

**Minutes of the Regular Meeting
of the Gardner Housing Authority
May 27, 2021**

A regular meeting of the Gardner Housing Authority was held Thursday, May 27, 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:

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

The Board reviewed the minutes of the April 27, 2021 meeting and a Motion was made by Jeanne May and seconded by George Ouellet to approve the minutes of the April 27, 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: The contract with Talty Flooring was executed on 4/28/21 for \$33,916 to replace the remaining 9 floors. The Notice to Proceed was issued on 5/18/21 with a start date of 6/21/21. S. Mullins was notified by Talty Flooring that the specified carpet color/design (Shadowpoint) will not be available until the earliest 7/16/21. The contractor proposed a very similar color/pattern that is available now. It was discussed & decided we would prefer to wait for an additional month for the Shadowpoint as specified, as it is important to keep to the same carpet on all floors for the purpose of replacing tiles if damaged.
2. Retaining Wall Replacement Phase 1 – Birch St. The contract with Leones Landscaping has been executed for \$45,450. The Notice to Proceed was signed with a start date of 5/5/21 and completion date of 6/2/21. As of today, the work has not begun due to a delay obtaining the permit from the City. These dates will be adjusted going forward.
3. 689 Improvements – 25 Boulder Drive Kitchen updates. The cabinets, countertop and sink have been installed by Belle Contracting. The cook top and built-in oven were also

replaced. A defect on the countertop was brought to our attention. Belle Contracting was contacted and will replace that section.

Other Matters:

1. COVID-19 Response Update: S. Mullins discussed with the board the Governor's announcement to lift the mask wearing mandate for vaccinated people on May 29th and all restrictions on June 15th. She asked the board vote on whether to open all common areas at that time. The board agreed it would be acceptable to open the community rooms and other sitting/common areas. A Motion was made by George Ouellet and Seconded by Jeanne May to open all common areas on June 15, 2021. Voted Unanimously.
2. Temporary Seasonal Maintenance position has been filled. Autumn Brown worked for the Housing Authority in 2016 and was a great worker. She will be able to handle the landscaping at all properties and do clerical work as needed.
3. The new FY 2021 Income Limits for the Fitchburg/Leominster area, which includes Gardner, were published. The board needs to review and vote to adopt. A Motion was made by Stephen Hancock and Seconded by Irene Dubzinski to adopt the new FY 2021 Net Income Limits for determining eligibility for State-aided Public Housing. Voted Unanimously.
4. New Website: The Housing Authority's new website has been activated. It still can be accessed through the city's website. There will be more information available for tenants and interactivity available for the Section 8 (Housing Choice Voucher) program participants. Pamela Caranfa was very instrumental seeing the process of updating the website through. The direct address for the new website is www.gardnerha.org.

Maintenance Report: P. Goguen provided updates

1. The Step- up program from the Worcester Housing Authority worked for two days spreading mulch at Hillside Gardens and Church Street properties. Properties are looking very nice.
2. R. Tousignant requested an update on the electrical problems from the power outage in April. P. Goguen explained we were having trouble getting a report from National Grid regarding the underground cable that is failing. George Ouellet suggested calling our state rep's office for assistance. S. Mullins agreed that is a good option.

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

A Motion was made by George Ouellet and Seconded by Irene Dubzinski to adjourn the meeting at 10:30 AM. Voted Unanimously.

Next meeting scheduled for June 24, 2021.

