

**Minutes of the Regular Meeting
of the Gardner Housing Authority
January 27, 2022**

A regular meeting of the Gardner Housing Authority was held Thursday, January 27, 2022 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, Stephen Cormier
Sandra Mullins, Executive Director. Peter Goguen, Director of Maintenance

Other: None

Excused:

Absent:

The Chairman called the meeting to order at 9:31 A.M.

The Board reviewed the minutes of the Regular December 16, 2021 meeting and a Motion was made by S. Hancock and seconded by G. Ouellet to approve the minutes of the December 16, 2021. Voted Unanimously. The Board reviewed the minutes of the Special January 11, 2022 meeting and a Motion was made by J. May and Seconded by S. Hancock. Voted unanimously.

Capital Improvement Projects:

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

1. Interior renovations (Unit Turnovers): 2 & 3 bedroom units on Waterford St.: The contractor, Belle Contracting, submitted the closing documents for approval. All work has been completed by the contractor. GHA maintenance will complete remaining – cleaning and minor window repairs. The Certificate of Substantial Completion submitted. A Motion was made by J. May and seconded by S. Hancock to approve the CSC. Voted Unanimously. A “No Cost” Change Order submitted due to the extended time necessary on the contract. A Motion was made by G. Ouellet and Seconded by S. Cormier to approve the No Cost Change order. Voted Unanimously. The Certificate of Final Completion was submitted with the Application for Payment for \$28,911. A Motion was made by S. Hancock and seconded by J. May to approve the CFC and final payment. Voted Unanimously.
2. Emergency Boiler Replacement for Garwest/Highrise. The bids were received on 1/8/22. There were 3 bids received. The low bid from General Mechanical Contractors for \$38,000. RCAT Project mgr. recommended approving the bid after receiving four positive references. The contract was awarded and signed on 1/24/22 as well as the NTP. The contractor will begin on 2/1/22.
3. Emergency Highrise Electrical Repairs. The trench has been dug and the installation of the new lines/conduit from the edge of the street to the new location of where the new transformer will be has been done. The contractor, DMH Electrical, submitted a change order for \$70,806.39. These additional costs are due to unforeseen utility conditions and

new N. Grid requirements. DHCD approved the change order. A Motion was made by G. Ouellet and Seconded by S. Cormier to approve the change order amount of \$70,806.39. GHA received an invoice from N. Grid for \$67,454 which needed to be paid to activate the process for N. Grid to schedule the work order to install a new pole and install the new “primary” line. A Right of way easement was granted per vote at public hearing. Project is now waiting for N. Grid to install the pole and dig and install the primary line.

Other Matters: E.D. Report

1. COVID-19 Updated Response: Due to the increase of cases in the city and GHA tenants all activities have been paused in the community room until further notice. There are multiple postings throughout the buildings encouraging mask/face coverings. We were fortunate to receive over 300 test kits for residents and staff from the Gardner Board of Health. Unfortunately, since December we have lost several tenants – 3 out of 5 deaths related to COVID-19. The Board agreed to vote on pausing activities until next meeting. A Motion was made by J. May and seconded by S. Hancock to approve pausing activities in the community room. Voted Unanimously.
2. Fidelity Bank requires updated signatories due to adding new member S. Cormier and removing former Treasurer, I. Dubzinski from all accounts. As voted at Special Mtg of Jan. 11, 2022, S. Hancock will assume role of Treasurer and S. Cormier will be the Assistant Treasurer. All required forms have been signed for the bank.

Maintenance Report: P. Goguen provided updates

1. Expense report submitted to the board.
2. P.Goguen reported to the board the staff are maintaining unit turnovers at present, however due to the number of tenant deaths recently, there will be a increased number of vacancies to come. It may be necessary to outsource the painting to assist with the turnovers. Also discussed were the challenges the staff has been facing responding to work orders for occupied units who have COVID. PPE utilized whenever working in occupied units.
3. The board was informed of an accident involving a tenant colliding with the sander on the dump truck while it was parked in the Garwest parking lot. The tenant was not injured. The sander was badly damaged and now not operable. This incident was reported to the police and the insurance company immediately.

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

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

Next meeting scheduled for February 24, 2022.

