

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

A regular meeting of the Gardner Housing Authority was held Thursday, August, 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 July 29, 2021 meeting and a Motion was made by George Ouellet and seconded by Jeanne May to approve the minutes of the July 29, 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.  
The project is 90% complete. Contractor is waiting for the handrails and final course of asphalt. All work expected to be complete by the end of August.
2. Highrise Carpet Replacement Ph. 2: The contractor is on site this week. Six floors complete and they will return on 9/1/21 to finish remaining four floors including cove base. The new carpet is a significant improvement as most hallways the carpet was stained and had multiple ripples creating a tripping hazard.
3. Kitchen/Bath Upgrades (Waterford St.) Phase 3: The Notice to Proceed was issued to Belle Contracting to begin work within one week. The lead time for the kitchen cabinets will be between 10 & 12 weeks. The contractor will start the demo and complete as much work on the two units as possible prior to cabinets arriving.
4. Highrise Emergency Electrical Failures: Includes the main F.P. Switchboard replacement and the connect to the underground cable to the transformer. BLW Engineering has been assigned as the designer. The Public Bidding waived by DECAM due to the emergency status. The assigned engineer BLW will solicit at least three quotes. Due to the emergency status the Board should vote to award the low bidder as per the Engineer and DHCD's recommendation. A Motion was made by Stephen Hancock and Seconded by George Ouellet to award the low bidder contingent on approval of BLW and DHCD. Voted Unanimously. The Construction Cost estimate of \$300,731 was submitted. This

also includes the power supply cable to the building, which also involves National Grid. They have confirmed to S.M. that N.G. has assigned a designer to this project.

5. Replace Common Area Sliding Glass Doors Ph. 2: This project has become much larger in scope due to the results of the water leak test performed. P.G. & S.M participated in a zoom meeting with DHCD, GEC, Proj. Architect, and the testing company to discuss the increase in scope and cost increase. The project may need to be phased again to address the water leaking into the building prior to replacing the doors.

#### **Other Matters:**

1. COVID-19 Response Update: GHA staff continue to wear masks when – maintenance responding to work order in an occupied unit and admin when meeting with applicants and/or tenants. S.M. informed the board she checked with the BOH regarding possible mask mandate in Gardner and they stated not at this point, but they would let us know.
2. Church Street Security updates: - S.M. reported all the common exterior door locks will be rekeyed and all tenants will be issued new keys that only fit the exterior doors that cannot be duplicated. The lock changes will take place on Sept. 8, 2021 and will provide more control and security to the building access.
  - Upgrade to security cameras adding 6 exterior and 2 interior cameras. This covers every exit and most of the parking lots.

#### **Maintenance Report: P. Goguen provided updates**

1. The unit turnover progress is good considering staff taking vacations in the summer months. There are at least three more units expected to vacate by the end of September.
2. The water meter was replaced at Hillside Gardens as per the Water Department's directive due to being faulty.
3. The Security alarm was connected to the new garage at Hillside by Wel-design Alarm Systems. They also changed the batteries in the F.A. panel and serviced a recurring trouble with the panel. They are certified to work on the panel, which is a Notifier. A quote for annual fire alarm inspections at Hillside has been requested from Wel-design as they are familiar with the Notifier panel.

A Motion was made by George Ouellet and Seconded by Jeanne May to pay the monthly bills.

A Motion was made by Jeanne May and Seconded by Stephen Hancock to adjourn the meeting at 10:25 AM. Voted Unanimously.

Next meeting scheduled for September 23, 2021.

