

**Minutes of Regular Meeting
of the Gardner Housing Authority
October 22, 2020**

A regular meeting of the Gardner Housing Authority was held Thursday, October 22, 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:

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.

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

Excused: Late arrival Roger Tousignant

Absent:

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

The Board reviewed the minutes of the September 24, 2020 meeting and a Motion was made by George Ouellet and seconded by Jeanne May to approve the minutes of the September 24, 2020 Board meeting. Voted unanimously.

Capital Improvement Projects:

The Director, S. Mullins reported on the following updates:

1. The 2021 CIP (Capitol Improvement Plan) has been approved except for the 705-2 Roof Replacement. This will go into the 2022 CIP.
2. Roll in Tub Install Garwest H.C. Units. The Notice To Proceed was issued Oct. 8, 2020 with a completion date Dec. 21, 2020. Tenants were contacted to discuss the logistics during the construction in their unit, which includes moving to the vacant unit during the day and providing complete sanitization of each unit daily.
3. Hillside Gardens Walkway Improvements Phase 2 & 3 – work has resumed since the beginning of the month. Most all walkways and laundry/trash areas are complete.
4. Project - Addition to Vehicle Maintenance Garage –The project is on schedule. The foundation poured and the tight tank to be installed.

New Projects:

1. Furnace Replacement at Forest Park: Sustainability funding award of \$545,000. This includes replacing 41 oil fired furnace with A.S.H.P. system. Removing the oil tanks and install new insulation. This will begin in 2021 and due to the scope the project is expected to take many months throughout the year.
2. Tree Removal at Boulder Drive, Waterford Street and Hillside Gardens. The bidding process includes advertising in Commbuys through 10/30/2020. The projected amount in

the CIP was \$15,000, however the scope has expanded beyond Boulder Drive to include Waterford & Blanchard Streets, if approved by DHCD. The project's limit is \$50k. Board vote needed to approve low bid pending positive references and DHCD approval. A Motion was made by George Ouellet and Seconded by Jeanne May to approve the low bidder contingent on positive references and within budget. Voted Unanimously.

Other matters (Director's Report)

1. COVID-19 Update: S. Mullins informed the Board she is going to utilize the COVID Relief funds to contract with a professional cleaning/sanitizing company. This will be a temporary expense as these funds need to be used by 12/31/2020. Also discussed was the reopening of the community and sitting rooms. The Board agreed it is too soon at this point in time as the positivity rate has increased and they will remain closed.
2. The Annual Boiler/Furnace cleaning. The contract with Robillard HVAC renewed for the 2nd year. The cleaning/servicing has begun at the veteran's projects (200-2 & 3).
3. HCV (Section 8) Inspections: After researching the logistics of outsourcing HQS inspections it was decided by the E.D. and Section 8 Administer to "piggyback" on an existing contract with McCright Associates and another housing authority. The amounts of \$32/inspection including follow up letters will be very cost/time affective and paid using HUD COVID funds. A Motion was made by Jeanne May and Seconded by George Ouellet to contract with McCright & Associates for providing HQS inspections. Voted Unanimously.

Maintenance Report:

The Maintenance Director, P. Goguen provided the expense report which included routine costs and briefed the Board on the highlights of the month. 1. Maintenance staff continue to sanitize the buildings (Church St. & Blanchard St.). 2. Fall clean up and prep for winter are planned for the upcoming weeks. 3. Early November the annual inspections on Waterford St. will instead be a quick Health/Safety Inspection focusing on replacing Smoke/CO detector batteries and/or replacing faulty detectors as needed. 3. Mr. Goguen wanted to emphasis how pleased he is at the amount of progress at Hillside Gardens of the walkway paving and Maintenance garage addition projects. Both contractors have done excellent work and seem to have the Housing Authority's best interest in their work.

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

A Motion was made by Stephen Hancock and Seconded by Irene Dubzinski to adjourn the meeting at 10:15 AM. Voted Unanimously.

Next meeting scheduled Tuesday, November 23, 2020 due to Thursday being the Thanksgiving holiday.