

**Minutes of the Regular Meeting  
of the Gardner Housing Authority  
February 24, 2022**

A regular meeting of the Gardner Housing Authority was held Thursday, January 24, 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 January 24, 2022 meeting and a Motion was made by S. Hancock and seconded by J. May to approve the minutes of the January 24, 2022 meeting. Voted Unanimously.

**Capital Improvement Projects:**

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

1. Emergency Boiler Replacement for Garwest/Highrise. All work has been completed by the contractor, General Mechanical. Closing documents submitted to the board for approval. A Motion as made by G. Ouellet and seconded by J. May to approve the Cert. of Substantial Completion. Voted unanimously. A Motion was made by S. Cormier and seconded by S. Hancock to approve the Certificate of Final Completion and final payment of \$38,000. Voted unanimously.
2. Emergency Highrise Electrical Repairs. An onsite meeting with the engineer, contractor, DHCD, S. Mullins & P. Goguen (N. Grid was not available) was held to discuss a possible temporary solution proposed by the contractor. This would involve running a temporary feed to the existing transformer after N. Grid runs the primary underground line. The proposal will need to be approved by N. Grid.
3. Replace Sliding doors and Balcony Repairs in Garwest. The project went out to bid on 2/9/2022 – bids are due on 2/25/2022. The cost estimate is \$95,000 with a scope consisting of exterior wall and balcony repairs and sliding door replacement on 2<sup>nd</sup> & 3<sup>rd</sup> floor hallway. In an effort to conserve time it is recommended to vote to approve the low bidder pending positive references. A Motion was made by J. May and seconded by S. Hancock to approve the low bidder pending results of references.
4. Changes to the Contract for Financial Assistance (CFA).

- Amendment #13 to the CFA 5001 has been decreased in the amount of -\$170,549. A Motion was made by S. Cormier and seconded by J. May to authorize execution of the contract which amends CFA 5001 from \$6,765,447.72 to \$6,594,898.72 reflecting the decrease of -\$170,549. Voted Unanimously.
- CFA 1024 \$257,332.00 has been added and funds the CFA through 6/30/24. Project scope: Indoor Air Quality Sustainability – Church Street fresh air ventilation system. (transfer \$140,000 from CFA 5001 and add additional \$117,332). A Motion was made by G. Ouellet and seconded by S. Cormier to authorize execution of the CFA 1024 as stated. Voted Unanimously.
- CFA 1025 \$10,000.00 added and with an expiration date of 6/30/23. Project scope is under Energy Conservation Sustainability and will include Waterford St. tree planting. This was transferred from the CFA 5001. A Motion was made by S. Hancock and seconded by G. Ouellet to authorize the execution of CFA 1025. Voted Unanimously.
- CFA 1023 \$467,579.00 added with an expiration date of 6/30/24. Project scope under Energy Conservation Sustainability – Forest Park oil furnace electrification (transfer from CFA 5001). A Motion was made by J. May and seconded by S. Cormier to authorize execution of CFA 1023 as stated. Voted Unanimously.

#### **Other Matters: E.D. Report**

1. COVID-19 Updated Response:, COVID positivity rate in the building and in the local area have significantly dropped. Some discussion regarding reopening the community room to activities. A Motion was made by J. May and seconded by S. Cormier to approve resuming activities in the community room. Voted Unanimously.
2. S. Mullins advises the board to authorize P. Goguen as an alternate Contract Officer. A Motion was made by J. Hancock and seconded by S. Cormier to authorize P. Goguen as an alternate Contract Officer for all projects. Voted Unanimously.
3. The Board received a copy of the PMR report for FYE 2021. The report showed no findings.
4. S. Mullins reported on steps taken to develop a relocation plan in the event of an emergency long-term power failure due to the current status of the highrise electrical project. All highrise tenants received a letter and questionnaire explaining the need to complete the questionnaire, which is intended to assist the housing authority in the relocation of tenants, if necessary. Relocation would include units at other 667 developments vacant lease ready units, other nearby Housing Authorities, and motel/hotels. As per DHCD, all 667 lease ups have been paused until the threat of power loss has been eliminated.
5. Two commissioners of the board (G. Ouellet & S. Hancock) term will expire on 3/24/2022. The Mayor's office has been contacted and requested to re-appoint both members.

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

1. Expense report submitted to the board.
2. Reduced staff includes the plumber continued absense on W. Comp. and additional employee out due to non- work related injury making it difficult to maintain unit

turnovers due to increased number of vacant units. J. B Painting will be painting four units in the highrise and Garwest.

3. The sander has been fully repaired and full amount received from the insurance company.

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

A Motion was made by J. May and Seconded by S. Cormier to adjourn the meeting at 10:30 AM. Voted Unanimously.

Next meeting scheduled for March 24, 2022.