

**Minutes of the Regular Meeting
of the Gardner Housing Authority
June 24, 2021**

A regular meeting of the Gardner Housing Authority was held Thursday, June 24, 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:

Present: Roger Tousignant, Stephen Hancock, Jeanne May
Sandra Mullins, Executive Director. Peter Goguen, Director of Maintenance
Excused: George Ouellet
Absent: Irene Dubzinski

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

The Board reviewed the minutes of the May 27, 2021 meeting and a Motion was made by Jeanne May and seconded by Stephen Hancock to approve the minutes of the May 27, 2021 Board meeting. Voted unanimously.

Capital Improvement Projects:

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

1. New project – Emergency Highrise Electrical Failures. The current budget amount is \$79,000. This will address the current electrical failures, which involves the underground electrical cable to the highrise building and the failing main breaker. National Grid confirmed the underground cable is GHA property. The option was given for the H.A. to have N. Grid take over ownership. S. M. has been in communication with N. Grid and DHCD as to how to proceed. There is currently an agreed consensus to relinquish ownership to N. Grid.
2. Boulder Drive Shed Door Repairs: The contract has been awarded to FRG Contracting for \$21,125 as well as the Notice to Proceed. Unfortunately, the lead time on the doors is estimated to be 6 – 8 weeks.
3. Kitchen/Bath Upgrades Phase 3. The project is out to bid and due on 7/2/21. To avoid unnecessary delays S. Mullins requests the Board vote to approve the low bidder contingent on positive references. A Motion was made by Stephen Hancock and Seconded by Jeanne May to approve the low bidder contingent on positive references. Voted Unanimously.
4. Walkway Repairs Phase 2: Closing documents - The Certificate of Final Completion and Req. for payment #2 for \$4,062.76. A Motion was made by Jeanne May and Seconded by Stephen Hancock to approve the Certificate of Final Completion. Voted Unanimously.
5. Walkway Repairs Phase 3: Closing documents – The Certificate of Final Completion and Req. for payment #2 for \$7,103.54. A Motion was made by Stephen Hancock and

Seconded by Jeanne May to approve the Certificate of Final Completion. Voted Unanimously.

6. Masonry Retaining Wall – Birch St. The contractor received the permit and work is expected to begin after the July 4th holiday.

Other Matters:

1. S. Mullins reports to the Board the completion of the AUP/Audit for FYE 9/30/2020 has been submitted by Marcum Accountants with no findings.
2. The Board verbally agreed to approve the office summer hours (July & August) Mon. – Thursday, 8 – 4:30, Friday 8 – 1pm. This allows the office to catch up on any projects uninterrupted by the public.
3. Submit Annual Plan following board vote. The Public Hearing was held on the Annual Plan allowing for public comment. GHA did not receive any comments during or before the public hearing held on 6/24/21. A Motion was made by Stephen Hancock and Seconded by Jeanne May to approve/adopt the Annual Plan as submitted. Voted Unanimously.
4. S. Mullins reported receiving the resignation of Board Member, State Appointee/Treasurer Irene Dubzinski, from the board effective immediately. S.M. will contact DHCD for direction on the process to replace the State Appointee seat. All members acknowledged the many years of Ms. Dubzinski's dedicated service to the GHA board. It was agreed to allow member Stephen Hancock, Asst. Treasurer to be the acting Treasurer until position filled.
5. COVID-19 Updates: Effective June 15th the Governor lifted the Health State of Emergency due COVID-19. The mask mandate was lifted on 5/29/2021. The Board agreed to lift the restrictions in the building and open the community rooms at Church St. and Blanchard Street. The office will remain closed to public but will service through the window and email.

Maintenance Report: P. Goguen provided updates

1. Expense report was presented, which prompted Stephen Hancock to ask about the large payment (\$21,000) to the Gardner Water Dept. It was explained this large increase for the Highrise last quarter billing. It has been determined the high water use is caused by the type of toilets (low-flow power flush) installed in 2014 under a sustainability project. Unfortunately, the toilets tend to run when not used on a regular basis. When a unit is vacant, or tenant away for any length of time it is necessary maintenance close the valve to the toilet to avoid water running. This was discovered after checking all units for possible water leaks. Maintenance will continue to monitor the toilets and check with the manufacturer regarding the issue.
2. The staff continue to be busy with unit turnovers and emergency work orders.

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

A Motion was made by Jeanne May and Seconded by Stephen Hancock to adjourn the meeting at 10:40 AM. Voted Unanimously.

Next meeting scheduled for July 22, 2021.