

**Minutes of Regular Meeting
of the Gardner Housing Authority
November 21, 2019**

A regular meeting of the Gardner Housing Authority was held Thursday, November 21, 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, Sandra Mullins, Executive Director, Peter Goguen, Director of Maintenance

Excused:

Absent:

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

The Board reviewed the minutes of the October 31, 2019 meeting and a Motion was made by Stephen Hancock and seconded by Jeanne May to approve the minutes of the October 31, 2019 Board meeting. Voted unanimously.

Capital Improvement Projects:

The Director reported on the following:

1. The Gar-West Sliding Glass Door Replacement project is scheduled to begin the week following delivery of the doors 12/9/19 (weather pending).
2. Project to Replace Selected Components in two single family units in the 200-2 & 3. The SOS includes replacement of kitchen cabinets, countertop, sinks and floors in bathroom and kitchen as well as removing/replacing the bathtub/shower surround. The wood floors will be refinished. Painting the interior was included as an alternate. Bids were received on 11/15/19 with a low bid received from Coutu General Contracting of \$32,700, including the alternate. With positive references received the RCAT Project Manager recommends the Housing Authority vote to accept the bid. The Motion was made by Jeanne May and Seconded by Stephen Hancock to accept the bid from Coutu Contracting. Voted Unanimously.

In other matters:

1. Notification from DHCD of the upcoming increase in property insurance rates for Policy Year 2019 -2020 – 15% - 20% increase from last policy year.
2. The Multifamily Retrofit Program affiliated with National Grid contracted Rise Engineering to conduct a survey of energy upgrades for the Highrise building. Electrical contractors were contracted to install lighting upgrades in all common areas and units with a cost estimate of \$65,023, with no cost to GHA. The annual energy savings

expected amount is \$10,710. S. Mullins expects this program will take place for the GarWest building in the near future.

Maintenance Report:

The Maintenance Director, P. Goguen presented the Maintenance Expense report and briefed the Board on the highlights of the month. This included the staff preparing for winter weather, unit turnovers and recent inspections on Waterford Street and Hillside Gardens were conducted.

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

A Motion was made by Stephen Hancock and seconded by Irene Dubzinski to adjourn the meeting. Voted Unanimously. Meeting adjourned at 10:25 a.m.

Next meeting is tentatively scheduled for Thursday, December 19, 2019.