

**Minutes of Regular Meeting  
of the Gardner Housing Authority  
July 23, 2020**

A regular meeting of the Gardner Housing Authority was held Thursday, June 23, 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, Irene Dubzinski, Jeanne May, Sandra Mullins, Executive Director, Peter Goguen, Director of Maintenance, Stephen Larry, RCAT Area Coordinator

Excused:

Absent:

**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 also 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 June 25, 2020 meeting and a Motion was made by George Ouellet and seconded by Jeanne May to approve the minutes of the June 25, 2020 Board meeting. Voted unanimously.

**Capital Improvement Projects:**

The Director reported on the following:

1. Hillside Gardens (667-1) Asphalt Walkway Improvements Phase 2 – The contractor, Leone's Landscaping is on site and began construction 7/20/2020. Following the completion of Phase 2 the contractor will begin Phase 3 of the project.
2. Project - Addition to Vehicle Maintenance Garage – Several bids were received. The low bidder was Sugrue & Associates at \$118,489. The designer, TBA Architects, recommend accepting the low bid following receiving positive references. A Motion was made by Jeanne May and Second by George Ouellet to accept the low bid and award and authorize the E. D. to execute a contract with Sugrue & Associates.

**Other matters:**

1. Electrical Service/Repair Contract: Request for Quotes – results received on 7/10/2020 at bid opening. Stephen Larry and Sandra Mullins were present at bid opening. One bid was submitted by Woodford Electric Corp. for \$45,000 for three years with option to renew after one year. With positive references and work previously done for GHA it is

recommended to award the contract to Woodford Electric when the Performance/Payment Bonds are received. A Motion was made by Stephen Hancock and Second by Irene Dubzinski to award the Electrical Contract to Woodford Electric Corp. Voted Unanimously.

2. Budget Revision for FY 9/30/2020 required due to legal settlement from personal injury incident in January 2015. The Housing Authority's insurance through the state insurance. DHCD will reimburse payment excluding the \$5,000 deductible. The Board's signatures required for the budget revision for the 400-1 Account. A Motion was made by Stephen Hancock and Second by Jeanne May to approve the FYE 9/30/2020 budget revision for the 400-1 account. Voted Unanimously.
3. Temporary Policy Updates due to COVID-19 Statutory regulatory waivers for Section 8 (HCV Policy/Regulations) as per PIH 2020-05 issued 4/10/2020. A Motion was made by Stephen Hancock and Second by Jeanne May to approve the waivers as allowed in the PIH Notice 2020-05. Voted Unanimously.
4. CORI Policy Update: GHA's policy requires updated language from the Dept. of Criminal Justice Information Services (DCJIS) and MGL C. 6 S. 172. A Motion was by George Ouellet and Second by Stephen Hancock to approve the GHA updated CORI policy. Voted Unanimously.

#### **Maintenance Report:**

The Maintenance Director, P. Goguen presented the Maintenance Expense report and briefed the Board on the highlights of the month. 1. Maintenance staff continue to sanitize the buildings (Church St. & Blanchard St.) seven days per week. 2. The contractor has begun work at Hillside Gardens on the walkways. 3. There have been some problems with the chiller that controls the A.C. in the Congregate and offices. Trane has been on site to repair.

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