

**Minutes of Regular Meeting
of the Gardner Housing Authority
February 16th, 2023**

A regular meeting of the Gardner Housing Authority was held Thursday, February 16th, 2023 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 Cormier, Vice Chairman, Stephen Hancock, Treasurer, Jeanne May, and Krishonna Murray, Executive Director. Also present was prospective Board Member, Leonette Roy.

Absent: George Ouellet

The Vice Chairman, Stephen Cormier, opened the meeting at 9:30AM. A Motion was made by J. May and seconded by S. Hancock to begin the meeting.

The Board reviewed the minutes of the regular meeting held on January 19th, 2023. A Motion was made by S. Hancock and seconded by J. May to approve the minutes of the January 19th, 2023 meeting. Voted unanimously.

Executive Director Report

1. K. Murray gave the financial update on all Developments for the month of January 2023. Discussion included information on late fees and maintenance charges.
 - a. K. Murray informed the Board of issued court notices: 12 Households served with 14 Day Notices to Quit.
2. K. Murray discussed current construction projects and reported updates:
 - a. FISH #103125: K. Murray explained the specialty cable arrived earlier than anticipated. It was brought into the high rise, via Executive Director's (ED) office ceiling, through a closet and up a chute to the roof top. ED's office ceiling was not lowered as anticipate.
 - i. The next step to the project consisted of disconnecting the temp transfer switch and generator, and permanently hookup the new equipment installed. The work anticipated to last 1-3 days. This also required for the shut down of the high-rise elevator. The shut down is expected to last 4-8 hours.
 - ii. K. Murray explained that coordination and planning was needed between staff, residents and ASNCM for services (possibly Senior Center). Directly affects immobile resident was needed for the elevator shut down. completion of the electrical project. An all-resident's meeting was going to be scheduled upon the organization of all details, with the ED, contractor and ASNCM.
 - iii. Secondary tasks to complete are some bonding of metal parts on the roof, caulk and sealing some areas of penetration and fire stopping.
 - iv. S. Cormier suggested K. Murray reach out to Fire Dept. and EMS Director. K. Murray confirmed to inform all necessary city departments including the Mayor's office.

- b. (Highrise) 116 Church St. Elevators: K. Murray informed the Board that high-rise elevators failed inspection due to expired fire extinguishers.
 - i. J. May questioned who was responsible for maintaining extinguishers in compliance. K. Murray explained all building extinguishers expired in April 2022 and typically falls under the responsibility of the Maintenance Supervisor.
 - c. FISH # 103133: K. Murray gave updates on 16 Cypress St. Unit Renovation & Mold remediation.
 - i. The Notice to Proceed was signed by Contractor & GHA, and a walkthrough of the property was conducted. GHA will salvage window parts, stove (for emergency), bedroom doors, light covers, kitchen cabinet knobs and drawers, etc.
 - ii. The next anticipated step included the Pre-Construction meeting to be held for contract signing.
 - d. FISH #103130: K. Murray gave an update to the Congregate Entryway project.
 - i. The project went out to bid February 15th, 2023, a pre-bid conference was held on site on February 28th, 2023. General bids were due March 8th, 2023.
 - e. FISH #103115: K. Murray updated the Board on Phase II: Balcony Repairs & Sliding Glass Door. The Board discussed the damage to the interior carpet as a result of water coming in from building. This was due to the project's outstanding work. K. Murray explained the project was weather permitted and due to begin mid to late March, dependent on weather.
 - i. J. May expressed concern of mold growth. K. Murray explained that a mold expert was hired, and he confirmed there wasn't need for concern of mold.
 - f. 36 Birch St: K. Murray informed the Board that 36 Birch Street's rehab as a result of tenant-caused fire, was completed. K. Murray presented the Board with a slide show of before & after pictures.
 - g. Church Street Intercom and Door system: K. Murray informed the Board that the intercom system was not working properly. Discussion was held regarding the lack of companies to address the old system.
 - i. K. Murray explained medical aides were provided with a building key upon proof of work/ID. A log of issued keys was kept.
 - ii. The Board was informed that all residents were made aware via notices.
3. K. Murray discussed program updates:
- a. K. Murray expressed that GHA entered in a contract with McCright Inspections to conduct monthly inspections of units due for their annual inspection. K. Murray explained this is a temporary solution to ensure GHA is in compliance, until the Maintenance Supervisor takes over inspections.
 - i. K. Murray explained that having McCright conduct inspections was a method to communicate and advocate for the need for funding to better our property conditions.
 - b. K. Murray shared that the Maintenance Supervisor position had been filled. The hired Supervisor was due to begin with GHA February 21st, 2023.

Invoice History Report Reporting Period January 2023:

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

Additional Discussion Held:

1. S. Cormier inquired about the process associated with evaluating the Executive Director, stating he had become aware of a form provided by DHCD during a MassNAHRO training. K. Murray confirmed she would follow up with DHCD.
2. Discussion was held regarding the issued stipends to the Board members. There was confusion as to how the figured were computed. K. Murray confirmed she would follow up with the Housing Authority's accountant.

Adjournment of Meeting:

Next Meeting date scheduled for Thursday, March 23rd, 2023 at 9:30AM.

A Motion was made by S. Hancock and seconded by J. May to adjourn the regular meeting at 11:20 AM. Voted Unanimously. Meeting adjourned.