

**Minutes of Regular Meeting  
of the Gardner Housing Authority  
April 26, 2022**

A regular meeting of the Gardner Housing Authority was held Tuesday, April 26<sup>th</sup>, 2022 at 10:30AM 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, Stephen Cormier, Jeanne May, Peter Goguen, Director of Maintenance and Sandra Mullins, Executive Director

The Chairman, Roger Tousignant, opened the meeting at 10:30AM.

The Board reviewed the minutes of the regular meeting held on March 24<sup>th</sup>, 2022, and the minutes of the special meeting held on March 25<sup>th</sup>, 2022. A Motion was made by Roger Tousignant and seconded by Stephen Hancock to approve the minutes of the March 24<sup>th</sup>, 2022 meeting. Voted unanimously. A motion was made by Roger Tousignant to approve the minutes of March 25<sup>th</sup>, 2022 meeting. Voted unanimously.

**The Executive Director report of Capital Plan updates:**

- 1) S. Mullins presented the Emergency High Rise Electrical Repairs change order #2 submitted by BLW Engineers. Additional costs associated with installation of temporary primary power. The change order amount of \$9,296.60 proposed by DMH Electric was reviewed and found to be reasonable for the additional scope of work for the project. A Motion was made by Stephen Cormier and Seconded by Jeanne May to approve the change order. Voted Unanimously.
- 2) S. Mullins explained the merge of two projects that DHCD approved. The project to hook the high rise to emergency generator due to the failed ATS for the high-rise existing generator was merged with the current Emergency Electrical project. This allows the same designee (BLW) and Electrical Contractor (DMH) to continue to the next emergency, which includes connecting the high rise to the Garwest generator.
- 3) S. Mullins explained that Sliding Door Replacement project has moved on to phase 2. A pre-con meeting was held on March 24<sup>th</sup>, 2022. The Notice to Proceed was issued to Diversified Construction Contract which was previously executed and approved by the Board. The start date March 24<sup>th</sup>, 2022 and end date of July 27<sup>th</sup>, 2022 was established as the project time line. Although it was stated that the lead time for doors is approximately 20 to 24 weeks; this will most likely cause a “No Cost” change order prior to closing the project.
- 4) S. Mullins explained the prospective project involving the conversion of oil furnaces to Air Source Heat Pumps. Asbestos abatement was also discussed. Compliance Award in the amount of \$35,000 was awarded to cover costs related to the removal of asbestos in connection to the Air Source Heat Pumps project at Forest Park.
- 5) S. Mullins discussed the clarification requested at the March meeting on the 5-year Capital Improvement Plan, regarding the retaining wall phase 2. The project is not included in this

5 year plan as the current conditions of the retaining wall are not considered to be a hazard to health and safety issues. There are several smaller projects that have been included in this plan. The project related to the retaining wall will be considered for next year's 5 year plan.

**The Executive Director report on Other Matters:**

- 1) S. Mullins reported that Board Member George Oulette and Stephen Hancock were reappointed as of April 19<sup>th</sup>, 2022 for a 5 year term.
- 2) S. Mullins reported that prospective Executive Director, Krishonna Murray's contract was returned by DHCD stating three holidays listed in the Personnel Policy are not State recognized Holidays. These dates being half day on Christmas Eve and half day on New Year's Eve. The Executive Director may be allocated up to 5 personal days with Board approval and used for those holidays. Voted unanimously.

**Maintenance Director Report:**

- 1) Maintenance Director P. Goguen presented the Expense report.
- 2) S. Mullins explained expense related to W.H.A Step Up Program. The work under that program consisted of outside Spring clean up, street sweeping and leaf collection at the Hillside property and Boulder Drive.
- 3) P. Goguen explained the expense for Braman Pest Control. K-9 dog inspection was conducted at the high-rise and low-rise buildings. Three units were discovered to have bed bugs.

A Motion was made by George Ouellet and Seconded by Jeanne May to pay the bills.  
Voted Unanimously.

A Motion was made by Stephen Hancock and seconded by George Oulette to adjourn the regular meeting. Voted Unanimously. Meeting adjourned 11:30AM.

The next meeting is scheduled for Friday, May 27<sup>th</sup>, 2022.