

**Minutes of Regular Meeting  
of the Gardner Housing Authority  
March 12, 2020**

A regular meeting of the Gardner Housing Authority was held Thursday, March 12, 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:

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

Excused:

Absent: George Ouellet

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

The Board reviewed the minutes of the January 23, 2020 meeting and a Motion was made by Stephen Hancock and seconded by Jeanne May to approve the minutes of the January 23, 2020 Board meeting. Voted unanimously.

**Capital Improvement Projects:**

The Director reported on the following:

1. The Gar-West Sliding Glass Door Replacement project – all work has been completed with exception of the door closure and lock/lever handle on the common area exterior door. There have been delays obtaining the correct hardware for the type of swing door installed. A Change Order was issued for \$8,730, which includes the extra labor for the contractor to paint, remove/replace window treatments and alternate hardware at an extra cost. A credit of \$2,000 was given to GHA for the damage to the hall carpets. The Motion was made by Jeanne May and Seconded by Irene Dubzinski to accept the C.O. #1 at \$8, 730 for labor and extra cost of materials. Voted Unanimously. A Motion was made by Stephen Hancock and Seconded by Irene Dubzinski to approve the Certificate of Substantial Completion. Voted Unanimously. The Certificate of Final Completion and final payment, contingent on all work and documents provided need approval of Board. A Motion was made by Jeanne May and Seconded by Stephen Hancock to approve the Certificate of Final Completion and final payment contingent on the above. Voted Unanimously.
2. Project to Replace Selected Components in two single family units in the 200-2 &3. This project has been completed. Even though this project was lengthy due to time delays waiting for sub-contractors and cabinet deliveries the results are excellent. The two units are in much better condition providing updated components in the bathrooms and kitchens. A Change Order #1 for \$1,000 due to unforeseen extra labor and plumbing costs. A Motion was made by Jeanne May and Seconded by Stephen Hancock. Voted Unanimously. A Motion was made by Stephen Hancock and Seconded by Irene

Dubzinski to approve the Certificate of Substantial Completion presented. Voted Unanimously. A Motion was made by Irene Dubzinski and Seconded by Jeanne May to approve the Certificate of Final Completion and final payment of \$1,685 as presented. Voted Unanimously.

3. Asphalt Walkway Repairs at Hillside Gardens Phase 2. Bids were received on 2/20/2020. The apparent low bid, including 1 Alternate – \$31,300 Leone’s Landscaping and Construction. Graves Engineering recommends acceptance as positive references were received on the contractor. A Motion was made by Irene Dubzinski and Seconded by Jeanne May to approve the bid and authorize S. Mullins to award the contract to Leone’s Landscaping and Construction. Voted Unanimously.
4. Asphalt Walkway Repairs Phase 3 is currently out to bid. Funding is not available until July 1, 2020 (FY 2021).
5. Project to Install Rollin tubs in Gar-West Handicapped units. Bids were received on 3/9/2020. Low bidder was from E5 Builders for \$38,980. A Motion was made by Jeanne May and Seconded by Stephen Hancock to approve the low bid as recommended, with positive references and good results from recent work completed for GHA. Voted Unanimously.

**Other matters:**

1. The Performance Management Review (PMR) was completed and results have been received from DHCD. There were no findings with the exception of Tenant Accounts Receivable (TAR) as part of the Desk Audit and was rated as Corrective Action. This was due to late submittals of the reports for the last two quarters. The TAR reports were completed and uploaded into the system on time, however, were submitted late.
2. The Smoke-free Housing Policy updated to add language to include marijuana. A Motion was made by Stephen Hancock and Seconded by Jeanne May to specify marijuana as well as cigarettes in the policy. Voted Unanimously.
3. MOC Energy Weatherization program conducted an energy audit at six units at Boulder Drive. The work orders were submitted, and an electrical contractor is scheduled to install new bathroom fans within the week. Also scheduled later in the month is installation of new insulation and updating the venting of dryers to meet the current code in the six units specified.

**Maintenance Report:**

The Maintenance Director, P. Goguen presented the Maintenance Expense report and briefed the Board on the highlights of the month. This included the completion of Sprinkler and Boiler Inspections at Boulder Drive development. Fire Alarm and Annual Unit inspections have been completed for the even number units at Church St. The odd number units will be scheduled in six months. Overall, the units are in good condition, some minor plumbing and smoke detector batteries need to be replace.

A Motion was made by Stephen Hancock and seconded by Jeanne May to approve and pay the bills. Voted Unanimously. The meeting was adjourned at 10:23 AM.