

**Minutes of Regular Meeting  
of the Gardner Housing Authority  
August 27, 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, Stephen Hancock, Irene Dubzinski, Sandra Mullins, Executive Director, Peter Goguen, Director of Maintenance

Excused:

Absent: Jeanne May

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

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

**Capital Improvement Projects:**

The Director, S. Mullins reported on the following:

1. Hillside Gardens (667-1) Asphalt Walkway Improvements Phase 2 – Construction is in process. A Change Order has been generated due to the need for a new clothesline, footings and new fence posts at the trash/recycling area. A Motion was made by Irene Dubzinski and Seconded by George Ouellet to approve the Change Order #1 for \$4,650. Voted Unanimously.
2. Hillside Gardens Walkway Improvements Phase 3 – construction has begun. The contractor is in process of digging out the asphalt at the clotheslines and walkways at three buildings. A Change Order also required to replace 12 existing wood fence posts and existing clotheslines (pipes for clotheslines provided by GHA). Also included is an increase in drain size from 8” – 12” as exists. A Motion was made by Stephen Hancock and Second by George Ouellet to approve Change Order #1 for \$9,997. Voted Unanimously.
3. Project to replace DHW Storage Tank in H.Rise – the work has been completed with one Change Order due to the increase in size of storage tank from 140 to 200 gallons. A Motion was made by George Ouellet and Seconded by Irene Dubzinski to approve Change Order #1 for \$563.00. Voted Unanimously. The Certificate of Substantial Completion is submitted on this project. A Motion was made by Stephen Hancock and

Seconded by Irene Dubzinski to approve the Cert. of Substantial Completion. Voted Unanimously. Following the completion of punch list items the Cert. of Final Completion was submitted with a final payment of \$1,888. A Motion was made by George Ouellet and Seconded by Stephen Hancock to approve the Cert. of Final Completion. Voted Unanimously.

4. Project - Addition to Vehicle Maintenance Garage –A Pre-construction meeting was held on 8/24/2020 with contractor, architects, DHCD & GHA. The Notice To Proceed was issued. The Contractor (Sugrue Associates) plans to start work soon after permits received.
5. The Kitchen/Bath upgrade at Turnover Project – Work is in process at the two bedroom unit on Waterford St. Another unit added to this project (Phase 2) is a four bedroom on the same street. It is currently out to bid. A vote is needed to award the low bid contingent on positive references. A Motion was made by Stephen Hancock and Second by Irene Dubzinski to approve and award the contract to the low bidder contingent on positive references. Voted Unanimously.

#### **Other matters (Director’s Report)**

1. 2020 Annual Plan – There were no public comments since the Public Hearing on 7/23/2020. A Motion was made by Irene Dubzinski and Seconded by George Ouellet to approve the Annual Plan and submit Final Draft to DHCD. Voted Unanimously.
2. **Section 8 (Housing Choice Voucher Program) Policy Changes to Admin Plan –**
  - Eligibility Interviews: Add language “*Interviews may be held in-person, virtually or via telephone*”.
  - Updated language added in regards to “*spouse/domestic partner*”.
  - The Briefing Meeting: Add language that meetings may be *held in-person, virtually or via telephone*.
  - “Guests” – update length of stay to state *21 (twenty one) days total in a 12 month period*.
  - Waiting list -“Preference List” expand beyond Gardner to include bordering towns that do not have a Section 8 Program (HCV Program).

Following some discussion from the Board regarding the update to expand the preference list and clarification given by Pamela Caranfa, Section 8 Administrator, the Board agreed this is greatly needed for applicants that have been on the wait list for close to ten years. A Motion was made by George Ouellet and Second by Stephen Hancock to approve all updates as presented and adopt the changes to the GHA Section 8 Program Administrative Plan. Voted Unanimously.

3. COVID-19 updates: GHA Section 8 (HCV Program) has been awarded administrative fee funding under the CARES Act that must be administered in accordance with the CARES Act requirements. The awarded amount to date is \$27,334.
4. The Semi-annual pest control bedbug inspections using COVID-19 guidelines was completed at the Highrise and Gar-west apartments on 8/19/20 & 8/20/20.
5. The annual AUP/Federal Audit report has been received by Marcum LLP with “no exceptions”.

### **Maintenance Report:**

The Maintenance Director, P. Goguen 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. Some discussion regarding the purchase of two foggers that will be used for sanitizing. They will be more efficient for the high touch areas and furniture. 2. P. G. spoke about the on-site meeting he had with the contractor (Sugrue Assoc.) for the garage addition project. He was able to discuss exactly what type of roof structure that will work best for the housing authority's use of the garage, which is different than the original plan (truss vs. pole). This was also discussed at the Pre-construction meeting. A storage container will be on-site during construction to allow for space to store equipment necessary to access (lawn mowers, trimmers, etc.)

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 Irene Dubzinski and Second by George Ouellet to adjourn the meeting at 10:50 AM. Voted Unanimously.