

MINUTES

The Board of Commissioners of the Dracut met at an annual meeting on May 13, 2019. Chairman Taylor opened the meeting at 6:00 p.m. and upon roll call those present were as follows:

PRESENT: F. Russell Taylor
Debra DeWitt Ahern
Charles Kanavos
George Nangle
Matthew Sheehan

ABSENT: None

IN ATTENDANCE: Kelley Szymanski
Mary T. Karabatsos

Chairman Taylor announced that the Board Meeting is being recorded.

Chairman Taylor welcomed new Chairperson Charles Kanavos. Chairman Taylor stated that Commissioner Kanavos will be a great source of knowledge due to his experience working at the Lowell Housing Authority.

ELECTION OF OFFICERS:

Commissioner Nangle nominated Russ Taylor for the position of Chairman. Said motion was seconded by Commissioner DeWitt Ahern and upon roll call vote passed unanimously.

Commissioner Nangle nominated Debbie DeWitt Ahern for the position of Vice Chairman. Said motion was seconded by Commissioner Taylor and upon roll call vote passed unanimously.

Commissioner Taylor nominated George Nangle for the position of Treasurer. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

Commissioner Nangle nominated Matthew Sheehan for the position of Assistant Treasurer. Said motion was seconded by Vice Chairman DeWitt Ahern and upon roll call vote passed unanimously.

MINUTES:

Vice Chairman DeWitt Ahern made a motion to approve the May 2019 Board Meeting Minutes. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

BILLS & COMMUNICATIONS:

Vice Chairman DeWitt Ahern made a motion to approve the May 2019 Warrant. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

Vice Chairman DeWitt Ahern made a motion to put the April 2019 Financials on file for audit. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

A vote to award a contract to MJS Construction Inc, 25 Popes Lane, Danvers, MA 01923 for the Exterior Concrete Stair Reconstruction at Hanson Glen 667-1.

The Director informed the Board that the bid included a base bid as well as three alternates. The base bid was for the two sets of stairs that are in very bad shape. There are five sets of stairs in total. The three alternates were for each of the additional sets of stairs. The low bidder (MJS Construction) came in at \$119,000 for the two sets of stairs. The three alternates came in at just under \$60,000 for each set of stairs. The total would be approximately \$299,000 if we were to do all the stairs. The Director informed the Board that she decided to do the two sets of stairs in the base bid this year and over the next two years complete go out to bid for the additional three sets of stairs. The reference checks were all excellent on MJS.

Vice Chair DeWitt Ahern made a motion to award a contract to MJS Construction for the exterior concrete stair reconstruction. Commissioner Kanavos seconded the motion and upon roll call vote passed unanimously.

A vote to approve the updated Maintenance Supervisor Job Description.

The Director informed the Board that she has changed the Maintenance Supervisor job description. She explained that some of the responsibilities for the Supervisor have changed and some have remained the same. Maintenance staff is responsible for their own developments, as well as, working on work orders associated with that development. The new job description reflects those changes.

Vice Chair DeWitt Ahern made a motion to approve the updated Maintenance Supervisor Job Description. Said motion was seconded by Commissioner Kanavos and upon roll call vote passed unanimously. Commissioner Kanavos stated that the job description was very thorough.

Vacant Report.

The Director informed the Board that there are currently 3 vacant units at 971 Mammoth Road. One is a handicapped unit.

Work Order Report.

There are no outstanding work orders currently.

A vote to accept the 2019 Income Limits.

Commissioner Kanavos made a motion to accept the 2019 Income Limits. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

COMMITTEE REPORTS:

CPC – no update.

OLD BUSINESS: Commissioner Nangle made a statement in regard to the excessively high invoice that we received from Boston Mechanical for the water heater installed at 971 Mammoth Road. He stated that he's not sure what can be done but he would like to see the contract terminated. The Director informed the Board that we are currently working with a plumber who is researching this invoice. He has put together an identical list of items that were purchased by Boston Mechanical through F.W. Webb. We are currently waiting for F.W. Webb to respond with the numbers. The Director informed the Board that she has put Boston Mechanical on notice, she has contacted DHCD, and has notified Boston Mechanical that the Dracut Housing Authority's Board of Commissioners is not pleased with the cost of this invoice. Boston Mechanical's contract is ending in December and the housing authority will be going out to bid for a new contractor beginning in October.

Commissioner Kanavos asked if when we execute a new contract with a new contractor could we stipulate over a certain amount of money, the contractor must get approval prior to purchasing. The Director stated that she would put that in the contract.

Chairman Taylor stated that he believed that Boston Mechanical's price was extremely high and that the contractor price gouged the housing authority.

The Director informed the Board that going forward the housing authority is going to put an annual limit on the contract and once reached, the housing authority will rebid.

ADJOURNMENT:

Commissioner Sheehan made a motion to adjourn. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

Meeting adjourned: 6:21 p.m.