

MINUTES

The Board of Commissioners of the Dracut Housing Authority met in regular session on February 11, 2013 at 971 Mammoth Road., 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 Russell Taylor to accept the minutes of the January 28, 2013 meeting. Said motion was seconded by Gerald Surprenant and upon roll call vote passed unanimously. Under discussion, Brian Bond requested that all the sub- contractors break down all materials and labor included on all invoices for services completed for the Dracut Housing Authority. This change to be reflected in the minutes of January 28, 2013.

FINANCIAL REPORT

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

Motion by Russell Taylor to place the financial reports on file for audit. Said motion was seconded by Gerald Surprenant and upon roll call vote passed unanimously.

EXECUTIVE DIRECTOR'S REPORT

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

Motion by Russell Taylor to approve the Dracut Housing Authority's Procurement Policy. Said motion was seconded by Gerald Surprenant and upon roll call vote passed unanimously. Under discussion Brian Bond questioned if the Dracut Housing Authority has changed the policy, the Executive Director stated that the housing authority has to follow the federal guideline.

B. Work Order Report.

Board reviewed the report. The board of commissioners commended the maintenance staff for the impressive job with the work order completion time.

C. Vacancy Report.

Board reviewed the report.

COMMITTEE REPORTS

A. Heating Committee/ National Grid Update.

DHCD has assigned an architect and an engineer to the project and will be putting a scope of work together and will also assign a house doctor. They will bring forward a proposal with three different options.

B. Safety Committee

- a. The safety zone indicator installation for Mammoth Road has been brought before the Capital Planning Committee. They will keep the housing authority informed of any updates. The Capital Planning Committee will be in contact with Representative Colleen Garry and Senator Barry Finegold for additional information.

C. Housing Committee

- a. **Request for Community Preservation Committee for the housing authority to provide a list of projects they would like to utilize CPA funds for.**

The list is being formulated by the Executive Director.

- b. **Update on Richardson Property/1530 Bridge Street.**

The deed for 1530 Bridge Street has been turned over to the Dracut Housing Authority. Commissioner Ken Cunha suggested that tearing the house down would be the most cost efficient. Commissioner Ken Cunha informed the board that the town will be taking down five buildings and maybe 1530 Bridge St. could be included.

OLD BUSINESS

Open up negotiations for Executive Director's Contract.

Motion by Russell Taylor to open negotiations for the Executive Director's contract. Said motion was seconded by Gerald Surprenant.

Under discussion Brian Bond suggested that Resident & Public Participation be conducted prior to executive session, to take business out of order would allow the residents to depart the meeting following Resident & Public Participation.

Upon roll call vote passed unanimously.

NEW BUSINESS

The 32nd Annual Legislative Education Day will be held March 4th at the State House, Boston. Present legislative priorities for the upcoming session, include passage of important housing authority reform legislation and preservation of housing authorities as locally owned community assets. Any board members interested in attending please inform the office.

RESIDENT AND PUBLIC PARTICIPATION

Rita Giguere and Jackie Chausse residents of 971 Mammoth Road, expressed to the board the admiration they have for Mary. The knowledge and hard work Mary has done for the housing, not to mention the sensitivity to tenants she demonstrates on daily basis, are just a few reasons why they hope the contract the board presents is acceptable to the director.

Chairman Ken Cunha received a phone call regarding a tree at 113 Parker Ave. Maintenance supervisor Brian Martin will rectify the issue.

EXECUTIVE SESSION- Executive Director's Contract

Ken Cunha stated the reason for executive session will be to conduct strategy sessions and preparations for negotiations with non- union personnel and to conduct collective bargaining session or contract negotiations with non-union personnel.

Motion by Gerald Surprenant to go into executive session to negotiate the executive director's contract. Said motion was seconded by Russell Taylor. Upon roll call as follows

Gerald Surprenant yes

Debra Dewitt Ahern yes

Russell Taylor yes

Brian Bond yes

Chairman Ken Cunha yes

BACK IN TO OPEN SESSION

ADJOURNMENT

Motion by Gerald Surprenant to adjourn. Said motion was second Debra Dewitt Ahern and upon roll call vote passed unanimously. Meeting adjourned at 6:55 P.M.

DRACUT HOUSING AUTHORITY
EXECUTIVE SESSION MINUTES
FEBRUARY 11, 2013

Executive Session was called to order. Chairman Cunha stated that all board members have a copy of Mary Karabatsos' current contract which was effective November 1, 2011. It was a three year contract that will end November 1, 2014. The Executive Director has submitted a list of requests. One request was five years added on her contract beginning today, February 12, 2013. This new contract would expire February 12, 2018.

Chairman Cunha stated that the Director's current salary is \$78,114 and she is asking for a \$12,000 increase in salary which would bring her salary to \$90,114. Chairman Cunha asked the Board what they thought about this salary increase. Commissioner Taylor stated that the money is commensurate with Mary's ability and experience. Mary stated that this is a negotiation so she had asked for more than she thought would be approved. She also stated that based on the fact that the Dracut Housing Authority has both state and federal developments the additional funds would be pro-rated to federal and state. The Director also stated that the Department of Housing & Community Development would have to approve the increase. Chairman Cunha stated that this increase will bring Mary in line with other housing authorities of this size. Commissioner DeWitt-Ahern stated that Mary has been working very hard to find funding sources for additional housing as well as attending many meetings to move this project forward. Commissioner Taylor stated that the agency is now considered a "high performer" based on recent inspections.

Chairman Cunha stated that the Director is also asking to have #15 of her contract removed. Chairman Cunha stated that he would like the paragraph changed to state that the Executive Director would not work a second job at another municipality or housing authority. The Director stated that she would agree with that but she would like the opportunity if she desired to work a second job at a private business, etc.... This would be at night or on weekends and it would not interfere with her duties at the housing authority. The Director also stated that she has no intention at this time to work a second job. The new verbiage would be "Consultative work or outside business. During the term of any extension of the term of this agreement, the Executive Director agrees not to perform outside employment or consultant work that conflicts with her present duties at the Dracut Housing Authority. No work shall be performed during the hours that she would be working at the Dracut Housing Authority."

A motion was made by Commissioner Taylor to accept these recommendations with the additional wording on paragraph #15 of the current contract. Commissioner Bond seconded the motion. Upon roll call vote passed unanimously. The Director stated that she would send the budget request for additional salary into the Department of Housing & Community Development.

A motion was made by Commissioner Bond to go out of Executive Session. Said motion was seconded by Commissioner Taylor. Upon roll call vote passed unanimously.

The Board is now in open session and will vote on the vote taken in Executive Session.