

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

A regular meeting of the Gardner Housing Authority was held Thursday, March 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, Stephen Hancock, Jeanne May, Stephen Cormier
Sandra Mullins, Executive Director. Peter Goguen, Director of Maintenance

Other: None

Excused: George Ouellet

Absent:

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

The Board reviewed the minutes of the Regular February 24, 2022 meeting and a Motion was made by S. Hancock and seconded by J. May to approve the minutes of the February 24, 2022 meeting. Voted Unanimously.

Capital Improvement Projects:

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

1. Emergency Highrise Electrical Repairs. National Grid was on site earlier this month along with their excavating company (Mirra) to dig the trench for the new primary line. DMH Electric met with N. Grid to discuss the temporary solution, which would be a change order to the project and would involve running a temporary feed to the existing transformer after N. Grid trenches for the primary underground line. This is proposed to eliminate the biggest threat of an extensive power loss. This was presented to the Account Rep. at N. Grid and sent to design. Once approved N. Grid forwarded a Service Agreement, which S. Mullins signed and returned immediately. N. Grid then sent an invoice for \$19,753.46 (the cost of the additional work). Once payment is received by N. G. the new work request will initiate scheduling and may take 4 – 6 weeks.
2. Replace Sliding doors and Balcony Repairs in Garwest. The bidding was extended from 2/25/22 to 3/3/22. The one bid received on 3/3 was from Diversified Construction for \$75,200, which included 3 alternates. The references received were all positive including work previously done for GHA (the H.R. window replacement). DHCD approved all documents. The contract was awarded to Diversified Construction and the Pre-construction meeting has been scheduled.
3. 7 Birch St. Unit Renovations. A Work Order has been submitted by Nault Architects and approved by DHCD. The scope of work gives a construction budget of \$175,000.
4. The Board reviewed the annual 5 year Capitol Improved Plan (CIP) constructed by the RCAT project manager, Jim Turner. A question from the board concerned the plan not

including the 2nd phase of the Masonry Repairs project on Birch Street. S. Mullins stated she will discuss with the RCAT project manager and have the answer at next meeting.

Other Matters:

1. The Housing Choice Voucher Program (HCVP) (Section 8) Requested two Policy Changes.

- 1 - Update to the payment standards to increase up to 110%.

- 2 – Update method of updating the utility allowance schedule – contract with third party to provide more accurate utility information for the program.

Pamela Caranfa, Program Administrator presented the board with information regarding the current increased rent burden on participants reflecting the recent sharp increase in rents and utilities prompting the request for policy changes.

A Motion was made by S. Hancock and Seconded by S. Cormier to approve the Policy updates to the HCVP Section 8 program effective 4/1/22. Voted Unanimously.

2. S. Mullins informed the board of the failed state elevator inspection for the Highrise on 2/28/22 due to Automatic Transfer Switch's (ATS) failure to transfer to run the elevator off the generator during a loss of power. Bigelow Electric who, maintains the generator, and advised S.M. to contact Infrared Electrical regarding possibly leasing an ATS until a new unit would be available. S. Mullins authorized the work needed to install a temporary ATS as an emergency measure. The cost was \$30,000 for labor and rental fee for three months. The permanent replacement of the ATS has been discussed with DHCD, BLW & DMH as a change order to the current Emergency Electrical Repairs Project.
3. Air quality problem at a 3 bedroom on Waterford St. Two separate testing companies (ATLAS & ELI) provided reports that confirm elevated mold spores in two of the bedrooms. The family has been temporarily housed at the Super 8 in Gardner and soon to be transferred to a 4 bedroom currently in the process of being turned over.
4. Weatherization Audit is underway at Boulder Drive units. This program is fully paid by N. Grid and implemented by MOC Energy, which will provide additional insulation, bath fan upgrades dryer vent rerouting to meet current code.
5. Report from Search Committee regarding the current hiring process of the E.D. There were four candidates interviewed with varying degrees of experience relative to housing. Out of the four candidates the committee decided to move forward with one candidate (Krishonna Murray) for a full Board interview and vote.

Maintenance Report: P. Goguen provided updates

1. Maintenance expense report submitted to the board.
2. The annual fire alarm and unit inspections were completed for the even number units at the Highrise and Garwest buildings. There were a few minor plumbing deficiencies and

smoke detectors needing new batteries. Work orders were generated and completed within 48 hours.

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

A Motion was made by S. Hancock and Seconded by S. Cormier to adjourn the meeting at 10:53 AM. Voted Unanimously.

Next meeting scheduled for April 28, 2022.