

**Minutes of Regular Meeting
of the Gardner Housing Authority
March 23rd, 2023**

A regular meeting of the Gardner Housing Authority was held Thursday, March 23rd, 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: George Ouellet, Chairman, Stephen Cormier, Vice Chairman, Stephen Hancock, Treasurer, Jeanne May, newly appointed Board member, Leonette Roy, and Krishonna Murray, Executive Director.

The Chairman, George Ouellet, opened the meeting at 9:30AM. A Motion was made by J. May and seconded by L. Roy to begin the meeting. The Board welcomed L. Roy officially, as a new member of the Gardner Housing Authority Board of Directors.

The Board reviewed the minutes of the regular meeting held on February 16th, 2023. A Motion was made by L. Roy and seconded by J. May to approve the minutes of the February 16th, 2023 meeting. Voted unanimously.

Executive Director Report

1. K. Murray gave the financial update on all Developments for the month of February 2023. Discussion included information on late fees and maintenance charges.
 - a. K. Murray informed the Board of issued *Summons to Court* notices: 5 out of 12 Households served. The other 7 households responded to the served 14 Day Notices to Quit with rent payments.
2. K. Murray discussed current construction projects and reported updates:
 - a. FISH #103125: K. Murray discussed the scheduled elevator shut down of March 21st, 2023. K. Murray explained that the Congregate elevator was not affected, therefore residents from the 4th to 15th floor were without elevator usage. The shut-down lasted approximately 3 hours, less than the 4-8 hours originally anticipated.
 - i. K. Murray explained that coordination between staff, residents and ASNCM for services. Live music was provided for entertainment, a movie was played via projector after the entertainment.
 - ii. Secondary tasks to complete are some bonding of metal parts on the roof, caulk and sealing some areas of penetration and fire stopping.
 - b. FISH # 103133: K. Murray gave updates on 16 Cypress St. Unit Renovation & Mold remediation.
 - i. K. Murray explained that the mold remediation was conducted and was a success. Contractors found the source of moisture in the room and addressed it.
 - ii. K. Murray explained that there were issues with the unit's plumbing, rotted dry wall and electrical. These factors were not caught during the design phase, therefore would be presented as a change order.
 - c. FISH #103130: K. Murray gave an update to the Congregate Entryway project.

- i. The project scope of work was discussed. K. Murray provided the Board with information of the lowest bidder, FRG Contractor, the Reference Check Memo, Bid Tab: reflecting all project bidders, and FRG Contractor's Bid Package.
 - ii. S. Cormier noted the approximate \$100,000 difference between the bids, FRG Contractor, Corp and Seaman DiCarlo General Contractors. All other members agreed that the difference was significant.
 - iii. K. Murray explained that Gwen Erksine, GCE Architecture confirmed with the lowest bidder that they understood the scope of work and the design requirements.
 - iv. S. Cormier asked K. Murray what the rebidding process entailed. The Board and K. Murray discussed the process; K. Murray explained the project would need to feature an update/change as regulation prohibit one from re-bidding the same project.
 - v. The Board discussed increase costs of materials when delaying projects if completion dates are extended. All members agreed that they did not want to delay a project.
 - vi. The Bord discussed supporting Gwen's written recommendation.
 - vii. The Board voted on approval of the lowest bidder, FRG Contracting Corp. for the Entryway Renovation project at 116 Church St. #103130; \$89,750.00.
 - viii. L. Roy made the motion to approve FRG Contracting Corp. J. May seconded the motion. The vote to approve FRG Contracting Corp. resulted in a unanimous vote, 4-0, with the majority being for approval of FRG Contracting Corp. for \$89,750.00.
 - d. Hillside Plumbing: K. Murray updated the Board on Blanchard Street's plumbing. K. Murray explained that we've starting the process of replacing the cast iron sewer pipes in building 167-177 Blanchard St. An emergency sewer repair was just conducted outside of a unit in the referenced building. The emergency repair consisted of $\frac{3}{4}$ of a pipe being removed. However, the piping inside is serious jeopardy also as it is leaking into the crawl space under the units. It is also causing materials to get stuck, resulting in constant calls to a plumber for snaking out the lines. To address this problem and prevent repetitive calls, GHA plans to bid for a contractor to replace the pipe.
3. K. Murray discussed program updates:
 - a. K. Murray provided the Board with a printout of prospective Capital Improvement Projects for fiscal year end 2024, this was discussed.
 - i. G. Ouellet questioned the dollar amount associated with the Generator Project for Hillside, which was calculated at \$302,500.00, stating that the figure appeared high.
 - ii. L. Roy questioned the dollar amount associated with the renovation of 7 Birch St. G. Ouellet shared that the costs cover all people involved: architect, contractor, etc.
 - iii. The Phase 3 GarWest Sliding Door replacement was also discussed. K. Murray explained that not all sliders were included during Phase 1 and 2.

