MINUTES

The Board of Commissioners of the Dracut Housing Authority met at a regular meeting on April 25, 2016 at 65 Phineas Street, Dracut, MA 01826. Chairman Russ Taylor opened the meeting and upon roll call those present were as follows:

PRESENT: F. Russell Taylor

 Jesse Forcier

 George M. Nangle

 Matthew Sheehan

ABSENT: Debra DeWitt Ahern

IN ATTENDANCE: Kelley Szymanski

 Mary T. Karabatsos

MINUTES:

Commissioner Sheehan made a motion to approve the March 21, 2016 Minutes. Said motion was seconded by Commissioner Forcier and upon roll call vote passed unanimously.

1. **A vote to hire Baker/Wohl Architects, 132 Lincoln Street, Boston, MA 02111 based on the rankings of the Designer Selection Board on April 20, 2016 to be the Architectural Firm on the 144 Greenmont Avenue site.**

Commissioner Forcier made a motion to hire Baker/Wohl Architects to be the Architectural Firm for the 144 Greenmont Avenue Development. Said motion was seconded by Commissioner Sheehan. Under discussion, the Director informed the Board that the housing authority went in front of the Designer Selection Board the previous Wednesday. The Board reviewed the nine firms that submitted proposals. Designer Selection Board stated that we had nine very good proposals. They ranked the top three with Baker/Wohl coming in at number one. The Director stated that based on the rankings of the Designer Selection as well as the feedback that was received on Baker/Wohl the Director thought that Baker/Wohl was very experienced and would be a good fit for our project. Upon roll call vote passed unanimously.

1. **Introduction of Ahmed Idris from Baker/Wohl Architects who will be the Project Manager for the 144 Greenmont Avenue development.**

The Director introduced Ahmed Idris from Baker/Wohl Architects. Mr. Idris who will be the Project Manager on this project explained the firm’s resume as well as experience. The main bulk of their work involves housing authorities. Commissioner Forcier inquired if this project would consist of modular construction. Mr. Idris stated that it was too early in the process to decide on that. Commissioner Taylor stated that he is not in favor of modular construction. He stated that local tradesmen should have the opportunity to bid on this project.

1. **BILLS & COMMUNICATIONS:**

Commissioner Sheehan made a motion to approve the April 2016 warrant. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

Commissioner Forcier made a motion to put the March 2016 Financial Report on file for audit. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

1. **EXECUTIVE DIRECTOR’S REPORT:**
2. **A vote to accept Amendment #2 to the Capital Improvement Work Plan 5001 in the amount of $107,572. This amendment funds and extends the contract dates of service from June 30, 2017 to June 30, 2018.**

The Director explained that this is the amount that we will receive for next year from formula funding.

Commissioner Forcier made a motion to accept Amendment #2 to the Capital Improvement Work Plan. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

1. **A vote to hire Aden Construction Inc., 5 First Street, Webster, MA the low bidder at $93,000 for the Hampson Street Siding & Window Project. Their base bid was $43,500 (for one duplex), $35,000 (second duplex) and $15,000 to install a bulk head door.**

Commissioner Forcier made a motion to hire Aden Construction Inc. the low bidder to perform the work on Hampson Street Siding & Window Project for the amount of $93,000. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

1. **A vote to allow the Executive Director to sign a contract with Aden Construction, 5 First Street, Webster, MA.**

Commissioner Nangle made a motion to allow the Executive Director to sign a contract with Aden Construction. Said motion was seconded by Commissioner Forcier and upon roll call vote passed unanimously.

1. **A vote to approve the payment of $45,850 to Byors and Sons Mechanical, 3 Henry Way, Marblehead, MA for the installation of 10 walk in showers at 65 Phineas Street.**

Commissioner Forcier made a motion to approve the payment of $45,850 to Byors and Sons Mechanical. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

1. **A vote to approve the payment of $18,450 for the installation of 4 walk in showers at 971 Mammoth Road to Byors and Sons Mechanical.**

Commissioner Forcier made a motion to approve the payment of $18,450 to Byors and Sons Mechanical. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

1. **A vote to approve Summer Hours for the Dracut Housing Authority Staff. Memorial Day to Labor Day.**

The summer hours for maintenance would be 7:30 to 5:00 Monday thru Thursday and 8:00 to 12:00 on Friday. The Administrative hours would be 8:30 to 5:00 Monday thru Thursday and 8:30 to 12:00 on Friday. The Maintenance Department will be on call at all times.

Commissioner Sheehan made a motion to approve the summer hours. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

1. **Work Order Report.**

The Board received the work order report.

1. **Vacancy Report.**

There are no vacancies.

1. **COMMITTEE REPORTS:**
* **Housing Sub-Committee Update.**

Commissioner Forcier explained that now that we have an Architect on board the project will be moving forward. A sub-committee meeting will be scheduled in the near future.

* **Heating Sub-Committee.**

Boilers will be replaced at 901 Mammoth Road as well as Perron Lane.

1. **OLD BUSINESS:**

None.

1. **NEW BUSINESS:**

Commissioner Forcier informed the Board and Residents that there is a program that allows you to drop off your old prescriptions at Englesby School this coming Saturday.

The Director asked the Board to reschedule the May Meeting. It was determined that the May meeting will be on Tuesday, May 10th.

1. **RESIDENT & PUBLIC PARTICIPATION:**

Don Jean inquired about the progress on the sidewalks. The Director stated that we have hired an Architect but the project will be started sometime in early Fall.

Rita Giguere asked if the Board could send some flowers to one of the residents who will be turning 100 next month. The Director stated that she will make sure that happens.

1. **ADJOURNMENT:**

Commissioner Sheehan made a motion to adjourn. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

Motion adjourned: 6:35 p.m.