

**Minutes of the Regular Meeting  
of the Gardner Housing Authority  
February 25, 2021**

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

Excused:

Absent: Irene Dubzinski

The Chairman called the meeting to order at 9:30 A.M.

The Board reviewed the minutes of the January 28, 2021 meeting and a Motion was made by Jeanne May and seconded by Stephen Hancock to approve the minutes of the January 28, 2021 Board meeting. Voted unanimously.

**Capital Improvement Projects:**

The Director, S. Mullins reported on the following updates:  
Upcoming project for 2021.

1. Phase 2 Sliding Glass Door Replacement in Gar-west. This will soon be assigned a designer, which it is recommended to get a quote from previous designer for phase 1. The construction budget amount is \$24,684.
2. Project to add insulation in houses at Forest Park. The construction budget amount is \$79,212.
3. Retaining Wall Replacement Phase 1 at Forest Park (Birch St.) – The design submittal by Graves Engineering has been approved by DHCD. Estimated construction cost is \$51,283 – total project budget is \$70,700.
4. Gas Stove Replacement with Electric in Gar-west has a construction budget of \$55,704.
5. Highrise Connect to Gar-west Generator has a construction budget of \$44,000.
6. Maintenance Garage Addition still not completed due to the existing fire alarm panel needing an outside vendor to program and connect the existing heat detector, which GHA has been working to schedule this to be done as soon as possible.

Amendment #11 to the Contract for Financial Assistance (CFA) 5001 – The amendment funds and extends the contract dates from 6/30/2022 – 6/30/2024 under the Formula Funding

program adding \$1,464, 928.00 to the Capital Improvement Program. A Motion was made by Stephen Hancock and Seconded by George Ouellet to approve the Amendment #11 to CFA 5001. Voted Unanimously.

**Other matters:**

1. 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 no new known cases this month.
2. S. Mullins was pleased to report the Housing Authority partnered with the Heywood Healthcare group to hold a COVID-19 Clinic on site in the Church St Community Room on Feb. 24<sup>th</sup>. There was a total of 115 residents that received their first dose. The clinic went very well, and the residents were grateful they did not need to go to a public clinic off site. Montachusett Home Care Corp. provided onsite staff to assist with the coordination of the clinic.
3. The Board was informed of two evictions recently on Waterford St. due to lease violations and drug activity, documented by the Gardner Police. The house was now being occupied by someone other than the tenant. GHA'S Housing Attorney is assisting in getting an emergency court order to remove the unauthorized occupants.

**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, which included the large expense to repair the sander. It has been working much better since the repairs.

P. Goguen stated he is in the process of procuring a contractor that will do unit turnovers, which will help to get caught up with the high number of vacancies within the last couple months. The company will do the painting and cleaning. This will only leave the floors for our maintenance staff to complete.

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

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

Next meeting scheduled for March 25, 2021.