

**Minutes of Regular Meeting  
of the Gardner Housing Authority  
March 26, 2019**

A regular meeting of the Gardner Housing Authority was held Tuesday, March 26, 2019 at 9:30 AM at the office of the Housing Authority, 116 Church Street, Gardner, MA. Upon the call of the Chairman, those present and absent were as follows:

Present: Roger Tousignant, George Ouellet, Irene Dubzinski, Stephen Hancock, Jeanne May, Peter Goguen, Director of Maintenance and Sandra Mullins, Executive Director

Excused:

Absent: None

The Chairman, Roger Tousignant, opened the meeting at 9:30 AM.

The Board reviewed the minutes of the February 26, 2019 meeting. A Motion was made by Jeanne May and seconded by George Ouellet to approve the minutes of the February 26, 2019 Board meeting. Voted unanimously.

**The Executive Director report of Capital Plan updates:**

S. Mullins presented the letter from DHCD referencing the Capitol Improvement Work Plan 5001 Amendment #10, which extends funding for projects to GHA in the amount of \$797,252.62 from 6-30-20 thru 6-30-22 under the CFA (Contract of Financial Assistance). A Motion was made by Irene Dubzinski and Seconded by Stephen Hancock to approve the CFA with the GHA in the amount of \$797,252.62 authorizing the Chairman to sign the contract. Voted Unanimously.

- The Window Replacement Phase 2: S. Mullins reported to the Board Alpha Contracting Associates has been awarded the construction contract as per DHCD final approval. Board vote needed to authorize S. Mullins as the Contract Officer for the project. A Motion was made by George Ouellet and Seconded by Jeanne May to authorize S. Mullins, E.D. as Contract Officer. Voted Unanimously.
- Highrise Carpet Replacement Phase 1 – S. Mullins reported the bids were received on 3/20/19. The low base bidder was Horrigan Flooring at \$19,650.00 plus alternate (sixth floor) \$4,270.00. There was discussion regarding weather to accept the low base bid without the alternate from Horrigan Flooring or the 2<sup>nd</sup> low bidder Floor Source Inc. \$22,292.00 base bid and \$0 for alternate. After some discussion the board chose to award the bid to Horrigan's Flooring at the low base bid, without alternate. A Motion was made by Jeanne May and seconded by Irene Dubzinski to accept the low base bid of \$19,650 from Horrigan's Flooring and authorize S. Mullins to execute the contract. Voted Unanimously

- The Asphalt Paving Improvements Phase 2 - Graves Engineering visited the site at Hillside Gardens to explore the next phase and presented a quote of \$11,700 for design. They would also include more oversight of the contractor than the previous phase 1. S. Mullins stated they are pre-approved by DHCD and recommended by RCAT Project Manager, Steve Larry. A Motion was made by Jeanne May and Seconded by Irene Dubzinski to approve Graves Engineering at \$11,700.00 to oversee the design. Voted Unanimously.

### **Other Matters: (Director's Report)**

- 1) Trash/Recycling: S. Mullins discussed with the board the issue of recycling pick up at Church St. There have been inconsistencies with the days/times of pick up. It came to the housing authority's attention the city has been paying for the recycling tonnage through Waste Management, therefore, Waste Management will start charging for the recycling. The H.A. has requested quotes from other waste haulers. To date the only response has been E. L. Harvey.
- 2) The Dept. of Labor issued annual notice of new maintenance wage rates effective 4/1/19.
- 3) The Annual AUP (Agreed Upon Procedures) is scheduled for Thursday, March 28<sup>th</sup>. The firm of Gary DePace will be reviewing the HA performance and procedures pertaining to financials, rent collections, rent calculations, inventory of vehicles and equipment, procurement and cash management.

### **Maintenance Director Report:**

- 1) P. Goguen provided the maintenance expense report for February pointing out to the board a large (emergency) expense of \$11,231.00 to Johnson Control for the fire alarm panel in Gar-west. The panel failed and required new circuit boards, therefore, it was required to have a "fire watch" by the maintenance staff overnight and partial day on Saturday. Johnson Control repaired the panel. The H.A. was reimbursed this cost from DHCD.
- 2) The building inspector and fire department conducted fire/safety inspections at Hillside Gardens.

A Motion was made by George Ouellet and Seconded by Stephen Hancock to pay the bills. Voted Unanimously.

A Motion was made by Irene Dubzinski and seconded by Jeanne May to adjourn the regular meeting. Voted Unanimously. Meeting adjourned 10:25 AM.

The next meeting is scheduled for April 30, 2019.