

MINUTES

The Board of Commissioners of the Dracut Housing Authority met in regular session on March 18, 2013 at 65 Phineas St., Dracut, Massachusetts. Chairman, Kenneth Cunha opened the meeting at 6:00 p.m. and upon roll-call vote those present were as follows:

Present: Brian J. Bond
Kenneth Cunha
Debra DeWitt Ahern
Gerald A. Surprenant
F. Russell Taylor

MINUTES REGULAR MEETING

Motion by Gerald Surprenant to accept the minutes of the February 11, 2013 meeting. Said motion was seconded by Debra DeWitt Ahern and upon roll call vote passed unanimously.

FINANCIAL REPORT

Motion by Russell Taylor to approve the warrant. Said motion was seconded by Debra DeWitt Ahern and upon roll call vote passed unanimously.

Motion by Russell Taylor to place the financial report on file for audit. Said motion was seconded by Debra DeWitt Ahern and upon roll call vote passed unanimously.

EXECUTIVE DIRECTOR'S REPORT

A. A vote to approve Amendment #1 to the Dracut Housing Authority's Capital Improvement Work Plan 5001 in the amount of \$150,555.00.

Motion by Brian Bond to approve Amendment #1 to the Dracut Housing Authority's Capital Improvement Work Plan 5001 in the amount of \$150,555.00. Said motion was seconded by Russell Taylor and upon roll call vote passed unanimously.

B. Report on \$13,000 granted to Dracut Housing Authority from DHCD to address Health & Safety Initiatives – 667-1.

The Dracut Housing Authority invited written quotes from contractors for building walls and encasing existing stairway in accordance with the documents prepared by the Dracut Housing Authority. The project consists of: Moving existing doorframe and installing new door, build 2'x4' wall, encase stairway with 42" wall, build 11' wall, add ceiling wall.

Alternate: build wall to cover three windows. Build shelves in middle wall. Written quotes will be received until 2:00p.m., Friday, April 5, 2013. Quotes may be hand delivered, mailed, faxed or e-mailed. The scope of work was enclosed for the board to review. The project will be constructed at the main office and community room at 971 Mammoth Road.

C. Report on funds expended during FY 12 for electrical, plumbing, & flooring.

The board reviewed the report on the breakdown of costs associated with the services over the past three years.

D. Update on bids for electrical, plumbing, & flooring.

The Dracut Housing Authority has recently gone out to bid to contract for an Electrician, Plumber, and Flooring Company. The Executive Director anticipates that by May 1, 2013 the housing authority will have these contractors on board.

E. Update on bid for security at Phineas Street.

The housing authority will be moving forward with Signet Electronics Inc. for the installation of surveillance cameras.

F. Work Order report.

Board reviewed the report. Brian Martin, Maintenance Supervisor, informed the board of the energy audit performed by National Grid which will consist of replacing existing lighting free of charge at 971 Mammoth Road.

G. Vacancy Report.

Board reviewed the report

H. Update on progress on fire apartments and residents.

The work is complete and the residents will be in their apartments by the end of the week.

COMMITTEE REPORTS

A. Heating Committee/ National Grid Update.

The request for Architectural services for Hanson Glen Apartments-667-1 regarding the electrical to gas heating/DHW Conversion draft is enclosed for the board to review.

B. Housing Committee

The Executive Director will be meeting with the Women's Institute and the Executive Director of Chelmsford Housing Authority to discuss funding for the 1530 Bridge Street property.

OLD BUSINESS

Conflict of Interest Law/State Ethics Commission due April 5, 2013.

The Executive Director reminded the board of the deadline.

NEW BUSINESS

Mass NAHRO Conference-May 19th -21st.

Commissioner's interested in attending the conference were requested to inform the office.

RESIDENT AND PUBLIC PARTICIPATION

Rita Giguere thanked the staff for their kindness during the difficult time due to the recent fire.

ADJOURNMENT

Motion by Gerald Surprenant to adjourn. Said motion was seconded Russell Taylor and upon roll call vote passed unanimously. Meeting adjourned at 6:45 P.M.