

**Minutes of Regular Meeting  
of the Gardner Housing Authority  
May 24<sup>th</sup>, 2023**

A regular meeting of the Gardner Housing Authority was held Wednesday, May 24<sup>th</sup>, 2023 at 12:30 PM 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, Resident Board member, Leonette Roy, Vice Treasurer, and Krishonna Murray, Executive Director.

The Chairman, George Ouellet, opened the meeting at 12:30 PM. A Motion was made by S. Cormier and seconded by J. May to begin the meeting.

The Board reviewed the minutes of the regular meeting held on April 27<sup>th</sup>, 2023. A Motion was made by S. Hancock and seconded by J. May to approve the minutes of the April 27<sup>th</sup>, 2023 meeting. Voted unanimously.

**Executive Director Report**

1. K. Murray discussed current construction projects and reported updates:
  - a. FISH #103133: 16 Cypress Street Renovation was discussed. A change order request was presented for additional dry wall removal due to mold, asbestos abatement at the kitchen floor, plumbing in the kitchen drain, electrical upgrades, addressing the rot in bathroom walls and upgrading two-bedroom windows. The change order totaled \$19,556.67. A Motion was made by S. Cormier and seconded by S. Hancock to approve the change order request. Voted unanimously.
  - b. FISH #103115: Sliders and Balconies were discussed. A change order request was presented for balcony structural repairs and soffit as well as new metal decking at Balcony 4<sup>th</sup> floor. A Motion was made by L. Roy and seconded by J. May to approve the change order request. Voted unanimously.
  - c. FISH #103130: Entryway renovation for Congregate entry was discussed, with K. Murray confirming the entryway door was being worked on off-site.
  - d. FISH #103126: Exterior Doors for Water Street project was also discussed. Kitchen floors of all units recently underwent asbestos testing with all units being cleared for the installation of the entryways.
  - e. K. Murray shared with the Board that bed bugs were confirmed in one GarWest unit. K. Murray explained that an extermination work order protocol was put in place. In the event a resident reports having bed bugs or roaches, the unit along with adjacent units (units above, below, and sides) will be treated for three times, as recommended by exterminators. K. Murray explained that preparation is required

for treatment and resident are held accountable for lack of treatment, as per Maintenance Fees.

- f. K. Murray explained that vacancies continued to be addressed as lease freeze is lifted. K. Murray explained some challenges recently faced: units previously reported and being ready for lease up needed to be addressed. CHAMP waitlist system also played a part in the vacancy process.
    - i. K. Murray discussed the possibility of using volunteers for making units ready. S. Cormier suggestion that CORI and SORI be ran on all volunteers. G. Ouellet inquired about utilizing the prison volunteer system for assistance. K. Murray explained that the program has not been available since the start of COVID.
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. DHCD Notice of Funding Opportunity: 705 Repositioning was discussed. K. Murray explained that the NOFA would be an opportunity to address two vacant units on Waterford St. that are in disrepair and have been offline since before 2008. K. Murray explained that the NOFA would allow for the utilization of land owned by the Housing Authority. S. Cormier inquired about the Housing Authority acquiring vacant property from the city. K. Murray explained that we are obligated to replace units, we cannot add to the housing profile. The Board agreed to seeing the units occupied.
      - i. K. Murray informed the Board that the Mayor inquired about the use of land with the possibility of buying it from the Housing Authority. K. Murray explained it was unknown what the City's plan was with the purchase of the land. K. Murray explained a meeting was scheduled with the Mayor in the upcoming days to discuss the land.
      - ii. A Motion was made by S. Cormier and seconded by L. Roy to allow for the submission of the NOFA application pending a conversation with the Mayor agreeing for the utilization of the land. Voted unanimously.
    - b. K. Murray presented the Board with the Budget Certifications that needed to be signed off on to account for the Budget Revision previously voted on. K. Murray explained the revision accounted for the RSC Grant position and the ED's salary increase.
    - c. K. Murray presented the Board with policies for vote approval: Fire Prevention Policy, Parking Policy, amended smoke-free policy, Public Participation at

Meetings Policy, and Conditions of Occupancy Policy. S. Cormier informed K. Murray that the Smoke-free Policy and a term under the Conditions of Occupancy Policy were contradicting and needed to be reviewed. J. May suggested parking signage to convey the Parking Policy. A Motion was made by S. Cormier and seconded by L. Roy to approve the policies presented. Voted unanimously.

- d. K. Murray explained the part-time Administrative Assistant position had been posted and interviews were scheduled to be held.
- e. K. Murray informed the Board that the GHA Annual Plan Public Hearing date was scheduled for July 27<sup>th</sup>, 2023 and was posted. S. Cormier discussed the need for a sign in sheet upon the date of the public meeting.
- f. K. Murray advised the Board to request Gardner Housing emails as recommended by DHCD. All members except G. Ouellet requested “@gardnerha.com” emails.
- g. K. Murray discussed member trainings. K. Murray explained that DHCD recommended MassNAHRO training that were offered but required *mass.gov* training. An email previously sent to members was distributed.
- h. K. Murray updated the Board on a meeting held with MART Bus where they will be putting a shelter at Church St. and Hillside. MART public stop is currently on GHA property, at the round-about. K. Murray explained that the shelter at the edge of the property will accommodate the community as non-GHA residents will not have to come on Church St. property.

#### **Invoice History Report Reporting Period April 2023:**

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

#### **Adjournment of Meeting:**

The Board discussed the next meeting date tentatively scheduled for Tuesday, June 20<sup>th</sup>, 2023 at 9:30AM to accommodate for a Board Member’s availability.

The Board agreed to meet during executive session upon the adjournment of the regular meeting. The purpose of the Executive Session was to discuss K. Murray’s contract. G. Ouellet excused K. Murray from the Executive Session.

A Motion was made by J. May and seconded by L. Roy to adjourn the regular meeting at 2:00 PM. Voted Unanimously. Meeting adjourned.