

## MINUTES

The Board of Commissioners of the Dracut Housing Authority met in regular session on December 16, 2013 at 971 Mammoth Road, Dracut, Massachusetts. Chairman Russell Taylor 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  
                              F. Russell Taylor

Absent:                 George Nangle

### **MINUTES OF REGULAR MEETING**

Commissioner Bond made a motion to approve the minutes of the November 18, 2013 Board Meeting. Said motion was seconded by Ken Cunha and upon roll call vote passed unanimously.

### **FINANCIAL REPORT**

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

### **EXECUTIVE DIRECTOR'S REPORT**

#### **a.     Feasibility Contract with Women's Institute for Housing & Economic Development.**

The Director reported on the Feasibility Contract that was signed with the Women's Institute for Housing and Economic Development. The Director stated that this is a financial feasibility study. This report will focus on a few different options based on how many units we would like to build and where and how much funding we are capable of attaining. This process will also include meeting with DHCD and CEDAC. This is a preliminary study but is what we should be doing at this point. This will help us figure out how competitive we will be against other agencies competing for funds. The meeting with DHCD will be very important because we should be able to find out if they will back this project. This is a good sign that we are starting this process. The Director stated that based on the information that we receive from this feasibility study we will then put out a Request for Proposals for a consultant. Once a consultant is hired and a contract is signed the consultant gets paid if and when we receive funding.

Commissioner Bond also stated that we would be going to Town Meeting in June to request funds from CPC. Commissioner Bond stated that he has sent information to both Representative Garry and Senator Finegold on the progress of this project.

b. **Scope of Services and bid responses on carpeting and vinyl flooring.**

Commissioner Bond requested this information at the last meeting. Information was placed in the Commissioner's packets.

c. **Vacancy Report.**

The Director reported that we currently have two vacancies. Currently there is one vacancy at . Parker Avenue and Phineas Street, new residents will be moving in shortly. Commissioner Bond inquired how many residents are on our current waiting list. The Director reported that there are approximately 300 on our waiting list.

d. **Work Order Report.**

The current work order report was submitted to the Board. Commissioner Bond stated that the Maintenance Department did a great job on snow removal from the recent storm.

**COMMITTEE REPORTS:**

**Update on Housing Sub-Committee.**

Commissioner Bond requested that a meeting be scheduled with the Housing Sub-Committee in the near future. The Director stated that she did send an update to both Selectman Dirocco and Selectman Cox.

**Update on demolition of 1530 Bridge Street.**

The Director reported that this project is currently out to bid with a bid date of December 27, 2013.

**Heating Committee:**

The Director reported that the cost estimator was not able to make it to this meeting but would be more than happy to either have a conference call or Board Members could send a list of their questions and concerns to him directly. Commissioner Bond thought that the price was very high but he would like to see the system upgraded. He questioned whether or not there was another way to get this project funded. The Director stated that she would look into grants, loans, etc...

**Safety Committee:**

The cameras for 971 Mammoth Road are on order.

**Old Business.**

None.

**New Business.**

None.

**Resident and Public Participation.**

None.

**Adjournment.**

A motion to adjourn was made by Commissioner Cunha. Said motion was seconded by Commissioner Bond and upon roll call vote passed unanimously.