

**Minutes of Regular Meeting
of the Gardner Housing Authority
January 29, 2019**

A regular meeting of the Gardner Housing Authority was held Tuesday, January 29, 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: George Ouellet, Irene Dubzinski, Stephen Hancock, Jeanne May, Peter Goguen,
Director of Maintenance and Sandra Mullins, Executive Director

Excused: Roger Tousignant

Absent: None

The Vice Chairman, George Ouellet, opened the meeting at 9:30 AM.

The Board reviewed the minutes of the November 27, 2018 meeting. The Director noted there was no meeting in December due to the holidays. A Motion was made by George Ouellet and seconded by Stephen Hancock to approve the minutes of the November 27, 2018 Board meeting. Voted unanimously.

The Executive Director report of Capital Plan updates:

The Director, S. Mullins, provided the board with a copy of the (F.F.) Formula Funding award letter from DHCD stating GHA's F.F. award for FY 2022 is in the amount of \$399,723.

The Trash Compactor Replacement project was completed on 12/14/2018. The installation was completed in one day with no complications. A Motion was made by Irene Dubzinski and Seconded by Jeanne May to approve the Certificate of Substantial Completion. Voted Unanimously. A Motion was made by Stephen Hancock and Seconded by Jeanne May to approve the Certificate of Final Completion and payment of \$1,210.00. Voted Unanimously. This completes the project with a total payment of \$24,200.00 to Maguire Equipment.

The Window Replacement Phase 2 – DHCD has given the approval to bid the project with a base bid of \$246,159 with six alternates totaling \$715,900. S. Mullins explained the bid amounts received will determine how many alternates will be included. If all six are within the budget amount of \$715,900, the project will be completed within Phase 2 and additional phase will not be required. Nault Architects will be the designer as in Phase 1.

The Bathroom Upgrade Project – S. Mullins informed the board there was one response to Request for Proposals for tub/shower replacements for two units in the 200 projects. Bathfitter responded with a quote of \$4,735 per unit, which includes removal and replacement of tub/shower unit in one day.

Asbestos Compliance - Ongoing asbestos abatement under Formula Funding is scheduled for a vacant two-bedroom house on Cypress Street. A & E Environmental provided the low quote of \$4,333 to abate the bathroom and kitchen floors.

Other Matters: (Director's Report)

S. Mullins provided the board with an update on work necessary as a result of the fire in the Highrise apartment 5A on Thanksgiving Day. Following several moisture and asbestos testing in walls there is a comprehensive plan to abate the areas tested positive for asbestos. The affected areas include the 4th & 5th floor hall walls and 2nd & 3rd floor Congregate laundry room floors. All work is contracted with E.R.I. under the state insurance claim.

The Board was provided with the report from the DHCD Performance Management Review of FYE 2018, which took place on 1/23/19. Discussion followed the review of the eight areas of housing authority operations targeted by DHCD. S. Mullins stated she was pleased to report there were no findings in all areas of the review. This is considered a "planning year", next year (FYE 2019) the results will be released publicly.

Maintenance Director Report:

P. Goguen presented the board with the maintenance expense report for December. There was some discussion regarding expenses for hall heater repairs/replacements at Hillside Gardens and the cost of furnace/boiler cleaning. Robillard HVAC has 95% of the furnaces serviced and 100% of the boilers on Waterford St. P. Goguen stated Scott Robillard has provided excellent service and response to emergency calls. He also provides complete reports on each unit. Overall the housing authority is very pleased with the performance of Robillard HVAC according to the contract terms.

A Motion was made by Irene Dubzinski and Seconded by Stephen Hancock to pay the bills. Voted Unanimously.

A Motion was made by Jeanne May and seconded by Stephen Hancock to adjourn the regular meeting. Voted Unanimously. Meeting adjourned 10:05 AM.

The next meeting is scheduled for February 26, 2019.