

**Minutes of Regular Meeting  
of the Gardner Housing Authority  
May 28, 2020**

A regular meeting of the Gardner Housing Authority was held Thursday, May 28, 2020 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, Stephen Hancock, George Ouellet, Sandra Mullins, Executive Director, Peter Goguen, Director of Maintenance, Stephen Larry, RCAT Project Manager.  
Excused: Irene Dubzinski  
Absent: Jeanne May

**In accordance with the Governor's Order on March 15, 2020 imposing strict limitation on the number of people that may gather in one place this meeting was held remotely to allow members of the public to participate.**

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

The Board reviewed the minutes of the March 12, 2020 meeting and a Motion was made by Stephen Hancock and seconded by George Ouellet to approve the minutes of the March 12, 2020 Board meeting. Voted unanimously.

**Capital Improvement Projects:**

The Director reported on the following:

1. Hillside Gardens (667-1) Asphalt Walkway Repairs Phase 3 – bid results: The low bid was from Leones Landscaping & Construction at \$36,500. Whereas they were the low bid and were awarded the contract with positive references for Phase 2, it is recommended by Graves Engineering they also be awarded Phase 3 of the Asphalt Walkway Repairs. A Motion was made by George Ouellet and Seconded by Stephen Hancock to approve and award the contract for Leones Landscaping for the Phase 3. Voted Unanimously.
2. The Rollin Tub Install project for Garwest (667-3) has been on hold due to the COVID-19 and Governor's shut down order. All projects are delayed that involve common areas or occupied units.
3. Maintenance Garage Addition has been approved for bidding by DHCD. TBA Architects have scheduled project to advertise for bids on 6/10/20 until 7/8/20.
4. Unit Turnover Upgrade (Kitchen/Bath) – 2 BR located at 200-3 currently out to bid until 6/12/20. A second unit (4 BR) on same street recently vacated will also be scheduled and bid separately.

**Other matters:**

**COVID-19 Related:**

Hazard Pay; S. Mullins informed the Board that after checking with GHA's Fee Accountant and DHCD's guidance it was decided effective April 1<sup>st</sup> to begin paying the staff "Hazard Pay". All employees except the E.D. have been receiving an extra \$100 per week deemed "Hazard Pay". The Authority's Fee Accountant confirmed this would be covered under this year's budget. S. Mullins acknowledged the staff (Admin. And Maintenance) have been working consistently during the Governor's emergency shut down order on March 12, 2020. She recently returned full time to the office from working remotely from home. The duration of the extra pay will depend on the budget, but is expected to continue through June.

S. Mullins also reported to the Board to this date there has only been one reported positive case of COVID for all Housing Authority units. This was an asymptomatic individual in the highrise building who quarantined in their apartment for the required amount of days as per the Public Health Nurse/Board of Health.

S. Mullins stated the office has been closed to the public in person interaction. The staff are answering calls and emails from the public/tenants. All common areas including sitting rooms, and community rooms have been closed off for use. The laundry rooms remain open and are included in the sanitization routine.

**Maintenance Report:**

The Maintenance Director, P. Goguen presented the Maintenance Expense report and briefed the Board on the highlights of the last two months. This included the workers maintaining the unit turnovers, maintaining distance and only responding to "emergency" type work orders due to the COVID-19 Emergency. Other routine type tenant requested work will be deferred to a later date. The daily routine for cleaning also includes sanitizing all high touch areas in all the common areas on Church Street and Blanchard Street seven days per week.

Also reported was the annual spring clean up (raking and sweeping) at Hillside Gardens. This year it was procured, and the low quote received by D. Rhodes Landscape & Paving. This normally involves 2 or 3 workers a couple days, and this allowed them to continue to work on unit turnovers.

A Motion was made by George Ouellet and seconded by Stephen Hancock to approve and pay the bills. Voted Unanimously. The meeting was adjourned at 10:25 AM.

The next Regular meeting is scheduled for 6/25/2020