

**Minutes of Regular Meeting
of the Gardner Housing Authority
April 27th, 2023**

A regular meeting of the Gardner Housing Authority was held Thursday, April 27th, 2023 at 9:00AM in 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, Board member, Leonette Roy, Krishonna Murray, Executive Director, and GHA Maintenance Supervisor, Robert Cormier attended as a guest.

The Chairman, George Ouellet, opened the meeting at 9:00AM. A Motion was made by S. Cormier and seconded by L. Roy to begin the meeting.

The Board reviewed the minutes of the regular meeting held on March 23rd, 2023. A Motion was made by S. Hancock and seconded by L. Roy to approve the minutes of the March 23rd, 2023 meeting. Voted unanimously.

Executive Director Report

1. K. Murray discussed current construction projects and reported updates. Robert Cormier, new Maintenance Supervisor was introduced to the Board and assisted with the presenting of projects:
 - a. FISH #103125 Electrical Project: K. Murray discussed the City Inspector's approval on the final results of the project. K. Murray also explained the Lease freeze ended.
 - i. R. Cormier discussed the approximate number of units vacant and assessed. R. Cormier spoke about the need for stoves and fridges, explaining that during the years' long lease freeze, past practices required the Maintenance Dept. to swap appliances between units.
 - b. Hillside Plumbing: R. Cormier discussed the need to address the pipes as this was causing long term plumbing issues including consistent clogs, and was affecting the crawl space. He explained after obtaining three quotes, Royal Steam would conduct the repair/replacement of the pipes.
 - c. Spring Cleaning: R. Cormier discussed the forthcoming purchases of mulch and flowering for all properties.
 - d. Inspections: R. Cormier discussed that Sprinkler systems and Boilers were recently conducted at the Blanchard St. site. Boulder Dr. units were scheduled for inspections next.
 - 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.
(R. Cormier excused himself from the meeting).

- e. FISH #103130 Entryway Renovation: K. Murray discussed that the Entryway Renovation (Congregate Entryway), explaining a Pre-Construction meeting was held on April 14th.
 - f. FISH # 103116 Gas Stove Replacement: G. Ouellet inquired about the Stove Replacement project and where the project stood.
 - i. K. Murray explained that the project was in Design Phase and the Schematic Design had been submitted for review April 24th, 2023.
 - ii. K. Murray explained that there was discussion about the electrical component to the gas stove replacement project.
 - g. GarWest Bed Bugs: K. Murray provided the Board with a GarWest building update, explaining that a resident's aide reported bed bugs in the resident's unit.
 - i. K. Murray reported that to date it had not been confirmed but K-9 Inspections were scheduled. K-9 Inspections were discussed.
 - ii. K. Murray explained that a Bed Bug Protocol had been established involving GHA staff and ASNCM supporting services.
2. K. Murray provided the Board with financial updates related to resident accounts:
 - a. Assessed late charges and miscellaneous charges related to court and maintenance fees were discussed.
 - b. Issued Notices related to Non-Payment of Rent was discussed.
 3. K. Murray provided the Board with program and office updates:
 - a. Board member training was discussed. K. Murray explained that DHCD recommended MassNAHRO training that were offered but required *mass.gov* training.
 - b. K. Murray explained the Resident Service Coordinator position had been filled and the Administrative Assistant position became available due to the internal promotion.
 - c. K. Murray presented the Board with revised Maintenance Fees. A Motion was made by S. Cormier and seconded by S. Hancock to approve the amended fees. Unanimous vote.

At 10am The Board agreed to pause the meeting for a break to attend a public DHCD Virtual Training. The Board reconvened.

4. K. Murray presented the Board with the Fiscal Year 2023 Executive Director Salary Schedule prepared by CPA James Griffin.
 - a. K. Murray explained that per DHCD 2023 Budget Guidelines, the salary for a 'medium sized' Housing Authority ranged up to \$116,931.00 annually. G. Ouellet mentioned the previous Executive Director made the Board aware of the salary guidelines prior to retirement.
 - b. The Board discussed the need to revise the contract. K. Murray explained that the 2023 Budget would need to be revised and approved but the Executive Director Contract would need to be amended.
 - c. The Board discussed the Executive Director Contract was scheduled to renew before September 30th, 2023. The Board requested K. Murray include an Executive Session in the next agenda for discussion about the Executive Director Contract

renewal. The Board requested K. Murray use the Session to discuss Contract requests and DHCD requirements.

- d. A Motion was made by S. Cormier and seconded by G. Ouellet to approve the Executive Salary as \$116,931.00, in accordance with the 2023 DHCD Budget Guidelines, to be effective May 1st, 2023.

Invoice History Report Reporting Period March 2023:

1. K. Murray presented the Expense report/Invoice history report accounting for Housing Authority expenses in the month of March 2023. A Motion was made by J. May and seconded by L. Roy to approve. Unanimous Vote.

Adjournment of Meeting:

The Board discussed the next meeting date tentatively scheduled for Thursday, May 25th, 2023 at 9:30AM.

A Motion was made by L. Roy and seconded by J. May to adjourn the regular meeting at 12:30 PM. Voted Unanimously. Meeting adjourned.