

**Minutes of Regular Meeting
of the Gardner Housing Authority
April 30, 2019**

A regular meeting of the Gardner Housing Authority was held Tuesday, April 30, 2019 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, George Ouellet, Irene Dubzinski, Stephen Hancock, Jeanne May, Peter Goguen, Director of Maintenance and Sandra Mullins, Executive Director

Excused:

Absent: Stephen Hancock

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

The Board reviewed the minutes of the March 26, 2019 meeting. A Motion was made by George Ouellet and seconded by Jeanne May to approve the minutes of the March 26, 2019 Board meeting. Voted unanimously.

The Executive Director report of Capital Plan updates:

- 1) Highrise Carpet Replacement Phase I. S.Mullins stated the contracts have been signed with Horrigan Flooring as well as the Notice to Proceed dated 5/13/19. The floors to be completed in this phase include 2, 4, 7 & 9. These floors have carpet that is in the poorest condition and will be replaced with carpet tiles.
- 2) Highrise Window Replacement Phase II & III. The preconstruction meeting took place on 4/22/19. The contracts have been signed with Alpha Construction, Inc. and the Notice to Proceed was issued with a start date of 4/22/19 and S. Mullins explained the contractor will have 170 consecutive calendar days to complete the project (10/9/19). The contractor stated they will soon measure the windows and place the order.
- 3) Bathroom Tub/Shower replacement has been completed at both units in the Ch. 200 program.

Other Matters: (Director's Report)

- 1) S. Mullins informed the board of the new trash/recycling (2 year) contract signed with E. L. Harvey for \$22,532.00. This was the only bid received. Ms. Mullins explained this will be more than a \$2,000 savings per year for the Housing Authority.
- 2) The Garwest sidewalk repair/replace – three quotes were requested - D. Rhodes was the lowest quote. This work will be scheduled as soon as possible. A handrail will be installed when completed.
- 3) S. Mullins requested the board consider the Housing Authority get a bank credit card from Fidelity Bank to use for purchases made online such as renewing software

programs, reserving hotel room for conferences and other miscellaneous items in the event the Housing does not have an account. She explained this requires a board vote and policy approved of who is authorized to use the credit card. There was some discussion regarding authorizing the Executive Director as well as the Maintenance Director as authorized users of the credit card. A Motion was made by George Ouellet and Seconded by Jeanne May to approve the Executive Director obtain a bank credit card on behalf of the Housing Authority. Voted Unanimously.

Maintenance Director Report:

- 1) P. Goguen provided the maintenance expense report for March pointing out to the board explaining the large amounts paid to Royal Steam Heater for the Highrise/Garwest boiler cleaning/service and the boiler cleaning/service at Boulder Drive units.
- 2) P. G. presented information on the three quotes received for a new aluminum dump body for the 2009 dump truck. The lowest quote was from New England Truck Design for \$10,948. A Motion was made by Jeanne May and Seconded by Irene Dubzinski to accept the low quote from New England Truck Design to purchase a new dump body on the dump truck. Voted Unanimously.
- 3) P. G. stated the maintenance crew is scheduled to complete outdoor spring projects, pending the weather.

A Motion was made by George Ouellet and Seconded by Jeanne May to pay the bills. Voted Unanimously.

A Motion was made by Jeanne May and seconded by Irene Dubzinski to adjourn the regular meeting. Voted Unanimously. Meeting adjourned 10:20 AM.

The next meeting is scheduled for Thursday, May 30, 2019.