

**Minutes of the Regular Meeting  
of the Gardner Housing Authority  
January 28, 2021**

A regular meeting of the Gardner Housing Authority was held Thursday, January 28, 2021 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 9:30 A.M.

The Board reviewed the minutes of the December 3, 2020 meeting and a Motion was made by Jeanne May and seconded by Stephen Hancock to approve the minutes of the December 3, 2020 Board meeting. Voted unanimously.

**Capital Improvement Projects:**

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

1. Maintenance Garage Addition – Change Order #1 includes c.o. proposal #3 additional electrical work (6 outlets & upgrade to electric service). C.o. proposals #1 & 2 Paving & Siding work were previously voted to approve. All three proposals total \$31,776.54. A Motion was made by Stephen Hancock and Seconded by Irene Dubzinski to approve Change Order #1 for \$31,776.54. Voted Unanimously.  
Final work includes connecting to the existing fire alarm panel, which involves Simplex-Johnson Control.
2. Kitchen & Bath Renovation at Unit Turnover. All work has been completed by Belle Contracting. This is a 4 bedroom unit on Waterford St. Very nice improvements include new kitchen cabinets, counter, sink, stove and hood fan. New tub/shower medicine cabinet & sink. This also included new floors and refinished wood floors in all bedrooms & living room. Change Order #1 for \$3,500 submitted to include painting due to GHA inability to have the manpower to paint as in the original scope of work. A Motion was made by George Ouellet and Seconded by Jeanne May to approve the C.O. #1 for \$3,500. Voted Unanimously. The Certificate of Substantial Completion has been submitted for approval. A Motion was made by Jeanne May and Seconded by George Ouellet. Voted Unanimously. The Certificate of Final Completion along with application for payment #2 for \$1,343, which will close out the project. A Motion was made by Stephen Hancock

and Seconded by Jeanne May to approve the Cert. of Final Completion with payment of \$1,343. Voted Unanimously.

3. Tree Removal Developments: 200-3, 667-1, 705-2 & 689-1 – Mayer Tree Service did a great job with removing and trimming several trees within 20 feet of the buildings on Boulder Drive, Waterford Street and Hillside Gardens. Cleaned and removed all debris within 3 days – complete on 1/13/2021. Vote needed to close project. A Motion was made by Irene Dubzinski and Seconded by Jeanne May to approve the Certificate of Substantial Completion. Voted Unanimously. A Motion was made by Stephen Hancock and Seconded by George Ouellet to approve the Certificate of Final Completion and Requisition #2 \$4,584.35 to close project. Voted Unanimously.

#### **Other matters:**

1. PMR (Performance Management Review) The Desk Audit was completed and there were no findings for FYE 9/30/2020. Late reporting and vacancy fees have been waived through quarter ending 6/30/2020 due to COVID-19. DHCD did want to address the number of vacancies that we currently have. It was explained by S. Mullins we had at least 13 move-outs since the end of November. This along with reduced staff and COVID-19 quarantines have prevented turn over work as normally scheduled.
2. COVID-19 Response: Maintaining the cleaning/sanitizing of all common areas. Monitoring the COVID positivity cases and quarantines required of residents in the building. There have been ten known cases since 2021.

#### **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 Board was given the good news that a new maintenance worker (David White) was hired and will be starting on Monday, Feb. 1<sup>st</sup>.
2. Due to the high number of recent vacancies an outside painting contractor (Hamel & Sons) have been painting several units in Gar-west and Highrise.
3. P. Goguen spoke about the closing of Wheelen Supply Co. This is will have a negative impact on the housing authority, as GHA utilized their ability to order plumbing supplies not easily found. Several water heaters were purchased prior to the closing to have in stock when needed.

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

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

Next meeting scheduled for February 25, 2021.