

**Minutes of the Regular Meeting
of the Gardner Housing Authority
July 29, 2021**

A regular meeting of the Gardner Housing Authority was held Thursday, June 29, 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, George Ouellet, Stephen Hancock, Jeanne May, Sandra Mullins, Executive Director. Peter Goguen, Director of Maintenance
Other: Stephen Cormier
Excused:
Absent:

The Chairman called the meeting to order at 9:32 A.M.

The Board reviewed the minutes of the June 24, 2021 meeting and a Motion was made by Jeanne May and seconded by Stephen Hancock to approve the minutes of the June 24, 2021 Board meeting. Voted unanimously.

Capital Improvement Projects:

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

1. Retaining Wall Replacement Phase 1– Birch Street.
Construction has begun and Graves Engineering has inspected the site three times. It was determined it would be necessary to remove and replace the concrete steps. Therefore, a change order has been submitted for \$7,195 by the contractor and signed by the engineer. A Motion was made by George Ouellet and Seconded by Jeanne May to approve the Change Order #1 as submitted. Voted Unanimously.
2. Emergency Electrical Repairs: Project involving the underground service cable to the Highrise and the main breaker switch for the building. A meeting was held earlier this month with a N. Grid Rep., DHCD, assigned engineer (BLW) and GHA (S.M & P.G.) to discuss how to proceed and what is required by N.G. from BLW Engineering to move forward. The urgency of this project was emphasized by GHA & DHCD.
3. Kitchen/Bath Upgrades (Waterford St. Renovations). The low bidder was Belle Contracting. Whereas they have previously done similar work for GHA and found to be excellent they were awarded the contract, as per board vote at last month's meeting.

Other Matters:

1. COVID-19 Response Update: Letter that was generated by S. M. to residents was given to board for review. It addresses the reopening of the community rooms and sitting areas

and also reminds residents of the current status regarding mask wearing (unvaccinated advised to wear masks). The maintenance staff is also instructed to wear a mask when working in an occupied unit. GHA will continue to monitor going forward.

2. Board member reappointments: Roger Tousignant has been reappointed – new term expires 5/25/26. Jeanne May reappointed, and new term expires 6/16/26. DHCD has been notified of the recent vacant State Appointee position. They will contact the State Appointee department. S.M. also submitted the name of an interested candidate (Stephen Cormier) for the position. A Motion was made by George Ouellet and Seconded by Stephen Hancock to recommend Stephen Cormier for this position. Voted Unanimously.
3. S. M. announced to the board the retirement of Karol Zub, Resident Service Coordinator for Church St. supported housing program. Karol was employed by MHCC for 40 plus years, 20 of which she worked the RSC for Church St. MHCC, now known as Aging Services of No. Central MA (ASNCM) is actively searching for a replacement for this position.

Maintenance Report: P. Goguen provided updates

1. P.G. reported the stump grinding for most of the trees removed on Waterford St. will be completed on Saturday 7/31/21.
2. As a follow up to the high-water usage/bill for the Highrise building, it was explained the problem with the low flow power flush toilets is with the cartridges in the tanks, as confirmed by the toilet manufacturer. Unfortunately, the toilet only allows the one type of cartridge.
3. Lastly maintenance department working to complete unit turnovers and adjusting schedules due to vacations.

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

Next meeting scheduled for August 26, 2021.