- K. Murray explained the importance of security and confirmed the sliders that were left to be replaced.
- b. K. Murray shared that GHA was approved for the Resident Service Coordinator grant with the salary amount of \$45,000.00, GHA contributing \$5,000.00. K. Murray explained that the position was going to be posted in-house for 2 weeks before being posted to the public. K. Murray discussed the position and what the job entailed.
 - c. K. Murray provided the Board with PH Notice 2023-03, Wage Match for State Housing Program Tenants. Discussion was held regarding Wage Match acknowledgement of confidentiality of Information, DOR disclosure and Security Training for Safeguarding Information.
 - i. A Motion was made by J. May and seconded by L. Roy to approve the requirements regarding Wage Match: that all authorized employees at GHA have read and signed Wage Match Acknowledgement Regarding Confidentiality of Information, DOR Disclosure and Security Training for Safeguarding Information. Voted unanimously.
 - ii. G. Ouellet was unable to sign the form as he attended virtually. K. Murray and G. Ouellet discussed following up with signatures.
 - d. K. Murray presented the Board with MetLife Dental and Vision monthly group rates and requested the Board approve 70 % Employee and 30% GHA. K. Murray explained that GHA staff have never been offered Dental nor Vision insurance.
 - i. S. Cormier suggested K. Murray provide staff with contact information for a MetLife representative or have a representative come to the office for a presentation in the event employees have questions.
 - ii. A motion to approve MetLife Dental and Vision benefits at the discussed rate was made by S. Hancock and seconded by J. May. Voted unanimously.
 - e. K. Murray explained to the Board that Housing Choice Vouchers were issued and that a briefing would be conducted April 6th, 2023. K. Murray explained the importance of having all vouchers utilized.
 - f. K. Murray shared that in April there were upcoming trainings and conferences for herself and staff. The MassNAHRO Spring conference was being held April 2nd to April 5th. PHA-Web was hosting a conference April 17th to April 19th.
 - i. K. Murray explained that the Program Manager would join her for the PHA-Web conference.
 - ii. K. Murray explained that the Maintenance Supervisor attended a *Housing Quality Standards* (HQS) certification training, necessary for unit inspections. This training lasted a week.
 - g. K. Murray shared that McCright Inspection was conducting annual inspections on State-Aided units. K. Murray explained that once the Maintenance Supervisor finished training, he would take over unit inspections. K. Murray also informed the Board that the Program Manager was also HQS Certified.
 - i. K. Murray explained that there would be an increase in repair costs as a result of Inspection findings.

Invoice History Report Reporting Period February 2023:

1. K. Murray presented the Expense report/Invoice history report accounting for Housing Authority expenses in the month of February 2023.

Adjournment of Meeting:

Next Meeting date scheduled for Thursday, April 27th, 2023 at 9:30AM.

A Motion was made by L. Roy and seconded by J. May to adjourn the regular meeting at 11:14 AM. Voted Unanimously. Meeting adjourned.