

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

A regular meeting of the Gardner Housing Authority was held Wednesday, November 30th, 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 Cormier, Jeanne May, and Krishonna Murray, Executive Director, James Griffin, CPA.

Absent: Stephen Hancock

The Chairman, G. Ouellet, opened the meeting at 9:30AM. 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 held on October 28th, 2022. A Motion was made by J. May and seconded by S. Cormier to approve the minutes of the October 28th, 2022 regular meeting. Voted unanimously.

FY 2023 Budget

1. James Griffin presented the budget to the Board for approval. He gave an overview of the 2023 Budget with respect to:
 - a. Administrative salaries: Admin. Staff underwent a reorganization resulting in new staff positions and responsibilities. The rearrangement resulted in some employees receiving more than the allowed 5%. J. Griffin explained this was allowable as the increased cost is absorbed by the ANUEL.
 - b. Maintenance salaries: Budgeted at the DLI 4/1/2022 wage rates. The supervisor can also receive an additional \$3.00. A provision for the expected increase in the DLI rate for 2023 was included in the budget.
 - c. Homecare reimbursement: J. Griffin recommended K. Murray speak to DHCD to see if they'd be willing to pay more as the amount has been the same (\$20,000.00) for years.
 - d. Discussion was also held about the Air Source Heat Pumps, the total subsidy's increase from 2021.
 - e. Reserves are at 68.6% of max reserves, which is greater than the mandatory DHCD reserves of 35%.

A Motion was made by S. Cormier and seconded by J. May to approve the 2023 Fiscal Year End budget for 400, MRVP, and 689. Voted unanimously.

2. Board members and K. Murray signed *Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws*, certifying that Gardner Housing Authority is in compliance with such regulations.
 3. Board members and K. Murray signed *Certification of Top 5 Compensation Form* certifying that they were in receipt of the *Top 5 Compensation Form* submitted to DHCD.
 4. Board members and K. Murray signed *Certification of Year End Financial Statements and Tenants Accounts Receivables Data*.
- J. Griffin excused himself from the remainder of the meeting upon completion of budget discussion.

Executive Director Report

1. K. Murray gave the financial update on all Developments for the month of October 2022. Discussion included information on late fees, maintenance charges and newly discovered debts owed to the Housing Authority as a result of unreported income.
2. K. Murray discussed current construction projects and reported updates:
 - a. FISH #103125: K. Murray explained that discussion involving connection to building/Generator update was still being conducted. K. Murray and Board members discussed the project in detail and shared concerns with the timing. The lease freeze still in place was discussed as being a concern given the lack of rent charged due to vacancies.
 - b. FISH #103137: K. Murray discussed updates related to the Church St. Domestic Hot Water Tank Replacements. Replacement of the tanks was done on Monday, November 28th.
 - i. Approval for payment on contract in the amount of \$28,350.00 with a pending quote for two thermometers (expected to be less than \$1000.00) was discussed. A Motion was made by S. Cormier and seconded by J. May to approve the payment to 'Byors & Sons Mechanical Inc.' for the project.
 - ii. The Board agreed to approve payment without the quote of the thermostats so as not to delay issuance of payment.
 - iii. K. Murray discussed the Board of Health's involvement with the lack of hot water. It was discussed that the determination was that the lack of hot water was due to the boilers.
 1. Board of Health became involved Monday, November 21st, 2022 and after the boilers were addressed, Board of Health closed the case on Tuesday, November 22nd.
 - c. FISH #103115: K. Murray discussed updates on the Balcony Structural Repairs and Soffit project. The deterioration of the concrete on the deck/balconies was resulted in a change order request in the amount of \$21,717.46. A Motion was made by S. Cormier and seconded by J. May to approve the change order. Voted unanimously.

Invoice History Report Reporting Period October 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 Thursday, December 15th, 2022 at 9:30AM.

A Motion was made by S. Cormier and seconded by J. May to adjourn the regular meeting at 11:45 AM. Voted Unanimously. Meeting adjourned.