

**Minutes of the Regular Meeting
of the Gardner Housing Authority
December 3, 2020**

A regular meeting of the Gardner Housing Authority was held Thursday, December 3, 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:

Absent:

The Chairman called the meeting to order at 9:31 A.M.

The Board reviewed the minutes of the October 23, 2020 meeting and a Motion was made by Stephen Hancock and seconded by Jeanne May to approve the minutes of the October 23, 2020 Board meeting. Voted unanimously.

Capital Improvement Projects:

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

1. Tub Replacements w/Roll-in Showers 667-4 – E5 Builder has requested to be released from the contract due to inability to keep the price as previously bid in February 2020. The several month delay of the project, due to COVID-19 restrictions caused the General Contractor to lose their subcontractors and a significant cost increase in materials. The project will need to be rebid. All agreed it would be best to put the project on hold until the COVID-19 health emergency is better controlled. A Motion was made by George Ouellet and Seconded by Jeanne May to release E5 Builders from the contract as stated above due to complications related to COVID-19. Voted Unanimously.
2. Asphalt Walkway Repairs Phase 2 – The Certificate of Substantial Completion submitted. The punchlist is complete except for established lawn considering the time of year. A Motion was made by Stephen Hancock and Seconded by George Ouellet to approve the Certificate of Substantial Completion. Vote Unanimously.
3. Asphalt Walkway Repairs Phase 3 – The Certificate of Substantial Completion submitted. The punchlist is complete except for established lawn considering the time of year – will follow up in the spring. The Motion was made by Jeanne May and Seconded by Irene Dubzinski. Voted Unanimously.
4. Maintenance Garage Addition – The Project is close to complete. There are two change order proposals which need Board approval. S. Mullins explained C.O. #1 (\$2,780)

involves replacing existing siding on one side of the garage due to some breakdown of the material. A Motion was made by Jeanne May and Seconded by Stephen Hancock to approve C.O. #1. Voted Unanimously. Change order #2 (\$20,548) proposal includes additional regrading and paving from the parking lot to the addition. The Motion was made by George Ouellet and Seconded by Jeanne May to approve C.O. #2. Voted Unanimously.

5. Fiscal Year 2021 Sustainability Initiative for Energy Savings Award – S. Mullins informed the Board this includes insulation improvements at Forest Park (Birch, Cypress & Spruce Streets). The project is funded at \$79,212.

Other matters (Fiscal Year End 9/30/2020 Certifications & FYE 2021 Budget)

1. S. Mullins submitted the FY 2020 financial summary to the Board for review. The FYE Forms and Certifications: Compliance with Notification Procedures for Federal/State Lead Paint laws were submitted for Board signatures; Certification of Top 5 Compensation Form and Certification of the fiscal year ending 9/30/2020 financial statements as completed by Gordon/Griffin CPA. All members signed to certify both.
2. S. Mullins submitted the FY 2021 Budget as prepared by Fee Accountant, Gordon/Griffin CPA. The Board reviewed each program and voted as follows: The Motion was made by George Ouellet and Seconded by Jeanne May to approve the Operating Budget for the Program 400-1 for FYE 9/30/2021. Voted Unanimously. The Motion was made by Stephen Hancock and Seconded by Irene Dubzinski to approve the Operating Budget for the Program 689-1 for the FYE 9/30/2021. Voted Unanimously. The Motion was made by Jeanne May and Seconded by George Ouellet to approve the Operating Budget for the Program MRVP for the FYE 9/30/2021. 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. The maintenance crew is now down two men (1 out on sick leave & 1 recent retire). 2. A cleaning/sanitizing company temporarily contracted to do the necessary cleaning/sanitizing due to COVID-19. The costs will be reimbursed from the COVID-19 relief fund. This will free up maintenance staff for other necessary tasks. 3. Several unit vacancies will create more work for staff. 3. All the winter snow removal equipment has been serviced and ready to go. 4. The search for maintenance position is in progress (advertised in the Worcester Telegram, Gardner News & several online sites).

A Motion was made by Stephen Hancock and Seconded by Irene Dubzinski to pay the bills. Voted Unanimously.

A Motion was made by Stephen Hancock and Seconded by Jeanne May to adjourn the meeting at 10:20 AM. Voted Unanimously.

Next meeting scheduled for January 28, 2021 (resuming the regular schedule of 4th Thursday).