

**Minutes of the Regular Meeting  
of the Gardner Housing Authority  
December 16, 2021**

A regular meeting of the Gardner Housing Authority was held Thursday, December 16, 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, State Appointee Candidate, James Griffin, Fee Accountant  
Excused:  
Absent:

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

The Board reviewed the minutes of the November 18, 2021 meeting and a Motion was made by S. Hancock and seconded by J. May to approve the minutes of the November 18, 2021 Board meeting. Voted unanimously.

**Capital Improvement Projects:**

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

1. Highrise Emergency Electrical Failures: A second onsite meeting with all parties, including N. Grid's Project Designer was held on 11/30/21 to discuss other options as to the location of the new transformer. Dig Safe found that gas lines are located at the original planned location of the transformer. It was decided to change the location to where the dumpsters are in the parking lot. This will need to be an area of 12ft. x 12ft., which includes the oil containment unit now required by N. Grid. The dumpsters will need to be relocated to the northwest corner of the parking lot. We may lose up to three parking spots. The contractor will start digging the trench from the edge of Church St. to the rear parking lot to the site of the new transformer.
2. Interior renovations (Unit Turnovers): The two units on Waterford St.: The contractor, Belle Contracting, submitted an App. No. 1 for payment for \$31,539.00. The project is near completion.
3. Forest Park Insulating/ Sustainability: This work is being done by RISE Engineering under the N. Grid MASS SAVE program at not cost to the Housing Authority. All single-family units except two (due to COVID) will be completed by end of week 12/17. The scope of work includes upgrades to insulation in attics & basements. This is the first part of the project to replace furnaces with heat pumps.
4. Sustainability – Replace Oil Furnace to A.S.H.P. at Forest Park: An onsite investigative meeting with the design engineers Tighe & Bond took was scheduled on 12/13/21 to inspect a two- and three-bedroom unit for the project. A “kick off” meeting is scheduled

for 12/16/21. The Work Order for the project estimates a construction budget of \$400,000. A fee proposal for design has been submitted to DHCD from Tighe & Bond Engineering for \$55,350.

**Other Matters:**

1. FYE 2022 Budget: GHA's fee Accountant James Griffin of Gordon Griffin, LLC provided a presentation of the budget. A couple important highlights include administrative salaries, not including the E.D., have been increased by 4% in compliance with the FY 2022 DHCD Budget Guidelines. The Section 8 Coordinator position is again budgeted at 37.5 hours. S. Mullins presented the budget certifications to the board for vote. A Motion was made by George Ouellet and seconded by Stephen Hancock to approve the Operating Budget for program 400-1. Voted Unanimously. A Motion was made by Jeanne May and Seconded by George Ouellet to approve the Operating budget for the program MRVP. Voted Unanimously. A Motion was made by Stephen Hancock and Seconded by Jeanne May to approve the Operating budget for the program 689-1. Voted Unanimously.
2. State Appointee – Board open seat. The 120 days as required by DHCD has passed with no appointment by DHCD. Stephen Cormier, Candidate will be submitted to the Mayor for appointment.
3. COVID-19 Updated Response: New postings as per the Gardner BOH. Public Health Advisory notifying residents of the increase in COVID cases in Gardner and including strong reminders regarding mask wearing in the building's common areas. All visitors to the building required to wear masks. Admin staff and maintenance will be wearing masks as before.

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

1. Expense report submitted to the board.
2. P.G. reported on the status of the condensing boiler, which has been off- line. There were some problems also with the Cogen being down, which caused low hot water and heat to some units. The Cogen's engine was replaced through the maintenance service contract with Tecogen. The failed condensing boiler has now become a capital project under the RCAT management.

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 10:43 AM. Voted Unanimously.

Next meeting scheduled for January 27, 2022.

