

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

A regular meeting of the Gardner Housing Authority was held Friday, October 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, G. Ouellet, opened the meeting at 9:40AM. A Motion was made by J. May and seconded by S. Cormier to open the meeting.

The Board reviewed the minutes of the regular meeting and executive session meeting held on September 15th, 2022. A Motion was made by S. Hancock and seconded by J. May to approve the minutes of the September 15th, 2022 regular meeting. Voted unanimously. A Motion was made by S. Hancock and seconded by J. May to approve the minutes of the September 15th, 2022 executive session.

Executive Director Report

1. K. Murray gave the financial update on all Developments for the month of September 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 presented the Board with the 667 and 200 Tenants Accounts Receivables Write Offs. A Motion was made by S. Cormier and seconded by J. May to approve the write-offs. Voted unanimously.
 - b. 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 the scope of work involving the cable connection to building. K. Murray explained that discussion was held between architect and contractor of possibly lowering the E.D office ceiling to accommodate for the connection.
 - b. FISH #103137: K. Murray discussed updates related to the Church St. Domestic Hot Water Tank Replacements. Pre-Bid conference was held on October 12th, quote were due October 21st.
 - i. As of the hour of the meeting, the lowest bidder had not yet been determined. The Board agreed to call a special meeting to approve the lowest bidder, upon determination.
 - c. FISH #103133: K. Murray updated the Board on 16 Cypress St. Unit Renovation and Mold Remediation. Bid announcement had been forwarded to Gardner News Paper for posting and was posted on GHA website. K. Murray explained a pre-bid conference was held on November 1st and quotes were due November 10th.
 - d. FISH #103116: K. Murray presented the Board with the Standard Contract form for the Board Chair to sign upon Board Approval. The contract reflected an award

in the amount of \$449,241.00 for the replacement of GarWest gas stoves as a means of safety. A Motion was made by S. Hancock and seconded by J. May for approval. G. Ouellet signed the contract, as required.

- e. FISH # 103122: K. Murray explained the project related to Forest Park homes (Dev. 200). These homes would be converting heat from oil heat to Air Source Heat Pumps. The project is in the design phase. A site walk-through was conducted on October 25th.
 - f. K. Murray updated the Board on mold remediation done at 2 units. One unit being 12 Boulder Dr.; remediation was conducted on October 27th by A&D-T Enterprises, Inc. The other unit being 116 Church St. Unit 7B; remediation was conducted on October 19th by Advanced Restoration.
 - g. K. Murray updated the Board on MOC Energy upgrades, confirming that all Boulder Drive units were provided with Air Source Heat Pumps (ASHP). Final inspections to be conducted first week of November. Residents and maintenance staff were trained in how to operate the ASHP.
3. K. Murray discussed program updates:
- a. K. Murray explained the Vacancy freeze is still in place, as the Church Street Electrical project (FISH #103125) is still deemed to be in emergency status. K. Murray explained to the Board that she had previously relayed incorrect information about the lease freeze being lifted. She confirmed the freeze needed to remain in place until completion of the project, per engineer and architect.
 - i. CHAMP lists have been processed and families have been screened for eligibility for lease up upon lift on the freeze.
 - b. K. Murray discussed updates on housing court cases: Five out of fourteen households established court agreements. Nine out of fourteen households resolved outstanding debts.
 - c. K. Murray gave the Board community updates stating GHA was a vendor at the local Gardner Senior Cetner Health Fair on October 5th. K. Murray also shared that GHA held a donation drive for hats and scarves for the local chemo center, in honor of Breast Cancer Awareness month. K. Murray also shared that Church St. and Hillside had presentation by the District Attorney's Office on *Staying Safe from Scams*.
 - d. K. Murray discussed internal updates on employee changes:
 - i. Job Postings and Descriptions for Maintenance Mechanic I & Program Manager had been posted internally and discussed with staff. Interviews are expected to be conducted first week of November.
 - ii. Sr. Bookkeeper title change to Finance and Human Resource Administrator. Position came with raise.
 - iii. The Resident Service Coordinator Grant was discussed, K. Murray explained the application process as GHA is looking to acquire funds, and provided the Board with the application for review. A Motion was made by S. Hancock and seconded by S. Cormier. Board Chair, G. Ouellet provided signature provided upon Board unanimous vote.

Invoice History Report Reporting Period September 2022:

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

Adjournment of Meeting:

Next Meeting date scheduled for Tuesday, November 22nd, 2022 at 9:30AM.

A Motion was made by S. Cormier and seconded by S. Hancock to adjourn the regular meeting at 11:17 AM. Voted Unanimously. Meeting adjourned.