

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

August 30, 2018

A regular meeting of the Gardner Housing Authority was held Thursday, August 30, 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 July 31, 2018 meeting and a Motion was made by Stephen Hancock and seconded by Irene Dubzinski to approve the minutes of the July 31, 2018 Board meeting. Voted unanimously.

Capital Projects:

The Director reported on the following:

1. Greenhouse Roof repair project – one quote received from Poulin Construction for \$7,500. More detail required on method of repair and product to be used by Contractor.
2. Trash Compactor Replacement – Pre-construction meeting was held with the contractor Maguire Equipment. Contract was signed for \$24,200. The contractor indicated he had concerns about the availability of equipment specified, which is similar to the current compactor.
3. The recently installed GFCI/AFCI outlets in the elderly and veterans housing – all have been inspected by the city of Gardner's wiring inspector. All are working as they should.

Other Matters:

- 1) The Director reported on two court ordered evictions: Waterford Street – Tenant moved out before needing the sheriff and moving company. Highrise – the sheriff and Hartman Relocation Co. are scheduled for September 6th if tenant has not vacated the unit.
- 2) The Congregate program will be fully occupied in September. The Director acknowledged the success of the program and the benefits it provides.
- 3) The Section 8 HCV program is in the process of terminating a participant's voucher due to numerous program violations over several years.

Maintenance Report:

The Maintenance Director presented the maintenance expense report for the month of July. There were no large expenses other than cleaning and plumbing supplies.

The Maint. Director reported on several small projects the staff have been able to work on due to presently being caught up with unit turnovers.

1. Hillside Community building interior – hall and library have been painted.
2. The Congregate first floor living room has been painted.
3. All wood finishes on window trim and railings in Garwest halls have been polyurethaned.
4. Garwest original elevator – carpet replaced with vinyl floor tiles.

Two recent vacated units - a 2 bedroom on Waterford St. and 3 bedroom on Spruce St. are currently in process of turnover.

After review a Motion was made by Stephen Hancock and seconded by Irene Dubzinski to approve the payment of bills. Voted Unanimously.

A Motion was made by Irene Dubzinski and Seconded by Jeanne May to adjourn the meeting. Voted Unanimously. Meeting adjourned at 10:20 am.

Next meeting scheduled September 25, 2018.