

**Minutes of the Regular Meeting
of the Gardner Housing Authority
November 18, 2021**

A regular meeting of the Gardner Housing Authority was held Friday, November 18, 2021 at 9:00 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, State Appointee Candidate
Excused:
Absent:

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

The Board reviewed the minutes of the October 28, 2021 meeting and a Motion was made by J. May and seconded by G. Ouellet to approve the minutes of the October 28, 2021 Board meeting. Voted unanimously.

Capital Improvement Projects:

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

1. Highrise Emergency Electrical Failures:
The contractor notified the Housing Authority of the status of the project. Unfortunately, the news was not good. The supplies to replace the main switch gear were originally scheduled to be shipped on 1/24/22, however he was notified it is now pushed out twenty three weeks, which could be mid-April/May. They are asking for an extension on the contract.
2. Interior renovations: The two units on Waterford St. are expected to be completed according to the contractor early to mid- December. The supplies (cabinets & sinks) had been backordered.
3. Contract for Financial Assistance (CFA) Amendment #12 Work Plan 5001 provides an additional \$170,000 to the Capitol Plan. The new projects planned: Compliance Reserve award \$20,000; Energy Conservation \$10,000 & Sustainability Initiative (Indoor Air Quality \$120,000. The Chairman reviewed and signed the Amendment. A Motion was made by G. Ouellet and Seconded by S. Hancock. Voted Unanimously.

Other Matters:

1. New policies: The new policies continued from last month's meeting to allow the board time to thoroughly review and prepare to vote.

- 1) Abandoned Unit Policy – A Motion was made by G. Ouellet and seconded by S. Hancock. Voted Unanimously. 2) Fraternalization Policy – A Motion was made by S. Hancock and seconded by J. May. Voted Unanimously. 3) Portable Heater Policy – continue to next month. Some discussion to contact the Gardner Fire Dept. for their input regarding space heaters.
2. Fiscal Year End 2021 Certifications: 1) A Motion was made by George Ouellet and Seconded by Stephen Hancock to approve the FYE Financial Statements and Tenant Account Receivable (TAR). Voted Unanimously. 2) A Motion was made by J. May and Seconded by S. Hancock to certify/approve the Top 5 Compensation Form. Voted Unanimously. 3) A Motion was made by G. Ouellet and Seconded by J. May to approve the Cert. of Compliance with Federal & State Lead Paint Laws. Voted Unanimously.

Maintenance Report: P. Goguen provided updates

1. Winter prep – all vehicles/plows serviced, snowblowers have been serviced and ice melt has been delivered. The yearly swap of snow blowers at Gardner Power. We trade in the oldest snowblower and purchase a new machine.
2. The highrise storage shed has been removed and disposed of and a temporary storage container has been delivered.
3. An order has been placed with Home Depot for new 10-year sealed battery photoelectric smoke detectors that will be installed in the family units and eventually the Highrise and Hillside Gardens.
4. P. Goguen explains a large purchase in the expense report to Plumbmaster was for plumbing supplies. This will provide a good stock/inventory to have on hand when needed.

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

A Motion was made by J. May and Seconded by G. Ouellet to adjourn the meeting at 10:45 AM. Voted Unanimously.

Next meeting scheduled for November 18, 2021.