

**Minutes of Regular Meeting
of the Gardner Housing Authority
June 28, 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 10:34AM.

The Board reviewed the minutes of the regular meeting held on May 27th, 2022. A Motion was made by S. Hancock and seconded by S. Cormier to approve the minutes of the May 27th, 2022 meeting. Voted unanimously.

Roger Tousignant providing letter of resignation for retirement as Board Chairman

A motion was made by S. Hancock and seconded by S. Cormier to appoint George Ouelette as Board Chairman. Voted unanimously.

Review of Annual Plan - Update/Review New and/or current

1. K. Murray explained Annual Plan Public Comment Hearing was held June 23rd. Tenants were offered an opportunity to comment. Tenants did not show.
2. K. Murray explained the Annual Plan's Capital Improvement Plan was revised to prioritize emergency projects. Currently in review by DHCD.
 - 1) Revised Annual Plan will be submitted next Board meeting for approval.

The Executive Director report of Capital Plan updates:

1. K. Murray explained DHCD approved \$447,030.00 in ARPA Formula Funds. ARPA Formula Funding is separate funding from funding used towards C.I.P. GHA swaps existing formula funding (which doesn't have time restrictions) to ARPA funds.
 - a. ARPA Formula Funds being used to cover 7 Birch Street renovations (\$373,000.00) and contribute towards 16 Cypress Street renovations (\$74,324.00).
2. K. Murray explained approved work orders: Submission Schedule & Payment Schedule:
 - a. FISH #103110 Hillside Paving Improvement Phase 4 & 5:
 - i. Estimated Construction Costs = \$66,628.12
 - b. FISH #103126 200-3 Replace Exterior Doors:
 - i. Estimated Construction Costs = \$63,233.28
 - c. FISH #103130 Rehab Entryway to include Auto Door opener & Mudroom
 - i. Estimated Construction Costs = \$61,600.00
 - d. FISH #103129 Sustainability- HighRise Fresh air to common hallways
 - i. Estimated Construction Costs = \$196,600.00

The Executive Director report on Other Matters:

1. K. Murray requested the Board allow for assessment of the organizational/reporting structure for revision. K. Murray explained this would involve administrative staff job descriptions, job training, job assessment. A motion was made by S. Hancock and seconded by S. Cormier to allow for this. Voted unanimously.
2. K. Murray discussed that past practices showed during the Summer months, July and August, Administrative staff, excluding the Executive Director, Maintenance Director, and Maintenance Dept. had office hours of: Fridays, 8:00am – 1:00pm. K. Murray explained that this would be assessed annually. July 2022 and August 2022. A Motion was made by S. Hancock and seconded by S. Cormier to allow for this. Voted unanimously.

Invoice History Report Reporting Period May 2022:

- 1) P. Goguen presented the Expense report for Maintenance Department, K. Murray presented the Invoice history reports for all other expenses.
- 2) A motion was made by S. Hancock to pay the bills and seconded by S. Cormier.

A Motion was made by G. Ouelette and seconded by S. Cormier to adjourn the regular meeting. Voted Unanimously. Meeting adjourned 11:08AM.

The next meeting is scheduled for Thursday, July 28th, 2022.