

**Minutes of Regular Meeting
of the Gardner Housing Authority
January 19th, 2023**

A regular meeting of the Gardner Housing Authority was held Thursday, January 19th, 2023 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 was prospective Board Member, Leonette Roy.

The Chairman, G. Ouellet, opened the meeting at 9:30AM. A Motion was made by S. Cormier and seconded by J. May to open the meeting.

The Board reviewed the minutes of the regular meeting held on December 19th, 2022. A Motion was made by S. Hancock and seconded by S. Cormier to approve the minutes of the December 19th, 2022 regular meeting. Voted unanimously.

Executive Director Report

1. K. Murray gave the financial update on all Developments for the month of December 2022. Discussion included information on late fees and miscellaneous maintenance charges.
2. K. Murray discussed current construction projects and reported updates:
 - a. FISH #103125: K. Murray shared that there weren't any updates from the last meeting. Roof work was anticipated to begin late January 2023 in anticipation for the generator connection.
 - b. FISH #103133: K. Murray updated the Board on the Exterior Door Replacement for Waterford St. units. The lowest bidder and second bidder information was provided along with references associated.
 - i. E5 identified as the lowest bidder and Mike's Construction was identified as the second bidder. Both bidders' references were discussed and compared.
 - ii. S. Cormier questioned the reference #2 for E5, as he thought 'myself' meant the reference came from K. Murray. K. Murray confirmed the reference letter was prepared by GCE Architect, Gwen Erksine, therefore the reference was based on her own experience. K. Murray explained that no one at the Housing Authority could provide a reference for E5 Project #103095 as the Executive Director and Maintenance Director in office during the time of the project, have since retired.
 - iii. S. Cormier expressed feeling comfortable with putting his trust in the architect's reference and recommendation as she was able to account for work conducted at Gardner HA.
 - iv. S. Hancock shared he felt Mike's Construction seemed to be the best fit after review of the references.

- v. K. Murray explained the Board's options were to approve one of the bidders or reject all bids as both bidders came in over budget.
 - vi. G. Ouellet expressed not wanting to delay the project due to materials or the possibility of cost increases. All other members agreed.
 - vii. The Board voted on approval of the second lowest bidder, Mike's Construction for Exterior Door Replacement, Waterford St. #103126; \$83,000.00, Alternate #1 \$4,000.00.
 - viii. S. Hancock made the motion to disapprove E5 based on recommendation. S. Cormier seconded the motion. The vote to disqualify E5 resulted in a unanimous vote, 4-0, with the majority being for disapproval.
 - ix. J. May made the motion to approve Mike's Construction based on recommendation. S. Cormier seconded the motion. The vote to approve Mike's Construction resulted in a unanimous vote, 4-0, with the majority being for approval of Mike's Construction for \$83,000.00, Alternate #1 \$4,000.00.
- c. K. Murray updated the Board on the Congregate Elevators.
- i. GarWest elevators were up to date with inspection. Emergency phone line connection was established, per inspection finding.
 - ii. Congregate elevator was also up to date with inspection.
3. K. Murray discussed program updates:
- a. K. Murray presented the Board with the new GHA Employee Handbook which had been updated with Massachusetts' current policies under labor laws, and included clearer protocols.
 - i. K. Murray explained that employee benefits were not changed/adjusted.
 - ii. A Motion was made by S. Cormier and seconded by S. Hancock to approve the Employee Handbook. Voted unanimously. Employee handbook to be in effect February 2023.
 - b. K. Murray discussed the Unpublished Performance Management Review (PMR) that was conducted. The PMR covered October 2021 to September 2022.
 - i. K. Murray explained reporting had been up to date until the final quarter. K. Murray had since gone into the state database and began making necessary updates and changes.
 - ii. K. Murray informed the Board that all 1099's for year end had been processed and distributed for all vendors of all programs.
 - c. K. Murray discussed internal updates on employee changes:
 - i. The part-time Administrative Assist. position had filled: Candidate started in early January 2023.
 - ii. K. Murray explained the Maintenance Supervisor position had been re-posted as the prospective candidate turned down position.
 - 1. Interviews were conducted again, final determination to be made by January 20th, 2023
 - d. K. Murray discussed recent community engagement activities and events: Senior Center meal-hand out that was held at end of December 2022, Community room presentations made by the District Attorney's Office on *Creating a Caring Community and Identity Scams*

Invoice History Report Reporting Period January 2022:

- 1) K. Murray presented the Expense report/Invoice history report accounting for Housing Authority expenses in the month of January. A motion was made by J. May to pay the bills and seconded by S. Hancock. Voted unanimously.

Adjournment of Meeting:

Next Meeting date scheduled for Thursday, February 16th, 2023 at 9:30AM.

1. K. Murray presented the Board with a slide show of her last 6-7 months with GHA. The slide show consisted of pictures of events at the GHA between members and residents.
2. A Motion was made by S. Cormier and seconded by S. Hancock to adjourn the regular meeting at 10:47 AM. Voted Unanimously. Meeting adjourned.