MINUTES

The Board of Commissioners of the Dracut Housing Authority met at a regular meeting on March 21, 2016 at 971 Mammoth Road, 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 Sheehan

IN ATTENDANCE: Kelley Szymanski

Mary T. Karabatsos

MINUTES:

Commissioner DeWitt Ahern made a motion to approve the minutes of the February 22, 2016 Board Meeting. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

BILLS & COMMUNICATIONS:

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

Commissioner De Witt Ahern made a motion to put the February 2016 Financial Reports on file for audit. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

EXECUTIVE DIRECTOR’S REPORT:

1. **A vote to approve a payment to BEF Alarms in the amount of $3,805.00 for the installment of a new fire alarm panel. This was an emergency that needed to be done immediately. The old fire alarm panel was no longer working.**

The Director explained that this was emergency work that had to be completed. Chairman Taylor asked which building this was for and the Director stated 901 Mammoth Road.

Commissioner DeWitt Ahern made a motion to approve this payment. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

1. **A vote to approve a payment to Mill City Environmental for mold testing to be performed at 485 Hildreth Street (vacant unit) in the amount of $2,275.00.**

The Director stated that there was a possible mold issue in the bedroom. After testing it was found not to be mold.

Commissioner DeWitt Ahern made a motion to approve payment to Mill City Environmental. Said motion was seconded by Commissioner Nangle and upon roll call passed unanimously.

1. **A vote to update the Dracut Housing Authority’s Equipment Capitalization and Depreciation Policy.**

The Director stated that the current policy is approximately 25 years old. This policy is pretty standard across the industry. Updating policies is part of the goals that the Dracut Housing Authority has been focusing on.

Commissioner DeWitt Ahern made a motion to update the Equipment Capitalization and Depreciation Policy. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

1. **A vote to allow an easement to National Grid for underground work to be performed at 971 Mammoth Road.**

The Director explained that this work has to be done but the Board has to vote on the easement.

Commissioner Nangle made a motion to allow the easement. Said motion was seconded by Commissioner DeWitt Ahern and upon roll call vote passed unanimously.

1. **A vote to accept the 2016 Maintenance Wage Rates as determined by the Division of Occupational Safety. Maintenance Laborer - $24.92 and Maintenance Supervisor - $28.01.**

The Director informed the Board that the Maintenance Laborer position was increased by 1.6% and the Maintenance Supervisor position was increased by 2.7%.

Commissioner Forcier made a motion to accept the 2016 Maintenance Wage Rates as determined by the Division of Occupational Safety. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

1. **Work Order Report**.

The Board was given the work order report. There are two work orders both for vacant units.

1. **Vacancy Report.**

The Board was given the vacancy report. There are two vacants.

COMMITTEE REPORTS:

Housing Sub-Committee Update:

Commissioner Forcier informed the Board that a Housing Sub-Committee Meeting was held just prior to the Board Meeting tonight. Commissioner Forcier stated that the committee met with Melissa Robbins the zoning attorney who will be working with the Dracut Housing Authority on the Greenmont Avenue Site. Those in attendance were Jesse Forcier, Debra DeWitt Ahern, Selectwoman Richardson, Town Manager Duggan, Community Development Coordinator Betsy Ware, Kelley Szymanski, and Mary Karabatsos.

Commissioner Forcier explained that it was an introductory meeting to discuss the process that the zoning attorney will take us through. We will be hiring a civil engineer and architect. A timeline was discussed. Commissioner Forcier stated that it was a very informative meeting and Attorney Robbins was on point. We will be going through a comprehensive 40B process. This will be going through the Zoning Board of Appeals. We anticipate, based on the support of this project that zoning will be done before six months. The final hurdle is funding, we hope to have everything ready for that process in 7 – 8 months. Chairman Taylor stated that he spoke to Senator L’Italien and Rep. Garry and he said that they said that they were willing to meet with us and do whatever they can do at the State House to help move this project along.

Heating Sub-Committee Update:

None.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

The Director stated that the MassNAHRO spring conference is coming up and she would like to know which Board Members will be attending. The conference is May 22 – 25. The Director also stated that we received a letter from one of the Residents at Phineas Street. The letter was read into the minutes. The letter praised the Maintenance Department. Commissioner Forcier stated that everywhere he goes he hears good things about the Maintenance Department.

**RESIDENT & PUBLIC PARTICIPATION:**

Winona Kelley from 971 Mammoth Road asked if there is anything the housing authority can do to assist residents in lowering their Comcast bills. The Director stated that she would look into it.

Jackie Cullum from 971 Mammoth Road asked about the water level in the pond going down. The pump can be turned on to help fill the pond. The Director stated that the pump will be turned on. The Director stated she would contact Conservation and inquire as to what can be done for the pond.

**ADJOURNMENT:**

Commissioner Sheehan made a motion to adjourn the meeting. Said motion was seconded by Commissioner DeWitt Ahern and upon roll call vote passed unanimously.

Meeting adjourned: 6:25 p.m.