

MINUTES

The Board of Commissioners of the Dracut Housing Authority met in regular session on January 28, 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 Russell Taylor to accept the minutes of the December 17, 2012 meeting. Said motion was seconded by Gerald Surprenant 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.

Under discussion Commissioner Brian Bond requested to review invoices concerning any service work completed for the housing authority. Commissioner Bond requested that the invoices be broken down with labor and materials included on the invoice. The invoices in question were Lucky Burner Service, R&L Berbube Electric Co. Commissioner Bond is requesting the prevailing wage rate that the state requires for all trades.

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

EXECUTIVE DIRECTOR'S REPORT

A. Certification by Board Members to sign Lead Based Paint Legal Compliance per Department of Housing & Community Development.

The Executive Director notified the board of commissioners that they are required to certify the lead based paint legal compliance per DHCD for the previous three years.

B. MassNAHRO's response to Governor Patrick's filed legislation "An Act to Regionalize Housing Authorities".

The board reviewed the report.

- C. A vote to award a contract to Plan B Construction Co., 86 Blanding Avenue, Barrington, RI who was low bid on new roofs at 47-49 Hampson Street, 61 -63 Hampson St. and Turgeon Avenue in the amount of \$12,900.00.**

Motion by Russell Taylor to award the contract to Plan B Construction Co., 86 Blanding Avenue, Barrington, RI who was low bid on new roofs at 47-49 Hampson Street, 61-63 Hampson St. and Turgeon Avenue in the amount of \$12,900.00. Said motion was seconded by Debra Dewitt Ahern and upon roll call vote passed unanimously.

- D. A vote to award a contract to Marc L'Heureux, 107 Old Meadow Road, Dracut, MA. who was low bid for the installation of (5) five walk in showers at 65 Phineas St. in the amount of \$22,285.00.**

Motion by Russell Taylor to award the contract to Marc L'Heureux, 107 Old Meadow Road, Dracut, Ma. who was low bid for the installation of (5) five walk in showers at 65 Phineas St. in the amount of \$22,285.00. Said motion was seconded by Gerald Surprenant and upon roll call vote passed unanimously. Under discussion Brian Bond inquired how long the turnaround time for the completion of each unit. Brian Martin, Maintenance Supervisor informed the board that four or five days would be adequate.

- E. A vote to award a contract to MarcL'Heureux, 107 Old Meadow Road, MA. who was low bid for the installation of (3) three walk in showers at 971 Mammoth Road in the amount of \$13,695.00.**

Motion by Russell Taylor to award the contract to Marc L'Heureux, 107 Old Meadow Road, Ma. who was low bid for the installation of (3) three walk in showers at 971 Mammoth in the amount of \$13,695.00. Said motion was seconded by Gerald Surprenant and upon roll call vote passed unanimously.

- F. Vacancy Report**

The board reviewed the report.

- G. Work Order Report**

The board reviewed the report.

- H. Conflict of Interest Mandatory Training Program.**

All State, County, and Municipal Employees, Elected Officials and Board or Commission Members are required by law to complete online training on the conflict of interest law once every two years. The deadline for the Conflict of Interest Law Online Training Program is April 5, 2013. Once the online training is completed the completion certificate should be submitted to the Executive Director as evidence that each board member has complied.

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

Policy will be updated at the next board meeting.

COMMITTEE REPORTS

A. Heating Committee/ National Grid Update.

DHCD has assigned an architect and an engineer to the project.

B. Safety Committee

- a. The Executive Director, Debra Dewitt Ahern and Russell Taylor attended a meeting with representative from Signet Electronics Systems for the discussion of installing a surveillance system that would be located at 65 Phineas St. The objective is to provide optimal safety and security coverage for the residents of the Dracut Housing Authority. The scope of work and services were outlined for the committee. The expected high cost of the project which requires the installation of a surveillance system will have to go out to bid. This was the recommendation from Safety Committee.

b. Report from Executive Director on Capital Planning Meeting.

The Capital Planning Committee was provided with the three quotes from R.L. Proulx Electrical for the installation of indicators in the vicinity of 971 Mammoth Road. They discussed the matter and are looking into having it funded with grant money through the transportation improvement plan and or other sources of funding.

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 discussion on potential collaborations and funding sources for the Richardson Property was conducted prior to the board meeting. Chairman Ken Cunha stated the house on the property is in very poor condition and should be torn down. Commissioner Bond will reach out to the Selectmen if funds for the demolition of the house can be provided. The board members were all in agreement with eliminating the house from the property. The house will be boarded up due to liability.

OLD BUSINESS

None

NEW BUSINESS

None

During a casual discussion Chairman Kenneth Cunha voiced his admiration for the Executive Director and wishes Mary T. Karabatsos would remain at the Dracut Housing Authority. The Chairman also expressed the admiration for the great job the Executive Director is doing and that being familiar with the Richardson property and the funding needed for the project is essential and additional projects that are currently proceeding at the housing authority. Losing Mary now would not be beneficial to the housing authority. Chairman Ken Cunha proceeded to request that at the next meeting the board open up negotiations with the Executive Director regarding her contract. Debra Dewitt Ahern also expressed her admiration for the great job Mary is doing. Commissioner Debra Dewitt Ahern again stated that the experience, knowledge, and expertise Mary has is detrimental to the housing authority and the board wants to keep her in Dracut. Commissioner Brian Bond agreed and added that several projects such as the gas conversion, site improvements that include lighting, security cameras and the bathroom renovations have been

underway with the Executive Director and it would be a disadvantage to all if Mary did not stay at the Dracut Housing Authority.

RESIDENT AND PUBLIC PARTICIPATION

ADJOURNMENT

Motion by Gerald Surprenant to adjourn. Said motion was second Debra Dewitt Ahern and upon roll call vote passed unanimously. Meeting adjourned at 6:40 P.M.