

**Minutes of Special Meeting
of the Gardner Housing Authority
January 11, 2022**

A special meeting of the Gardner Housing Authority was held Tuesday, January 11, 2022 at 9:30 AM via “Go to Meeting”. Upon the call of the Executive Director those present were as follows:

Present: George Ouellet, Stephen Hancock, Jeanne May, Stephen Cormier, Peter Goguen, Director of Maintenance and Sandra Mullins, Secretary/Executive Director
Excused: Roger Tousignant
Other: Rick Leco, D & V/Mainsail Assoc.

The Secretary, Sandra Mullins (E.D) , opened the meeting at 9:34 AM.

S. Mullins explained the Special Meeting was called due the following: A vote request for the Project “Emergency Boiler Replacement” for the Highrise & Garwest; a vote to accept the proposal received for the new E.D. search upon notice of S. Mullin’s retirement.

- The Emergency Boiler Replacement project: The project designer is MEA Engineering Assoc. Jim Turner, RCAT P.M. prepared the bid packet and sent Request for Proposals to six plumbing/heating contractors on 1/10/2022. The bids are due on 1/17/2022. A board vote is needed to accept the low bidder contingent on positive references. A Motion was made by S. Hancock and Seconded by J. May to accept/approve the low bidder contingent on positive references. Voted Unanimously.
- Executive Director Search Proposal. The board received/reviewed the proposal from Rick Leco of D & V/Mainsail Associates. The proposal consists of a comprehensive outline of the requirements as per DHCD, for the hiring process of the new Executive Director. S. Mullins submitted letter of retirement to board with last day of employment on 4/29/2022. A Motion was made by S. Cormier and Seconded by G. Ouellet to approve the proposal received from Rick Leco, D & V/Mainsail Associates. Voted Unanimously.
E.D. Search Committee: The Board discussed options as advised by Rick Leco to form the Search Committee. It was decided on two board members and Maintenance Director. A Motion was made by S. Hancock and Seconded by S. Cormier to appoint G. Ouellet (vice chair), J. May (tenant member) and P. Goguen, Maintenance Director as the members of the Search Committee. Voted Unanimously.
- Board Member update: S. Mullins announced Stephen Cormier has received the Certificate of Appointment as the new State Appointee. All agreed Stephen will be a very positive addition to the board. S.M. also brought to the board’s attention the need to appoint the Treasurer and Assistant Treasurer. All agreed S. Hancock will transition from

acting Treasurer to Treasurer and S. Cormier agreed to assume the role as Assistant Treasurer. R. Tousignant will continue to be Chairman and G. Ouellet will continue to be Vice-chair.

A Motion was made by G. Ouellet and Seconded by S. Hancock to adjourn the meeting at 9:58 AM.