

**Minutes of Regular Meeting  
of the Gardner Housing Authority  
September 30, 2022**

A regular meeting of the Gardner Housing Authority was held Friday, September 30<sup>th</sup>, 2022 at 9:30AM at the office of the Housing Authority, 116 Church Street, Gardner, MA. Upon the call of the Vice Chairman, those present and absent were as follows:

Present: Stephen Hancock, Stephen Cormier, Jeanne May, Orlette Jaillet, and Krishonna Murray,  
Executive Director

Absent: George Ouellet

The Vice Chairman, Stephen Cormier, opened the meeting at 9:35AM.

The Board reviewed the minutes of the regular meeting held on August 25<sup>th</sup>, 2022. A Motion was made by S. Hancock and seconded by J. May to approve the minutes of the August 25<sup>th</sup>, 2022 meeting. Voted unanimously.

**Executive Director Report**

1. K. Murray gave the financial update on all Developments for the month of August 2022. Discussion included information on late fees, maintenance charges and newly discovered debts owed to the Housing Authority as a result of unreported income.
  - a. K. Murray informed the Board of issued court notices: 9 Households served with 14 Day Notices to Quit; 5 Households served with Summons to Court Notices.
  - b. K. Murray discussed the FORD Truck Vehicle expenses being noticeably high as a result of lack of vehicle maintenance. All Company vehicles were serviced and were found to need many repairs. Preventative Maintenance Plan to include maintenance of all vehicles and tools.
  - c. Review and discussion held with regards to all other expenses.
2. K. Murray discussed current construction projects and reported updates:
  - a. FISH #103125: K. Murray discussed work conducted by National Grid with the planned power outage.
    - i. K. Murray explained the majority of residents utilized the hot meals delivered. Few residents utilized the free MART transportation service to Gardner Senior Center. Gardner Senior Center provided music, other activities and food.
    - ii. K. Murray shared the letter of Gratitude drafted for State Representative Jonathan Zlotnik for his advocacy for the residents and project need. The Board agreed on the letter presented.
  - b. K. Murray informed the Board that there was new mold discovered at 12 Boulder Dr. The resident was transferred to another unit the following week after test results confirmed mold. Unit was vacant and pending mold remediation work. Project anticipated to be under \$10k.
  - c. K. Murray informed the Board that as per Mass law, heat was turned on at all Elder sites, mid-month. A/C's provided during the summer months to Congregate

residents were collected and stored in secured area. All A/Cs were accounted for and in new condition.

- d. FISH #103115: K. Murray updated the Board on Phase II: Balcony Repairs & Sliding Glass Door with Change Order Request to replace HVAC grilles at 4 locations in Garwest building. Grills are not being utilized. A Motion was made by S. Hancock and seconded by J. May; voted unanimously.
3. K. Murray discussed program updates:
    - a. K. Murray explained DHCD's requirement for LHA's to have plans approved. K. Murray presented the Housing Authority's Language Access Plan, Fair Housing Marketing Plan, the Reasonable Accommodation Plan. A Motion was made by S. Hancock and seconded by J. May to approve all three plans. Voted unanimously.
    - b. K. Murray explained that CHAMP waitlists have been pulled and screened in anticipation for the lift of the freeze on lease ups, in place. K. Murray explained that the lease up was anticipated to be lifted by October.
    - c. O. Jaillet presented updates on the Housing Choice Voucher Program. She gave updates on the internal audit she had conducted and discussed findings and reconciliations.
    - d. K. Murray explained the new ASNCM Housing Coordinator Specialist held a meet and greet in the community areas of both elder sites. Food was held, residents showed.
    - e. K. Murray discussed the new training room and the purchase of the TV for the purpose of virtual trainings.

#### **Invoice History Report Reporting Period August 2022:**

- 1) K. Murray presented the Expense report for Maintenance Department and Invoice history reports for accounting for all other expenses.
- 2) A motion was made by S. Hancock to pay the bills and seconded by J. May. Voted unanimously.

#### **Adjournment of Meeting:**

Next Meeting date scheduled for Thursday, October 27<sup>th</sup>, 2022 at 9:30AM.

A Motion was made by S. Cormier and seconded by S. Hancock to adjourn the regular meeting at 11:38 AM. Voted Unanimously. Meeting adjourned.