

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

A regular meeting of the Gardner Housing Authority was held Friday, September 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, 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 9:30 A.M.

The Board reviewed the minutes of the August 26, 2021 meeting and a Motion was made by George Ouellet and seconded by Jeanne May to approve the minutes of the August 26, 2021 Board meeting. Voted unanimously.

Capital Improvement Projects:

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

1. Highrise Carpet Replacement Ph. 2: The project is complete -every floor (15) have been replaced with new carpet tiles, which has made a significant improvement. Closing documents have been submitted for approval and payment. A Motion was made by Jeanne May and Seconded by George Ouellet to approve the Certificate of Substantial Completion. Voted Unanimously. A Motion was made by Stephen Hancock and Seconded by George Ouellet to approve a "No Cost" Change Order. Voted Unanimously. A Motion was made and Seconded by Jeanne May and Seconded by George Ouellet to approve the Certificate of Final Completion. Voted Unanimously. This allows for final payment \$1,696.
2. Retaining Wall Replacement/Masonry repairs Phase 1: The project is at 95% completion. The results are a major improvement providing a much safer access to the two houses. There is a punch-list that should be completed by the end of the month. Closing documents have been submitted for approval and payment. A Motion was made by George Ouellet and Seconded by Jeanne May to approve the Certificate of Substantial Completion. Voted Unanimously. Req. 1 amount \$50,012.75 was submitted and approved for payment.
3. Highrise Emergency Electrical Failures: Includes the main F.P. Switchboard replacement and the connect to the underground service. Project went out to bid and three bids received on 9/13/21. The low bid was received by D.M.H. Electric for \$282,000. BLW Engineers recommends GHA approve the low bidder based on previous work done with

D.M.H. that was successful. DHCD approved documents based on previous Board vote to award low bidder contingent on positive references and DHCD approval. The project was awarded to D.M.H. Electric.

4. Boulder Drive shed door replacement. All sixteen doors to the sheds have been replaced and work was satisfactory. The contractor has not yet submitted the closing documents for payment.

Other Matters:

1. COVID-19 Response Update: GHA staff continue to sanitize the buildings. Due to the increase in COVID cases in Gardner S. Mullins updated the response to admin & maintenance staff wearing masks whenever in the building's common areas as well as in occupied apartments. Updated letter posted in Church St. Community room.
2. Inactive vacated tenant balance write -off submitted to the board for approval. The total tenant balance of the 200 program is \$9,154.89. This amount should be written off as bad debt for FYE 2021. A Motion was made by Stephen Hancock and Seconded by Jeanne May to approve the bad debt write-off total of \$9,154.89. Voted Unanimously.

Maintenance Report: P. Goguen provided updates

1. The unit turnover progress has been good considering still some staff using vacation time.
2. Multiple plumbing problems at Hillside Gardens have caused maintenance to be taken out of unit turnover work. Four units affected – bathroom pipes blocked and collapsed.
3. Some discussion on the relocation/replacement of the Highrise shed due to the space needed for the emergency electrical repairs. In the likelihood a shed will not be available to meet the necessary timeframe, a storage container may be a temporary solution.

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

A Motion was made by Jeanne May and Seconded by Stephen Hancock to adjourn the meeting at 10:20 AM. Voted Unanimously.

Next meeting scheduled for October 28, 2021.

