

**Minutes of Regular Meeting  
of the Gardner Housing Authority  
September 25, 2018**

A regular meeting of the Gardner Housing Authority was held Tuesday, September 25, 2019 at 9:30 AM at the office of the Housing Authority, 116 Church Street, Gardner, MA. Upon the call of the Vice-Chairman, those present and absent were as follows:

Present: Roger Tousignant, George Ouellet, Irene Dubzinski, Stephen Hancock, Jeanne May, Peter Goguen, Director of Maintenance and Sandra Mullins, Executive Director  
Excused: None  
Absent: None

The Chairman, Roger Tousignant, opened the meeting at 9:30 AM.

The Board reviewed the minutes of the August 30, 2018 meeting . Motion made by George Ouellet and seconded by Irene Dubzinski to approve the minutes of the August 30, 2018 Board meeting. Voted unanimously.

**The Executive Director report of Capital Plan updates:**

The Greenhouse Roof Repair – A second quote was received from Veteran Roofing. The Director explained they are proposing a different method which would not involve removing old caulking or the need for asbestos abatement. This method is a Gaco Flex silicone coating system. The roof would be completely covered by this material and would include a 50 year warranty. The Board agreed this would be the most cost-effective roof method of repair. The quote amount of \$17,260 is over the original funding amount of \$9,200, therefore requiring an adjustment to the CIP reflecting the higher cost of this method. The project will go out to bid with an updated scope of services. The Director seeks approval from the Board to rebid this project and to allow the Director to accept/approve the low bid contingent on references. A Motion was made by Stephen Hancock and seconded by Jeanne May to authorize the Director to accept/approve the low bid of the Greenhouse Roof Repair project. Voted Unanimously.

The Trash Compactor for Highrise – The contractor, Maguire Equipment, submitted a similar type compactor to original specs which specifies the Appollo series. Maguire Equipment claimed to have difficulty contacting the company Appollo, hence the reason for a different submittal. Nangle Engineering will review the submittal.

**Other Matters: (Director's Report)**

- 1) The RFP's went out for the Annual Boiler/Furnace cleaning and two quotes were received. After some discussion regarding the limited specifications in the RFP's the Board agreed to reject both bid quotes and re-bid as Annual Boiler/Furnace cleanings and

on-call service with detailed requirements for service call back time and response time, minimum number of employees and prevailing wage rates. The Motion was made by George Ouellet and seconded by Stephen Hancock. Voted Unanimously.

- 2) Annual inspections have been completed at Boulder Drive units. Several work orders have been issued for minor repairs which include several floor tiles needing to be replaced as well as kitchen cabinet repairs. Inspections for Waterford Street will be scheduled next.
- 3) The court ordered eviction for “cause” (indecent exposure) went forward for a highrise tenant. The tenant did not move and had not been in contact with GHA or the attorney. Therefore, the sheriff was on site while Hartman relocation company removed the contents of the unit to be placed in storage and the cost of \$1,726.50 billed to the housing authority will be charged to the tenant.
- 4) The second recent court ordered eviction was for non-payment of rent in the family program. The tenant vacated the three-bedroom unit prior to having the sheriff serve the 48-hour notice. The unit will need a lot of work.
- 5) The “\$10K Tech Allowance” in the FY2018 budget as a one-time direct cost exemption will be utilized by purchasing tablets to use when doing inspections and upgrading the computers in the offices to support compliance with new regulations and reform initiatives.

#### **Maintenance Director Report:**

- 1) Unit turnovers have increased due to recent number of vacated units. The Director reported two family houses have been completed and occupied.
- 2) The Garwest walkway repavement– there have been three quotes received for this work. After some discussion on the range in quotes for options A & B, which A is a minimal repavement of one section of the walk and B includes the entire walk parallel to the building leading to two other exits. The low quote of \$3,975 includes option B and was received from Miller’s paving. The Motion was made by George Ouellet and seconded by Jeanne May to authorize option B and accept the quote from Millers Paving. Voted Unanimously.

A Motion was made by Jeanne May and seconded by Stephen Hancock to pay the bills. Voted Unanimously.

A Motion was made by Irene Dubzinski and seconded by Jeanne May to adjourn the regular meeting. Voted Unanimously. Meeting adjourned 10:25 AM.

Next meeting scheduled for October 30, 2018.