

**Minutes of Regular Meeting  
of the Gardner Housing Authority  
June 25, 2020**

A regular meeting of the Gardner Housing Authority was held Thursday, June 25, 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, George Ouellet, Stephen Hancock, Jeanne May, Sandra Mullins, Executive Director, Peter Goguen, Director of Maintenance

Excused:

Absent: Irene Dubzinski

**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 May 28, 2020 meeting and a Motion was made by Stephen Hancock and seconded by George Ouellet to approve the minutes of the May 28, 2020 Board meeting. Voted unanimously.

**Capital Improvement Projects:**

The Director reported on the following:

1. Project to Replace DHW Storage Tank. The engineer assigned is M.E.A. Engineering. Six bids were received on 6/19/2020. The low bid was from N & T Mechanical Contractors at \$19,375. Reference were positive and M.E.A. recommends accepting and awarding the low bidder. A Motion was made by Jeanne May and Seconded by George Ouellet to approve/ award the contract to N & T Mechanical Contractors in the amount of \$19,375. Voted Unanimously.
2. Project to Upgrade Kitchen/Bath on Unit Turnover (Ph. 2). There were two bids received on 6/12/2020. Belle Contracting, Inc. was the low bid at \$19,860. Based on Belle Contracting having favorable references and also completed excellent work for GHA in the past it is recommended we approve. A Motion was made by Stephen Hancock and Seconded by Jeanne May to approve/award contract to Belle Contracting at \$19,860. Voted Unanimously.
3. Project - Addition to Vehicle Maintenance Garage is currently out to bid TBA Architects conducted a pre-bid site visit on 6/24/2020. Two contractors attended. The bid deadline is 7/10/2020.

S. Mullins informed the Board all projects which include occupied units or common space are still on hold due to COVID-19.

**Other matters:**

1. COVID-19 RESPONSE: The first of this month was the start of Phase 2 of the state's reopening plan. The office continues to be closed to the public entering the office. Only the side window is used for limited interactions with applicants/tenants. Rents and paperwork can be dropped off but drop offs in mail slot are encouraged. All community rooms and sitting areas remain closed off to tenants, including outdoor benches and picnic tables. DHCD predicts this will remain until phase 3 or 4.
1. Annual Plan: The first Annual Plan for 2021 has been completed and posted on the city's website with a link for the public to view. This will be presented at the posted Public Hearing 7/23/2020.
2. Electrical Service/Repair Contract -Request For Quotes has been advertised beginning 6/24/2020 through 7/20/2020. This is advertised as a 3 year contract with option to renew each year.

**Maintenance Report:**

The Maintenance Director, P. Goguen presented the Maintenance Expense report and briefed the Board on the highlights of the month. This included the purchase of a new water meter for the Highrise building from F.W. Webb \$2,295 due to receiving extremely high water bills over the past year. The building was checked for possible plumbing leaks and nothing found. The water department suggested the meter may need replacing.

P. Goguen also reported the buildings (Church St. & Blanchard St.) continue to be sanitized daily.

A Motion was made by Jeanne May and seconded by George Ouellet to approve and pay the bills. Voted Unanimously. The meeting was adjourned at 10:20 AM.