

MINUTES

The Board of Commissioners of the Dracut Housing Authority met at a regular meeting on December 21, 2015 at 65 Phineas Street, Dracut, MA 01826. Chairman Russ Taylor opened the meeting and upon roll call vote those present were as follows:

PRESENT: F. Russell Taylor
Jesse Forcier
George M. Nangle
Debra DeWitt Ahern
Matthew J. Sheehan

Kelley Szymanski

MINUTES:

Commissioner Forcier made a motion to approve the minutes of the December 21, 2015 Board Meeting. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

BILLS & COMMUNICATIONS:

Commissioner DeWitt Ahern made a motion to approve the December 2015 warrant. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

No Financials this month.

EXECUTIVE DIRECTOR'S REPORT:

a. A VOTE TO APPROVE THE CERTIFICATE FOR PARTIAL RELEASE OF RETAINAGE TO PONCH EXCAVATION IN THE AMOUNT OF \$1,902.00.

Commissioner DeWitt Ahern made a motion to approve the certificate for partial release of retainage to Ponch Excavation in the amount of \$1,902.00. Said motion was seconded by Commissioner Forcier and upon roll call vote passed unanimously. The Housing Authority will retain \$500 which will be paid to the Contractor after second seeding is performed in the spring.

b. A vote to accept \$ 107,572 in Formula Funding from the Department of Housing & Community Development.

Commissioner DeWitt Ahern made a motion to accept \$107,572 in formula funding from the Department of Housing & Community Development for capital improvement projects. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed

unanimously. The Director informed the Board that a few months back the Board voted to approve the Dracut Housing Authority's Capital Plan and this is the funds that will be utilized to pay for the capital projects. Commissioner Forcier stated that it appears as though this amount is higher than we received last year. The Director stated that it is but we never know what we will be getting from year to year.

c. A vote to approve the Dracut Housing Authority's Disposition Policy.

The Director stated that we are trying to update the current Policies that the housing authority has. The Disposition Policy is outdated and needed some improvement. Commissioner DeWitt Ahern made a motion to adopt the Disposition Policy and Commissioner Sheehan seconded the motion. Passed unanimously.

d. A vote to accept the 2016 Payment Standards.

Commissioner Sheehan made a motion to accept the 2016 Payment Standards. Commissioner DeWitt Ahern seconded the motion. Under discussion Commissioner Forcier inquired if the payment standards have gone up. The Director stated that they have.

e. A discussion and a vote to hire Byors & Sons Mechanical, 3 Henry Way, Marblehead, MA. 01945 the second lowest bidder to install four walk in showers at 971 Mammoth Road in the amount of \$18,450.00.

The Director informed the Board that the first lowest bidder was Fox Painting, they bid on the job and were planning on doing the job, their references were excellent, but they have decided to rescind their bid proposal because they do not have time to do the work. Commissioner DeWitt Ahern made a motion to Hire Byors & Sons Mechanical to install four walk in showers at 971 Mammoth Road in the amount of \$18,450. Said motion was seconded by Commissioner Nangle and under discussion Commissioner Nangle inquired if this company has done work for us in the past. The Director informed the Board that we have never worked with this company and in fact the plumbing company that has done all of our walk in showers thus far did not bid on this project. Upon roll call vote passed unanimously.

f. A discussion and a vote to hire Byors & Sons Mechanical, 3 Henry Way, Marblehead, MA. 01945 the second lowest bidder to install ten walk in showers at 65 Phineas Street in the amount of \$45,850.00.

Commissioner Dewitt Ahern made a motion to hire Byors & Sons Mechanical the seconded lowest bidder, the lowest bidder rescinded their vote, to install 10 walk in showers at 65 Phineas Street in the amount of \$45,850. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

g. Work Order Report.

The Work order report was given to the Board.

h. Vacancy Report.

The vacant report was given to the Board.

i. A vote to hire Lynn Flynn as the Section 8/Federal and State Housing Coordinator.

The Director informed the Board that Lynn Flynn has a great resume and has been working in this capacity at the Lowell Housing Authority for 13 years. Commissioner Sheehan made a motion to hire Lynn Flynn to fill this position. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously. The Board congratulated Lynn Flynn on her new position.

4. COMMITTEE REPORTS:

- **Housing Sub-Committee:**

Commissioner Forcier stated that as information comes in a joint housing sub-committee meeting will be scheduled. The Director stated that the Department of Housing & Community Development will be forwarding a RFP to the housing authority which will be modified to fit the needs of the Dracut Housing Authority and the Town. DHCD has also assigned a house doctor to review the RFP once it is completed. Commissioner Forcier stated that the process will go through the Designer Selection Committee and there will not be a local screening committee. The Designer Selection Committee will review all the proposals and make a decision from there. Commissioner Forcier stated that it works in our favor to have DHCD and Designer Selection screen the proposals.

- **Heating Sub-Committee**

Commissioner Nangle stated that a few years back the housing authority had looked into converting 971 Mammoth Road from electric to gas. He stated that if he remembered correctly the cost was somewhere around the million dollar mark. Commissioner Nangle and Chairman Taylor both stated that DHCD would not allow us to do that work. The Director stated that yes they did not want us to do the conversion because the cost benefit was not enough. DHCD would not give us any funds towards this project. That is why we are looking at the air source heat pumps which we have applied for but have not had a response yet.

5. OLD BUSINESS:

None.

6. NEW BUSINESS:

None.

7. RESIDENT & PUBLIC PARTICIPATION:

Jackie Chausse asked when the walk in showers would be installed. The Director stated that they would be done in February.

8. ADJOURNMENT:

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

Meeting adjourned: 7:25 p.m.