

**Minutes of Regular Meeting
of the Gardner Housing Authority
June 20th, 2023**

A regular meeting of the Gardner Housing Authority was held Tuesday, June 20th, 2023 at 9:30 AM 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 9:37 AM. 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 May 24th, 2023. A Motion was made by J. May and seconded by S. Cormier to approve the minutes of the May 24th, 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. K. Murray explained that repairs were made to kitchen counters and cabinets as they were uneven.
 - b. FISH #103115: Sliders and Balconies were discussed. K. Murray explained Contractors were waiting for three consecutive days of sunshine.
 - c. FISH #103130: Entryway renovation for Congregate entry was discussed, with K. Murray confirming the entryway door was still being worked on off-site, per awarded contractor.
 - d. FISH #103126: Exterior Doors for Water Street project was also discussed. Door installations were being installed.
 - e. K. Murray explained that vacancies continued to be addressed
 - i. K. Murray shared there were currently 62 vacant units. Of the 62 vacant units: 48/62 were ready for lease up, 14/62 were being worked on by Maintenance.
 - ii. 12 unit offers were made. Of the 12 unit offers: 3/12 refused, 7/12 leased up, 2/12 were pending.
 - iii. K. Murray explained that of the 48 ready units, 37/48 units needed to be made 'ready' again (dusting, appliance follow up, plumbing follow up, etc.). The follow up on the already 'ready' units was due to the fact that the units had sat vacant for years.
 - f. K. Murray presented the Board with a power-point presentation providing an overview of the CHAMP waitlist system.
 - i. CHAMP challenges were discussed, specifically, the fact that applicants do not have the option to pick 'which' unit nor property they are offered.

- ii. G. Ouellet expressed his concern with not accommodating a known family within the community with a particular unit of their choosing, expressing that Highrise units were too small and should be considered studio units. G. Ouellet expressed concerns with customer service provided by front office staff, specific to this family.
 - iii. K. Murray explained that she had not received any complaints with respect to how applicants were being treated. K. Murray expressed the lack of control over the size of the units but would address the unit bedroom size with EOHLC as this would change how the units are marketed. K. Murray also reminded the Board of having interest with residents and applicants.
 - iv. L. Roy suggested Maintenance reach out to a local furniture store to rent furniture temporarily for pictures. L. Roy expressed the idea gives applicants an idea of what units look like. L. Roy suggested taking measurements of the units and possibly of furniture to suggest what may fit in the unit.
 - v. Other members suggested creating a brochure.
- 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 is now Executive Office of Housing and Livable Communities (EOHLC).
 - b. K. Murray presented the Board with summer hours proposal: Fridays closing at 1pm for administrative staff.
 - i. A Motion was made by S. Cormier and seconded by S. Hancock to approve summer hours. Voted unanimously.
 - c. K. Murray shared that an all-Resident BBQ and Employee Luncheon was being planned.
 - d. K. Murray shared that per the Mayor's request, a new logo was being researched.
 - e. K. Murray shared that she submitted application for *DHCD NOFA: 705 Repositioning*. A meeting was held with the Mayor, where he supported the grant submittal.
 - f. K. Murray explained the part-time Administrative Assistant position had been posted and interviews were scheduled to be held. K. Murray shared that this would require another office move.
 - g. K. Murray explained the Maintenance Mechanic I/II position had been posted.
 - h. K. Murray informed the Board that the GHA Annual Plan Public Hearing date was scheduled for July 27th, 2023 and was posted.

Invoice History Report Reporting Period May 2023:

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

Adjournment of Meeting:

The Board discussed the next meeting date to be scheduled for Thursday, July 27th, 2023 at 9:30AM as this was the same date as the Annual Plan.

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. S. Cormier asked K. Murray what she wanted to negotiate at which K. Murray expressed she wanted the maximum term for the second year, an extra vacation week totaling to three weeks, and she wanted to be evaluated by objective data only. G. Ouellet and S. Cormier excused K. Murray from the Executive Session.

A Motion was made by L. Roy and seconded by J. May to adjourn the regular meeting at 11:43 AM. Voted Unanimously. Regular meeting adjourned. K. Murray left the meeting.