

**Minutes of Regular Meeting
of the Gardner Housing Authority
December 15, 2022**

A regular meeting of the Gardner Housing Authority was held Thursday, December 15th, 2022 at 9:30AM at the conference room 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, Chairman, Stephen Cormier, Vice Chairman, Stephen Hancock, Treasurer, Jeanne May, and Krishonna Murray, Executive Director. Also present were Tim O'Toole and Joe Blanchard of DMH Electric (Electrical Contractor for FISH #103125). Potential Board Member, Leonette Roy was also present.

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 November 30th, 2022. A Motion was made by S. Cormier and seconded by S. Hancock to approve the minutes of the November 30th, 2022 regular meeting. Voted unanimously.

Executive Director Report

1. Discussion began with details pertaining to FISH #103125. K. Murray introduced Tim O'Toole and Joe Blanchard and allowed their presentation. T. O'Toole and J. Blanchard presented an overview of the construction project's timeline of events from beginning to current status. All project delays explained.
 - a. Original contract discussed: involving pole on Church St. requiring digging beyond side walk, dig safe, issues with gas line. National Grid's involvement/role in the project was also explained. The replacement of Transformer and the challenges involved were described. Switchgear had a 30 week wait time (delivered in less time). All details surrounding the planned power shut down for the slice box in September 2022 was described as successful.
 - b. 'Phase II of the Contract' also discussed: New generator is outside of building waiting to be connected inside of the building via the roof top. Challenges and wait time for parts discussed.
 - c. Tim O'Toole and Joe Blanchard excused themselves after presenting all project details.
2. K. Murray gave the financial update on all Developments for the month of November 2022. Discussion included information on late fees and miscellaneous maintenance charges.
3. K. Murray discussed current construction projects and reported updates:
 - a. FISH #103133: K. Murray discussed the scope of work involving 16 Cypress Street unit renovation and mold remediation.
 - i. The lowest bidder had been determined as: Ultimate Abatement Inc. of Plainfield, MA. Ultimate Abatement Inc. came with acceptable references and at the quote of \$51,000.00; with accepting Alternate #1, \$56,900.00.

- ii. A Motion was made by S. Cormier and seconded by S. Hancock to approve the lowest bidder for FISH #103133. Voted unanimously.
 - b. FISH #103133: K. Murray updated the Board on the Exterior Door Replacement for Waterford St. units. A Bid walk-through was held on November 28th and quotes were due December 9th.
 - c. 36 Birch St.: K. Murray discussed the scope work associated with the unit as a result of the fire damages. National Grid connected street power to the unit which allowed inside work to be done. Anticipated completion set for late January/ early February 2023.
- 4. K. Murray discussed program updates:
 - a. K. Murray discussed internal updates on employee changes:
 - i. Job Postings and Descriptions for Maintenance Supervisor & part time Administrative Assistant been posted internally and then publicly. Interviews were conducted and candidates for the position had been determined. Position offers would be made the following for an anticipated start date in January 2023. K. Murray reminded the Board of the new screening process involved.
 - ii. K. Murray also discussed the anticipated office changes to accommodate position changes and staff expansion.
 - b. K. Murray discussed community engagement opportunities and updated the Board on her involvement with the Senior Center's BINGO and the *Tree Decorating with the Executive Director* event at the Church St. high-rise.

Invoice History Report Reporting Period November 2022:

- 1) K. Murray presented the Expense report/Invoice history report accounting for Housing Authority expenses in the month of November. A motion was made by S. Cormier to pay the bills and seconded by S. Hancock. Voted unanimously. The Board discussed the decrease in the month's expenses compared to other months.

Adjournment of Meeting:

Next Meeting date scheduled for Thursday, January 19th, 2023 at 9:30AM.

- 1. The process necessary for L. Roy's anticipated appointment was discussed.
- 2. S. Cormier discussed an event being held by the Senior Center at the end of the month, serving foods to local elders and families at the end of the month.
- 3. A Motion was made by J. May and seconded by S. Hancock to adjourn the regular meeting at 10:52 AM. Voted Unanimously. Meeting adjourned.