

**Minutes of Regular Meeting  
of the Gardner Housing Authority  
January 23, 2020**

A regular meeting of the Gardner Housing Authority was held Thursday, January 23, 2020 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, Peter Goguen, Director of Maintenance

Excused:

Absent: George Ouellet

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

The Board reviewed the minutes of the November 21, 2019 meeting and a Motion was made by Stephen Hancock and seconded by Jeanne May to approve the minutes of the November 21, 2019 Board meeting. Voted unanimously.

**Capital Improvement Projects:**

The Director reported on the following:

1. The Replacement of Sliding Glass Doors in Gar-West. All unit doors have been replaced (total 14 doors). There will be a Change Order to include the added time necessary for the installer to paint the trim work and remove and replace window treatments. The tenants have expressed how pleased they are with the installations.
2. Project to Replace Selected Components in two single family units in the 200-2 & 3. The contractor is working to complete work by early February – currently waiting for kitchen cabinets to deliver & Bathfitter to install tub/shower unit. A family has been waiting for a few months for this 3 bedroom house.
3. FY2020 Health & Safety Initiative project – “Install Rollin Showers” in the four handicapped units in Gar-west. The funding is only available until June 30, 2020. The construction budget is \$49,000. The architect is Roy Brown – he will be designing the project. This will go out to bid soon.

**In other matters:**

1. The Director reported to the Board the award letter from DHCD to Gardner Housing Authority in the amount of \$413,117 for FY2023 under the Formula Funding program. This represents a 4.8% increase over FY2022 awards.

2. As part of our pest management plan bi-annual K-9 bedbug inspections has been scheduled for 1/29/20 & 1/30/20 with Bramen Pest Control. Some discussion on the matter confirmed this is the best preventative plan to avoid another outbreak in the Highrise and Garwest.
3. The annual PMR (Performance Management Review) for FYE 2019 is scheduled for Thursday, Feb. 13<sup>th</sup>. This will include a site visit from DHCD, which includes a review of the Housing Authority's various maintenance plans/policies, work order system and rent roll. All tenants must be notified in advance of a possible inspection of their unit on that day. There will only be ten percent of each program actually inspected.

### **Maintenance Report:**

The Director discussed with the Board the Maintenance Director, P. Goguen had been out due to a non-work-related injury since 12-2-19 and now has returned to work as of 1/23/2020. S. Mullins reported the maintenance department had been very hectic without access to the plow truck during the December 2<sup>nd</sup> & 3<sup>rd</sup> snowstorm, which was extreme and due to not having the access to the plow truck it was necessary to hire D. Rhodes for snow removal for all properties. Also during the month of December there were other maintenance staff out on previously scheduled vacations, which made it difficult to make any progress with normal unit turnovers. During this time the GHA's sander was unavailable due to an issue with the motor. D. Rhodes paving was able to help out by providing salt treatment as needed to all properties.

A Motion was made by Stephen Hancock and seconded by Jeanne May 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 10:15 a.m.