

**Minutes of Regular Meeting
of the Gardner Housing Authority
July 25, 2019**

A regular meeting of the Gardner Housing Authority was held Thursday, July 25, 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, Sandra Mullins, Executive Director and Peter Goguen, Director of Maintenance

Excused: None

Absent: None

The Chairman called the meeting to order at 9:30 am.

The Board reviewed the minutes of the June 27, 2019 meeting and a Motion was made by George Ouellet and seconded by Jeanne May to approve the minutes of the June 27, 2019 Board meeting. Voted unanimously.

Capital Projects:

The Director reported on the following:

1. The Highrise Window Replacement Phase 2/3. A water/air test was performed on the mock-up window located on the 3rd floor congregate sitting room. The window failed the water test. A second mock-up window was installed in a vacant unit in Congregate. A repair to the first mock-up window installation was completed. Both windows are scheduled to be tested on August 5th. If both windows test positive, the schedule to begin installation will be August 12th.
2. Greenhouse roof repair; the Gaco product coating was applied to the roof on 6/27/19. The results have been excellent – no leaks after 3 – 4 heavy rainstorms. An inspector from Firestone Roofing has completed the inspection of the product application. A final coat of brown will be applied to blend into the color theme of the buildings.
3. Hillside Walkway Asphalt Repair Phase 2; the project was rebid due to previous bid being over budget. The Rebid results were again only one bid from K.B. Aruda Construction at \$54,500. S. Mullins explained this bid is again too high at more than \$20,000 over the construction budget \$33,000 and she has been advised by the RCAP Project Manager to reject the bid. Due to the timing and high cost of asphalt at prime season it will be necessary to bid it out again early next year. A Motion was made by Stephen Hancock and Seconded by Irene Dubzinski to reject the sole bid due to amount over budget. Voted Unanimously.
4. Sliding Door Replacement – Garwest; GCE Architecture provided a Study/Investigative Phase report following inspecting all sliding doors in Garwest units. A cost estimate of \$33,792 to replace 14 doors was submitted.

In other matters:

S. Mullins informed the board of a billing error by Johnson Control that was discovered on invoices since 2016. There were many times we were over charged by including a “truck charge”. According to our contract all truck charges are to be waived. It was determined by S. Mullins GHA is due \$3,109.00 for payments made that included the “truck charge”. Johnson Control have been made aware of this and stated they will check their records.

S. Mullins researched getting a postage meter for the offices. Due to the extra mailing involved in the new CHAMP wait list it will be more efficient and save money on postage in the long term. The office will be leasing a Pitney Bowes meter for \$69.00/month.

Maintenance Report:

The Maintenance Director presented the Expense report for the month and stated there were no large or unexpected expenses. There was discussion on the increasing number of unit turnovers. Due to maintenance staff vacations it will be challenging as well as keeping up with daily work orders. If necessary, vacancy waivers will be requested, as stated by S. Mullins.

P. Goguen updated the Board on the progress of the Maintenance Garage addition. He and S. Mullins met with TBA Architects to discuss the final plans prior to submitting to the Building Dept. for review.

A Motion was made by Jeanne May and seconded by Irene Dubzinski to approve and pay the bills. Voted Unanimously.

A Motion was made by George Ouellet and seconded by Irene Dubzinski to adjourn the meeting. Voted Unanimously. Meeting adjourned at 10:25 a.m.

Next meeting scheduled for Thursday, August 29, 2019.