

## MINUTES

The Board of Commissioners of the Dracut Housing Authority met at their annual meeting on May 13, 2013 at 65 Phineas Street, 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  
                  George Nangle  
                  F. Russell Taylor

Commissioner Cunha welcomed Commissioner Nangle and stated that he was a commissioner before and assured everyone that he will do a fine job.

### ELECTION OF OFFICERS

Chairman Cunha turned the meeting over to the Executive Director for the election of officers.

The Executive Director conducted the nominations for the office of Chairman. A motion was made by Brian Bond to nominate F. Russell Taylor as Chairman. Said motion was seconded by Kenneth Cunha. No opposition cast one vote. F. Russell Taylor elected as Chairman.

The Executive Director conducted nominations for the office of Vice-Chairman. George Nangle nominated Debra DeWitt Ahern. Said motion was seconded by Brian Bond. No opposition cast one vote. Debra DeWitt Ahern elected as Vice-Chairman.

The Executive Director conducted nominations for the office of Treasurer. F. Russell Taylor nominated George Nangle. Said motion was seconded by Debra DeWitt Ahern. No opposition cast one vote. George Nangle elected as Treasurer.

The Executive Director conducted nominations for the office of Assistant Treasurer. Brian Bond nominated Kenneth Cunha. Said motion was seconded by F. Russell Taylor. No opposition cast one vote. Kenneth Cunha elected for Assistant Treasurer.

The Executive Director conducted nominations for the office of Secretary. F. Russell Taylor nominated Brian Bond. Said motion was seconded by Kenneth Cunha. No opposition cast one vote. Brian Bond elected for Secretary.

### MINUTES

Motion by Brian Bond to accept the minutes of the April 22, 2013 meeting. Said motion was seconded by Kenneth Cunha and upon roll-call vote passed unanimously.

### FINANCIAL REPORT

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

Motion by Kenneth Cunha to place the financial reports on file for audit. Said motion was seconded by George Nangle and upon roll-call vote passed unanimously.

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

**A. A vote to approve payment to Mark L'Heureux in the amount of \$14, 205 for the installation of three walk in showers at 971 Mammoth Road.**

Motion by Brian Bond to approve payment to Mark L'Heureux in the amount of \$14,205 for the installation of three walk in showers at 971 Mammoth Road. Said motion was seconded by Debra DeWitt Ahern and upon roll-call vote passed unanimously.

**B. Update on Phineas Street walk in showers.**

The Executive Director informed the Board that of the 5 walk in showers at Phineas Street, 2 were completed and the rest should be completed by the end of next week.

**C. Update on Signet Electronic Systems installation of security systems.**

Signet Electronics Systems ordered equipment for the installation of security cameras. This could take a couple to weeks for the equipment to arrive. Once the equipment arrives we will be informed of the installation date.

**D. Update on Request for Services for Designer for gas conversion project.**

Designer Selection Review Board will review the request for services on May 15, 2013 at 1:30. After the meeting they will inform the Executive Director who was chosen.

**E. Vacancy Report.**

No vacancies.

**F. Work Order Report.**

Board reviewed the report.

#### **COMMITTEE REPORTS**

Brian Bond encouraged the residents to attend the June 3<sup>rd</sup> Town meeting to support an upcoming article for the feasibility study for the Bridge Street property.

#### **OLD BUSINESS**

The Town Manager is going to purchase a light for the light pole for one of the entrance ways at 971 Mammoth Road.

Motion by Kenneth Cunha to approve payment to Marino Construction in the amount of \$11,975.00 once the Building Inspector signs off on the permit. Said motion was seconded by George Nangle and upon roll-call passed unanimously.

The Executive Director informed the Board that she got a price to level the land in back of Bldgs. 11 and 12 in the amount of \$600.00. Work should be done by the end of the week.

Brian Bond would like the Board to reach out to the Selectman regarding tearing down the house at Bridge Street. The Board would like for Brian Martin to check out the house for vandalism.

#### **NEW BUSINESS**

### **RESIDENT AND PUBLIC PARTICIPATION**

Rita Giguere would like to know the date of the June cookout so she can start getting donations. The Executive Director stated she would contact the Board this week to coordinate with their schedules.

Claire Noel told the Board that the grass was being eaten up by grub. The Executive Director told the Board that she already hired someone to take care of it.

Claire Noel told the Board that people were moving the handicapped parking signs. The Executive Director told the Board that the tenant was given permission to move the sign.

Kenneth Cunha asked the Executive Director if she was planning on hiring part time summer help this year. The Executive Director told them she is waiting to hear from the accountant to see if we have money in the budget for this.

Russell Taylor told the residents that they should be calling the office for all their concerns before bringing anything up at a meeting.

### **ADJOURNMENT**

Motion by Kenneth Cunha to adjourn. Said motion was seconded by Brian Bond and upon roll-call vote passed unanimously. Meeting adjourned at 6:30 p.m.