

**Minutes of Regular Meeting
of the Gardner Housing Authority
September 24, 2020**

A regular meeting of the Gardner Housing Authority was held Thursday, August 27, 2020 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:

In accordance with the Governor's Order on March 15, 2020 imposing strict limitation on the number of people that may gather in one place this meeting was also held remotely to allow members of the public to participate.

Present: Roger Tousignant, George Ouellet, Irene Dubzinski, Jeanne May, Sandra Mullins, Executive Director, Peter Goguen, Director of Maintenance

Excused:

Absent: Stephen Hancock

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

The Board reviewed the minutes of the August 27, 2020 meeting and a Motion was made by George Ouellet and seconded by Jeanne May to approve the minutes of the August 27, 2020 Board meeting. Voted unanimously.

Capital Improvement Projects:

The Director, S. Mullins reported on the following:

1. Renovations to Single Family – The two bedroom unit located on Waterford St. A Change order required for extra work needed on ceramic tile in kitchen (not in the spec.) and changing outlet for stove to meet code. Vote required for \$360.00 Change Order. A Motion was made by Irene Dubzinski and Seconded by Jeanne May to approve Change Order for \$360.00. Voted Unanimously.
The project is very close to completion and there are significant improvements, which will extend the life of the unit. A Certificate of Substantial Completion is recommended. A Motion was made by Jeanne May and Seconded by George Ouellet to approve the Certificate of Substantial Completion. Voted Unanimously.
There are three minor items on the punch list to complete the project. It is recommended to approve the Certificate of Final Completion contingent on completion of the punch list. A Motion was made by George Ouellet and Seconded by Irene Dubzinski to approve the Certificate of Final Completion. Voted Unanimously.
2. Hillside Gardens (667-1) Asphalt Walkway Improvements Phase 3– Work has been delayed for most of September due to unforeseen ground conditions found in the causing instability with the gravel base that has been used. A Change Order has been generated

and approved by DHCD in the amount of \$26,349.81. The contractor has already used more gravel base than the original plans called for and more is needed in addition to a material needed to help stabilize and prevent more ground settling. The change order will allow the contractor to resume work to correct the issue. A Motion was made by Jeanne May and Seconded by Irene Dubzinski to approve Change Order #2. Voted Unanimously.

3. Hillside Gardens Walkway Improvements Phase 2 – Change Order #2 needed due to ground instability in the area requiring additional labor and materials to stabilize the ground.(same problem as Ph. 3). A Motion was made by George Ouellet and Seconded by Irene Dubzinski to approve Change Order #2 \$5,719.34 for additional labor & materials. Voted Unanimously.
4. Project - Addition to Vehicle Maintenance Garage –The project is moving ahead following issuing of the Notice to Proceed. The groundbreaking took place and footings are ready to be poured.

Other matters (Director's Report)

1. S. Mullins informed the Board a complaint was made to DHCD regarding the community room and sitting areas that are still closed to residents on Church St. We have posted a statement to address the issue and that we are considering a plan of how to open safely. Some discussion with the board on the matter and all agreed it is not safe to open the rooms as there will be no way to monitor areas after hours. A Motion was made by George Ouellet and Seconded by Jeanne May to delay the reopening of common sitting rooms. Voted Unanimously.
2. COVID-19 Update: DHCD notified all Housing Authorities in a recent notice PHN 2020-29 Allocation of Supplemental Funding for Coronavirus Response. Gardner Housing Authority has been allocated \$111,000 for use as directed in this notice. Approved COVID-19 related expenses may include all sanitization products, excess staff labor, Hazard pay, etc. The Authority will continue a full cleaning/sanitization schedule as necessary.
3. Executive Director's Contract – The Board received copies of the contract to review prior to the meeting. The term of the contract is for three years effective 9/24/2020 – 9/30/2023. A Motion was made by George Ouellet and Seconded by Jeanne May to accept/approve the E. D. contract for S. Mullins at the DHCD approved salary \$107,455 for minimum 37.50 hours/wk. between 8:00 AM & 6:00 PM for a term of three years: 9/24/2020 – 9/30/2023. Voted Unanimously.
4. Budget Guidelines: Fiscal Year 2021 Guidelines were issued by DHCD. There will be a 4% reduction to the Allowable Non-Utility Expense Level (ANUEL) for all LHAs due to the economic impacts of the COVID-19 Pandemic to the Commonwealth. Due to GHA's adequate reserves this will not have a significant negative impact in our ability to continue the general operations of the Authority. Staff salary increases of 3% should be allowed.

Maintenance Report:

The Maintenance Director, P. Goguen arrived at the end of the meeting due to a plumbing emergency. He presented the Maintenance Expense report and briefed the Board on the highlights of the month. 1. Maintenance staff continue to sanitize the buildings (Church St. & Blanchard St.) seven days per week. 2. The Board was informed the on staff Plumber will be out on sick leave for an undetermined amount of time.

A Motion was made by George Ouellet and seconded by Stephen Hancock to approve and pay the bills. Voted Unanimously.

A Motion was made by Jeanne May and Seconded by Irene Dubzinski to adjourn the meeting at 10:50 AM. Voted Unanimously.

Next meeting scheduled October 22, 2020