

MINUTES

The Board of Commissioners of the Dracut Housing Authority met at a regular meeting on May 13, 2015 at 65 Phineas Street, Dracut, MA 01826. Chairman Russell Taylor opened the meeting at 5:30 and upon roll call vote those present were as follows:

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

ELECTION OF OFFICERS:

Chairman Taylor turned the meeting over to the Executive Director.

Commissioner DeWitt Ahern made a motion to nominate F. Russell Taylor to the position of Chairman. Said motion was seconded by Commissioner Nangle. No other nominations. Upon roll call vote passed unanimously.

Chairman Taylor made a motion to nominate Debra DeWitt Ahern to the position of Vice Chairman. Said motion was seconded by Commissioner Nangle. No other nominations. Upon roll call vote passed unanimously.

Commissioner Forcier made a motion to nominate George Nangle to the position of Treasurer. Said motion was seconded by Chairman Taylor. No other nominations. Upon roll call vote passed unanimously.

Commissioner Forcier made a motion to nominate Matthew Sheehan as Assistant Treasurer. Said motion was seconded by Commissioner Nangle. No other nominations. Upon roll call vote passed unanimously.

Commissioner Nangle made a motion to nominate Jesse Forcier as Secretary. Said motion was seconded by Chairman Taylor. No other nominations. Upon roll call vote passed unanimously.

Commissioner Forcier congratulated Chairman Taylor on his election to Chairman for the next five years. Chairman Taylor thanked Commissioner Forcier and stated that he is looking forward to the next five years and he believes that the Board will do some great things.

Commissioner Forcier made a motion to approve the minutes of the April 13, 2015 Board Meeting. Said motion was seconded by Commissioner Sheehan. Upon roll call vote passed with four yeas with Commissioner DeWitt Ahern abstaining.

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

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

EXECUTIVE DIRECTOR'S REPORT:

a. **A vote to approve the application and certificate for payment for work completed by Site Improvements at 901 Mammoth Road in the amount of \$4,244.00 (retainage).**

The Director explained that this is work that was completed last year. DHCD holds back on 5% of the total cost of the project. The Director explained that she did not receive this documentation from the Architect until recently. This is just protocol but a vote must be taken in order to receive the retainage. Commissioner DeWitt Ahern made a motion to approve the application and certificate for payment. Said motion was seconded by Commissioner Sheehan. Upon roll call vote passed unanimously.

b. **A vote to approve the Certificate of Final Completion from Site Improvements for paving work completed at 901 Mammoth Road.**

The Director explained that this is also protocol in regards to the above vote. This vote is protocol. Commissioner Sheehan made a motion to approve the Certificate of Final Completion. Said motion was seconded by Commissioner DeWitt Ahern. Upon roll call vote passed unanimously.

c. **Vacancy Report.**

The Board received and reviewed the vacancy report. The Director informed the Board that we have been having a lot of vacancies. We have had two 3br units that became vacant one after the other. These family units take a longer time to prepare for occupancy.

d. **Work Order Report.**

The Board received a copy of the work order report.

COMMITTEE REPORTS:

Housing Sub – committee update.

Commissioner Forcier informed the Board that we have a meeting on Friday, May 15th to get a final presentation by KBA Architects. At that meeting the Board will vote on which site we will construct senior housing. That vote will go to Town Meeting. The Selectmen will be voting on that on May 2, 2015. Commissioner Forcier stated that we are finally moving forward on this project. The Director informed the Board that on Tuesday, May 19th she will be going into DHCD with Town Manager Duggan to discuss possible funding options for this project.

Heating Sub-committee update:

None.

OLD BUSINESS:

Commissioner Forcier inquired on the budget. The Director stated that the budget has been approved so we will be able to start work on the projects that the Heating Sub Committee would like to proceed with.

NEW BUSINESS:

None.

RESIDENT AND PUBLIC PARTICIPATION:

None.

ADJOURNMENT:

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

Meeting adjourned at 5:40 p.m.