MINUTES

The Board of Commissioners of the Dracut Housing Authority met at a regular meeting on July 22, 2015 at 65 Phineas Street, Dracut, MA 01826. Vice Chairperson DeWitt Ahern opened the meeting at 6:00 p.m. and upon roll call vote those present were as follows:

**PRESENT:** George M. Nangle

Jesse Forcier

Debra DeWitt Ahern

**ABSENT:** F. Russell Taylor

Matthew J. Sheehan

**IN ATTENDANCE:** Mary T. Karabatsos

Kelley Szymanski

**MINUTES:**

Commissioner Forcier made a motion to approve the minutes of the June 15, 2015 Board Meeting. Commissioner Nangle seconded the motion and upon roll call vote passed unanimously.

**BILLS AND COMMUNICATIONS:**

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

Commissioner Nangle made a motion to put the financial report on file for audit. Said motion was seconded by Commissioner Forcier and upon roll call vote passed unanimously.

**EXECUTIVE DIRECTOR’S REPORT:**

a. **A vote to hire and enter into a contract with the Women’s Institute of Housing &**

**Economic Development to serve as the Development Consultant for the construction**

**of affordable housing at 144 Greenmont Avenue.**

The Director explained that the housing authority had received two proposals for the

development consultant. The screening committee consisted of the Director, the Town

Manager and the Assistant Town Manager. The Director informed the Board that the

three members of the screening committee agreed that the Women’s Institute would be

the best fit for this proposal. The Director stated that the letters she received from the Town Manager and Assistant Town Manager are in the packet. The Director explained that through

the RFP process we have to look at the qualifications first and then the price proposal. The

Women’s Institute proposal was $145/hour and the other fee proposal was $150/hour.

Commissioner Forcier made a motion to hire the Women’s Institute for Housing and Economic

Development as the development consultant for 144 Greenmont Avenue. Said motion was seconded by Commissioner Nangle. Under discussion, Commissioner Forcier stated that he

thinks that this will be a good fit. The Women’s Institute has a history with the housing

authority. Commissioner Forcier asked the Director to explain the process from this point

forward. The Director stated that the Women’s Institute will sign a contract and in the near

future we will also have to hire an attorney to assist with this process. The Women’s Institute

will be preparing a pre application that will be submitted to DHCD in December. DHCD will

review that pre-application (will include zoning, etc.) and then we are hoping to be invited to

submit an application sometime in February for the next competitive funding round.

Commissioner DeWitt Ahern stated that she thinks the Women’s Institute will be a great group

to work with. Commissioner Forcier stated that he would like the housing sub- committee to meet with the Development Consultants as soon as possible. Commissioner Forcier and Commissioner DeWitt Ahern stated that later in the fall we should be getting letters of support from our local delegation, Rep, Garry, Senator L’Italien and Congresswoman Tsongas.

b. **A vote to hire and enter into a contract with Kang Associates, Inc. for architectural services**

**for work to be performed at 47 – 49 Hampson Street and 61 – 63 Hampson Street for a**  **building envelope project (siding, insulation, windows). The designer fee for this project is** **$16,200.**

The Director informed the Board that the state will be funding this project through the formula

funding program. The state decides what the designer fee will be. The Director asked DHCD

about the cost and they stated that this fee proposal is reasonable and standard. There will be

some asbestos and lead removal which also impacts the cost.

Commissioner Forcier made a motion to sign a contract with Kang Associates, Inc. Said motion

was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

c. **Independent Auditor’s Report:**

The Director gave a copy of the auditor’s report to each Board Member. She informed the

Board that there were no findings.

d. **Notification to Board of Commissioners on the retirement of Roger Gagne effective**

**September 30, 2015.**

The Director informed the Board that Roger Gagne will be retiring and that he has been

working at the DHA for twenty years. The housing authority residents and staff will be

having a cook out in Roger’s honor.

Commissioner DeWitt Ahern inquired as to when we will be posting this position. The

Director stated that the posting will be at the beginning of September.

e. **Vacancy Report.**

The Board received a copy of the vacancy report.

f. **Work Order Report.**

The Board received a copy of the work order report.

4. **COMMITTEE REPORTS:**

**Housing Sub-Committee:**

Commissioner Forcier made a motion to approve the Joint Housing Sub Committee Minutes. Commissioner Nangle seconded the motion and upon roll call vote passed unanimously.

**Heating Sub-Committee:**

Commissioner Forcier made a motion to approve the Heating sub-committee minutes. Said

motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

5. **OLD BUSINESS:**

None.

6. **NEW BUSINESS:**

Commissioner DeWitt Ahern asked about the bedbug situation at Phineas Street. The Director

stated that we are handling this issue but it has been a process. One resident who was having a

problem has not been preparing her unit for extermination. We have hired a company to come

in and prepare her unit. Commissioner DeWitt Ahern asked about the sofa that is by the dumpster. She would like to see that removed due to the bedbugs.

Commissioner DeWitt Ahern also stated that the area outside the Phineas Street Community

Room has a lot of cigarette butts and cobwebs. It is messy looking. She asked that the

Maintenance Department clean this area up.

Commissioner Forcier asked if maintenance employees utilized a time clock. The Director

stated that there was not one. Commissioner Forcier also inquired if there was a set time for

breaks and for lunch for the maintenance staff. The Director stated that the maintenance

lunch hour is between 12 – 12:30. Commissioner Forcier also asked where the maintenance

staff go in the morning to pick up their vehicles. The Director stated that Brian and Jim go to

971 Mammoth Road and Roger goes to Phineas Street. Commissioner Forcier asked if all

complaints go thru the main office and the Director stated that they do but in some instances

Residents might complain to a maintenance staff person and they are then told to call the office.

7. **RESIDENT & PUBLIC PARTICIPATION.**

Gloria Eno from 65 Phineas Street #9 asked if she would be getting the heat coils installed

over her unit prior to the winter. The Director responded that she will be getting heat coils.

8. **ADJOURNMENT:**

Commissioner Forcier made a motion to adjourn the meeting. Said motion was seconded by

Commissioner Nangle and upon roll call vote passed unanimously.

Meeting adjourned: 6:20 p.m.