

**Minutes of Regular Meeting
of the Gardner Housing Authority
May 27, 2022**

A regular meeting of the Gardner Housing Authority was held Friday, May 27th, 2022 at 9:30AM 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, Stephen Hancock, Stephen Cormier, Peter Goguen, Director of Maintenance and Krishonna Murray, Executive Director

The Chairman, Roger Tousignant, opened the meeting at 9:38AM.

The Board reviewed the minutes of the regular meeting held on April 26th, 2022. A Motion was made by S. Hancock and seconded by S. Cormier to approve the minutes of the April 26th, 2022 meeting. Voted unanimously.

The Executive Director report of Capital Plan updates:

- 1) K. Murray explained the chiller project and the purchase of 18 Air Conditioners as a temporary solution for downstairs offices and Congregate units.
- 2) K. Murray explained the latest with mold remediation project associated with 40 and 42 Boulder Dr. The project was going out to bid on May 27th, 2022, a pre-bid conference was held June 1st, 2022 around both sites.
- 3) P. Goguen explained the HighRise Electrical Project and gave an overview of the scope of work. K. Murray explained that the fee amendment request was submitted by BLW Engineers, bringing the fee to a total of \$13,800.00. The fee amendment was approved by DHCD. K. Murray presented application submission for payment #3 in the amount of \$101,700.34 for project has been approved by DHCD payment processor. A motion was made by G. Ouelette and seconded by S. Cormier for approval of payment. Voted unanimously.
- 4) K. Murray discussed the tenant-caused fire at 36 Birch Street on May 14th, 2022. Fire did not result in injuries. Damages were estimated between \$100,000.00-\$150,000.00. The project is expected to begin after June 1st, 2022. K. Murray explained that the tenants did not need to relocate.
- 5) P. Goguen presented an overview of the work of scope associated with 7 Birch Street Renovations. K. Murray explained that Nault Architect Engineering was putting together a bid package which would be presented and discussed during a future meeting between K. Murray, DHCD and Nault Architect.
- 6) K. Murray explained that Pest Control treatments were conducted in the affected units at the 116 Church St. high rise. Pest Control treatments were in 3rd phase.
- 7) P. Goguen discussed the work of scope related to the Sliding Glass Door and Balcony Rebuilding project. Woodford Electric, Inc. began work in Garwest building.
- 8) K. Murray discussed the electrical upgrades installed by MOC Energy, at Boulder Dr. units. Eight units were provided with new Panasonic bathroom fans. New range hoods were installed in units that needed this upgrade.

The Executive Director report on Other Matters:

- 1) K. Murray presented a service contract for Labor Attorney, James Pender of Morgan, Brown & Joy, LLP. A motion was made by S. Hancock to enter into contract with Morgan, Brown & Joy, LLP and seconded by S. Cormier. Voted unanimously.
- 2) K. Murray presented DHCD Notice 2021-9 Re: Juneteenth Independence Day Guidance, new state holiday of June 19th for commonwealth employees. A motion to recognize this holiday as a paid day off for all employees was made by G. Ouelette and seconded by S. Hancock. Voted unanimously.
- 3) K. Murray explained that the Personnel Policy did not include personal days for administrative staff. A motion was made by S. Hancock to provide employees with three personal days. Voted unanimously.
- 4) K. Murray presented a list of *Maintenance Fees*, chargeable fees for tenant damages. A motion was made by G. Ouelette to adopt and implement the fees and seconded by S. Cormier. Voted unanimously.
- 5) K. Murray presented Fidelity Bank's *Sign Account Agreement* and obtained necessary signatures on applicable accounts.
- 6) K. Murray explained the change in offices. P. Goguen has a new office in the Church St. high rise and Aging Services of North Central Massachusetts (ASNCM) would also be provided with a newly converted office space on the 3rd floor of Congregate.
- 7) K. Murray presented the plan for technology updates for the Maintenance Department to address work orders. Maintenance would be provided with phones and/or iPads, emails and training for closing work orders. K. Murray also explained that unit inspections would be conducted effective immediately using DHCD approved form(s).
- 8) K. Murray explained the intent to expand the office staff in the future. Salary budgets and all other expenses would be reviewed for final plan.
- 9) K. Murray discussed the distribution of *May Baskets* which were provided by Gardner Middle School students and distributed by the students and K. Murray at Church St. high rise, Garwest low rise and Hillside property.
- 10) K. Murray discussed the gardening activity between Gardner High school students and tenants at the high rise and low rise.

Maintenance Director Report:

- 1) P. Goguen presented the Expense report. A motion was made by S. Hancock to pay the bills and seconded by S. Cormier.

A Motion was made by R. Tousignant and seconded by S. Cormier to adjourn the regular meeting. Voted Unanimously. Meeting adjourned 11:21AM.

The next meeting is scheduled for Tuesday, June 28th, 2022.