**MINUTES**

The Board of Commissioners of the Dracut Housing Authority met at a regular meeting on November 16, 2015 at 971 Mammoth Road, Dracut, MA 01826. Chairman Russ Taylor opened the meeting and upon roll call vote those present were as follows:

**PRESENT:** F. Russell Taylor

 Jesse Forcier

 George M. Nangle

 Debra DeWitt Ahern

**ABSENT:** Matthew J. Sheehan

**IN**

**ATTENDANCE:** Mary T. Karabatsos

 Kelley Szymanski

**MINUTES:**

Commissioner Forcier made a motion to approve the minutes of the November 16, 2015 Board Meeting. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

**BILLS & COMMUNICATIONS**:

Commissioner Forcier made a motion to approve the November 2015 warrant. Said motion was seconded by Commissioner DeWitt Ahern and upon roll call vote passed unanimously.

Commissioner Forcier made a motion to put the financial report on file for audit. Said motion was seconded by Commissioner DeWitt Ahern and upon roll call vote passed unanimously.

**EXECUTIVE DIRECTOR’S REPORT:**

1. **A vote to decide which option the Dracut Housing Authority Board of Commissioners would like to utilize to pursue the construction of affordable housing at 144 Greenmont Avenue.**

Maura Camosse Tsongas from the Women’s Institute of Housing & Economic Development made a presentation on the options for the development process and ownership structure for the construction of affordable housing at 144 Greenmont Avenue (see attached).

Commissioner Forcier made a motion to open up discussion on these options. Said motion was seconded by Commissioner DeWitt Ahern. Under discussion Commissioner Forcier felt as though option #3 would be the best avenue to take. He stated that we would not be building on our own but would have assistance from the Women’s Institute. He stated that 51% ownership by CHOICE is not what we thought would happen. That type of scenario may not be accepted by the Town. Commissioner Forcier believes that partnering with CHOICE for the social service piece of the project would be the best way to move forward. Commissioner Forcier stated that we would like to use some of these units as transitional units. This basically means taking individuals who are in a nursing home and transitioning them to a unit at the housing authority that would supply services. These individuals would stay in these units for approximately one year and then they would transition into a standard housing unit. This approach is something that is embraced by the state because it helps to alleviate the burden on the Medicare system.

Commissioner DeWitt Ahern agrees with Commissioner Forcier she believes that when we build these initial 24 units we will then have a basis and a reputation of being able to get things done. She continued to say that we have a few things going for us, the funds from the CPC as well as the land that we have. This way the Dracut Housing Authority is in control and though we will receive assistance and support from CHOICE they will not have control of the project.

Chairman Taylor stated that he would have like to have more units built but he was happy with the fact that we would have control of the project. Chairman Taylor stated that he would also be voting for option #3. Commissioner Nangle stated that he would also be supporting option #3 and he thanked the Housing Sub Committee (Jesse and Debbie) on their hard work on the project.

Commissioner Forcier made a motion to go with option #3 which is for the Dracut Housing Authority to form a non-profit with a mirror board of the existing Board of Commissioners. Said motion was seconded by Commissioner DeWitt Ahern and upon roll call vote passed unanimously.

1. **A vote to certify and approve the Year End Operating Statements – 9/30/2015.**

Commissioner DeWitt Ahern made a motion to certify and approve the Year End Operating Statements. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

1. **A vote to approve 95% Substantial Completion of Additional Parking Spaces at 113 Parker Avenue.**

Commissioner Forcier made a motion to approve 95% Substantial Completion. Commissioner Nangle seconded the motion. Under discussion the Executive Director explained that the Contractors had completed most of the work but they would have to come back in the spring to do additional work, mainly seeding. Upon roll call vote passed unanimously.

1. **A vote to approve 95% payment to Ponch Excavating, 3841 Washington Street, Boston, MA 02131 for work completed at 113 Parker Avenue for additional parking spaces.**

Commissioner Forcier made a motion to approve the 95% payment to Ponch Excavation. Said motion was seconded by Commissioner DeWitt Ahern. Chairman Taylor inquired as to the amount of the payment and the Director stated it was for $28,603. Upon roll call vote passed unanimously.

1. **Linda Cote retirement effective December 31, 2015.**

The Director informed the Board that Linda Cote will be retiring. Linda has worked at the housing authority for 29 years. Linda is well loved by the residents and we will all miss her. Chairman Taylor stated that with mixed emotions he bids Linda farewell and hopes that she enjoys retirement.

1. **Section 8/Public Housing & State Housing Coordinator Advertisement and Job Description.**

The Director informed the Board that the advertisement for this position was put in the Lowell Sun. Applications are due November 24th.

1. **Work Order Report.**

The work order report was given to the Board.

1. **Vacancy Report.**

The vacancy report was given to the Board.

1. **A vote to approve the payment to JB Contracting, Inc. in the amount of $5,000 to remove existing gutter, replace facial boards on front and rear of building 6 at 971 Mammoth Road. New facial boards and gutters will be installed.**

Commissioner DeWitt Ahern made a motion to approve this payment. Said motion was seconded by Commissioner Forcier and upon roll call vote passed unanimously. The Director informed the Board that this work is completed.

1. **A vote to approve a payment to Lucky Burner Services in the amount of $3,750 to replace boiler at 11 Perron Lane. This was an emergency boiler replacement.**

Commissioner DeWitt Ahern made a motion to approve this payment. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

1. **A vote to approve a payment to Mill City Environmental in the amount of $2,075 for the remediation of mold in the basement of 216 Bouchard Avenue.**

Commissioner Nangle made a motion to approve this payment. Said motion was seconded by Commissioner DeWitt Ahern and upon roll call vote passed unanimously.

**5. COMMITTEE REPORTS:**

**Housing Sub-Committee Update: A joint meeting with the Dracut Board of Selectmen’s Housing Sub-Committee was held on Monday, 11/9/2015.**

Commissioner Forcier stated that the two sub-committees met on 11/9/2015. It was an informative meeting and he stated that he would like to see a meeting every month in order to keep everyone informed.

**Heating Sub-Committee:**

No update.

**6. OLD BUSINESS:**

None.

**7. NEW BUSINESS:**

Commissioner Nangle asked Brian Martin if there is any stock that we could buy at St. Onge because they are going out of business

**8. RESIDENT & PUBLIC PARTICIPATION:**

Jackie Chausse from 971 Mammoth Road #11A thanked the Maintenance Department for doing

 Work in her apartment and leaving a note telling her what they did. The Director informed the

 Board that the notes that are being left for residents was Kelley’s idea. Rita Giguere from 971

 Mammoth #5B also thanked Kelley for decorating for Veteran’s Day and Thanksgiving. The

 Residents also commented on how nice Jim Murphy and Mike Hubert are and what a great job

 they are doing.

 Winona Kelley from 971 Mammoth Road #8C asked about new siding and new gutters.

 Chairman Taylor stated that the survey that was done requesting input from residents on

 what they would like to see done was that residents overwhelmingly wanted walk-in-showers.

 Based on that input we are trying to focus on that project right now. The Director stated that

 the state has done a priority inspection at 971 Mammoth Road and the feedback was that

 at this time siding is not a priority.

**9. ADJOURNMENT:**

Commissioner Nangle made a motion to adjourn. Said motion was seconded by Commissioner

 DeWitt Ahern and upon roll call vote passed unanimously.

 Meeting adjourned 6:54 p.m.