

**Minutes of Regular Meeting
of the Gardner Housing Authority
July 28, 2022**

A regular meeting of the Gardner Housing Authority was held Thursday, July 28th, 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: George Ouellet, Stephen Hancock, Stephen Cormier, Jeanne May, and Krishonna Murray, Executive Director

The Chairman, George Ouellet, opened the meeting at 9:40AM.

The Board reviewed the minutes of the regular meeting held on June 28th, 2022. A Motion was made by G. Ouellet and seconded by S. Cormier to approve the minutes of the June 28th, 2022 meeting. Voted unanimously.

Annual Plan

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. And was previously in review by DHCD.
 - 1) Revised Annual Plan was presented to the Board for approval. A motion was made by S. Hancock and seconded by S. Cormier. Voted unanimously.

The Executive Director report of Capital Plan updates:

1. K. Murray presented a change order request for FISH #103125. The request accounted for additional costs associated with connection to existing Kohler emergency generator life safety branch. As well as additional costs for all associated work with connecting to life-safety branch of existing Kohler generator. The Board deliberated on the pros and cons of approving this change order, noting the continuous increase of costs of supplies and labors. The Board agreed that delaying the approval of the change order would run the risk of incurring additional costs given the steady increase of costs associated with supplies and labor.
 - a. Total amount of request = \$393,629.96
A motion was made by S. Cormier and seconded by J. May.
2. K. Murray provided the Board with the Contract for Financial Assistance in the amount of \$449,241.00, specified for gas stove replacement.
 - a. The grant was applied for on May 5th, 2022 and is intended for Developmt. 667-3
 - b. The grant has an expiration date of June 30th, 2025.
A motion to approve the Contract was made by S. Hancock and seconded by J. May.
3. K. Murray explained the fee proposal requiring execution:
 - a. FISH #103133 16 Cypress Unit Renovations
 - i. Estimated Construction Costs = \$52,800.00

- 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 12:30AM.

The next meeting is scheduled for Thursday, August 25th, 2022.