

**Minutes of the Regular Meeting
of the Gardner Housing Authority
April 26, 2021**

A regular meeting of the Gardner Housing Authority was held Thursday, April 26, 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.
Sandra Mullins, Executive Director. Peter Goguen, Director of Maintenance

Excused:

Absent: Jeanne May

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

The Board reviewed the minutes of the March 25, 2021 meeting and a Motion was made by Stephen Hancock and seconded by George Ouellet to approve the minutes of the March 25, 2021 Board meeting. Voted unanimously.

Capital Improvement Projects:

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

1. The Highrise Hall Carpet Replacement Phase 2: There were seven bids received. The low bidder was Talty Floors at \$29,701 plus Alternate #1 \$4,215. They have excellent references as per Steve Larry who recently worked with them at the Clinton Housing Authority. They do understand the carpet could not be substituted and the proprietary requirement. Therefore, it is recommended to vote to approve/accept the low bid. A Motion was made by George Ouellet and Seconded by Stephen Hancock to approve and accept the low bid and award the contract to Talty Floors. Voted Unanimously.
2. Retaining Wall Replacement Phase 1 – Birch Street 200-2. The low bidder was from Leones Landscaping and Construction for \$45,450. The contract was awarded to Leones based on previous vote to approve low bidder contingent on positive references. Whereas Leones recently worked for GHA on the walkway improvements project at Hillside Gardens and the work was very good, therefore were awarded the contract.
3. Addition to Maintenance Garage – The project's final sign off inspection took place on 4/26/21. The Fire Alarm connection was approved by the Building Commissioner and Fire Dept. Closing documents have been executed.
4. Replace Shed Doors at Boulder Drive: This project is going out to bid and to be able to move ahead prior to next meeting S. Mullins requests the Board vote to approve low bid contingent on positive references. The Motion was made by George Ouellet and

Seconded by Irene Dubzinski to approve the low bid contingent on positive references.
Voted unanimously.

Other Matters:

1. COVID-19 Response: Maintenance staff are maintaining the cleaning/sanitizing of all common areas. There was discussion regarding the status of opening the community rooms and other common areas. Due to the relatively high number of COVID cases in the area it was agreed to keep the areas closed for another month.
2. Board Term: Two member's term will expire on May 18th. S. Mullins will contact the mayor regarding the re-appointment of Roger Tousignant and Jeanne May, Tenant member.

Maintenance Report:

1. P. Goguen reported to the board about a lengthy power outage we had on Sunday, 4/18 through the 19th at the Highrise. National Grid eventually determine where the problem originated underground. It was determined there is a underground cable in very poor condition and should be replaced. We also had a problem with the main breaker for the building not allowing the power to be restored. The main breaker is a Federal Pacific, which is obsolete. Woodford Electric eventually made some adjustments, and we got the power back in the building. This problem with the breaker will be addressed with DHCD.
2. A spring clean up for Church St. and Hillside Gardens was done by the Step Up program from Worcester Housing. The work included parking lot sweeping, raking and removal of leaves & debris.

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

A Motion was made by George Ouellet and Seconded by Irene Dubzinski to adjourn the meeting at 10:25 AM. Voted Unanimously.

Next meeting scheduled for May 27, 2021.