adjourn the meeting. Voted Unanimously. Meeting adjourned at 10:25 a.m.

Next meeting scheduled for Tuesday August 28, 2018.