

**Minutes of Regular Meeting  
of the Gardner Housing Authority  
October 30, 2018**

A regular meeting of the Gardner Housing Authority was held Tuesday, October 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, Peter Goguen, Director of Maintenance and Sandra Mullins, Executive Director  
Excused: George Ouellet  
Absent: None

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

The Board reviewed the minutes of the September 25, 2018 meeting. A Motion was made by Irene Dubzinski and seconded by Jeanne May to approve the minutes of the September 25, 2018 Board meeting. Voted unanimously.

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

The Board was notified by S. Mullins the CIP (Capital Improvement Plan) received approval from DHCD. Most of the money funded through FY 2020 is for the Highrise Window Replacement project Phase II and is now in the design phase which has been approved by DHCD. Nault Architect will be the designer, as was in the first phase. It was explained to the Board the current cost estimate is \$245,159.49. The base bid amount plus four alternates in the amount of \$42,258.65 each - totaling \$169,035.39 that will bring the total amount of the project to \$414,194.99. That would allow floors 6 – 10 to be completed.

The Greenhouse Roof Repair – The project was awarded to the low bidder Veteran Roofing at the low bid of \$17,260. The other bid received was from Caffrey Roof Restoration at \$24,656. Work is estimated to begin late November.

The Trash Compactor for Highrise – The contractor Maguire Equipment ordered the compactor on 10-4-18 with an expected delivery of six weeks.

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

Annual Boiler/Furnace cleaning/service bid status was provided to the Board. The results included one bid received from Royal Steam Heater at \$41,500. This is over the “not to exceed” amount of \$20,000. The Board discussed the large difference in the quote to the budget amount and agreed this bid needs to be rejected. A Motion was made by Jeanne May and seconded by Stephen Hancock to reject the bid amount of \$41,500. Voted Unanimously.

The S. Mullins proceeded to explain to the board the boiler/furnace cleaning/service contract will be bid separately. It was confirmed by Steve Larry, RCAT Project Manager, according to the procurement law the cleanings do not require the prevailing wage rates as the "service" work does, therefore, request for quotes for separate contracts is allowed.

A follow-up to a letter to the Board regarding a tenant complaint issued about a staff member was discussed. The Director explained - following the advisement of the DHCD regional attorney an investigation was conducted to obtain more information or possible witness to the tenant's claims regarding the employee. It was concluded the complainant provided enough credible information to warrant an oral warning be issued to the employee. The employee is instructed not to have any contact and/or communication with this tenant or other family member or not to discuss the matter with any other tenant.

### **Maintenance Director Report:**

P. Goguen presented the board with the maintenance expense reports for months August and September. The reports show two months of average expenses. Some discussion included extra expense in September to refinish wood floors for a unit turnover in the Veterans housing. August report included extra expense for truck repairs.

The maintenance department has begun the start of winter prep, which includes service of the snowblowers, trucks, plow and sander. Discussion also included the general fall clean -up of leaves will be a priority in the month ahead. The Dept. of Corrections Sheriff's office contacted P. Goguen regarding community service needs. The housing authority requested to be notified when there is availability for a crew to assist with general clean-up of the properties.

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

A Motion was made by Stephen Hancock and seconded by Jeanne May to adjourn the regular meeting. Voted Unanimously. Meeting adjourned 10:15 AM.

Next meeting scheduled for November 27, 2018.