MINUTES

The Board of Commissioners of the Dracut Housing Authority met at a regular scheduled meeting on June 20, 2016 at 65 Phineas Street, Dracut, MA 01826. Chairman Russ Taylor opened the meeting at 6:00 P.m. and upon roll call those present were as follows:

PRESENT: F. Russell Taylor

Jesse Forcier

George M. Nangle

Matthew Sheehan

Debra DeWitt Ahern

**IN ATTENDANCE**: Kelley Szymanski

Mary T. Karabatsos

**MINUTES:**

Commissioner DeWitt Ahern made a motion to approve the minutes of the May 10, 2016 Meeting. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

**ASSIGNMENT OF SUB-COMMITTEES:**

Chairman Taylor stated that he would be keeping the sub-committees as they were. Commissioner Forcier and Commissioner DeWitt Ahern would be on the Housing Sub-Committee and Commissioner Nangle and Commissioner Forcier would be on the Heating Committee.

**BILLS & COMMUNICATIONS:**

**A vote to approve the June 2016 Warrant.**

Commissioner DeWitt Ahern made a motion to approve the June 2016 warrant. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

**A vote to put the May 2016 and June 2016 Financial Reports on file for Audit.**

Commissioner Nangle made a motion to put the May 2016 and the June 2016 Financial Reports on file for Audit. Said motion was seconded by Commissioner Forcier and upon roll call vote passed unanimously.

1. **EXECUTIVE DIRECTOR’S REPORT:**
2. **A vote to approve the Certificate of Final Completion and the Certification for Final Payment in the amount of $500.00 for the work performed by Ponch Excavation, 3841 Washington Street, Boston, MA 02131 for the additional parking spaces at 113 Parker Avenue.**

Commissioner Sheehan made a motion to approve the above certifications. Said motion was seconded by Commissioner DeWitt Ahern and up on roll call vote passed unanimously.

1. **A vote to approve a contract for $11,987 to Allen & Major for the design costs for the repaving of roadway and cul-de-sac at Perron Lane.**

Commissioner DeWitt Ahern made a motion to approve a contract with Allen & Major for the design costs associated with repaving of roadway and cul-de-sac at Perron Lane. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

1. **A vote to approve a contract for $5,167 to Allen & Major for the design costs for the walkway paving and drain installation at 667-1.**

Commissioner Forcier made a motion to approve a contract for $5,167 with Allen & Major for the design costs associated with walkway paving and drain installation at 667-1. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

1. **Work Order Report.**

The Board received the work order report.

1. **Vacancy Report.**

Currently there are no vacancies.

1. **DHCD’s Board Training Initiative – On line training.**

The Director informed the Board that DHCD will eventually have on line training for Board Members. At some point in the near future DHCD will be reaching out to Board Members and explaining this process. Commissioner Forcier asked about the initial discussion that in 2017 there would be a Resident on the Board of Commissioners. The Director stated that this is also something that DHCD is working on but guidance has not been issued. Hopefully, this will be addressed at the Fall Conference.

1. **COMMITTEE REPORTS:**

* **Housing Sub Committee Update:**

Commissioner Forcier stated that now that the sub-committees have been selected a meeting will be scheduled. Commissioner Forcier also sits on the housing sub-committee of the Selectmen. A sub-committee meeting with the Architects will be scheduled for August. This is where the housing authority will have input on the design and different concepts of the project. The sub-committee will then bring it to the larger board for discussion and vote.

* **Heating Sub Committee Update:**

None.

1. **OLD BUSINESS:**

Update on Pond – The Director informed the Board that we contacted Norse Environmental to get some feedback on the pond. A consultant from Norse came and looked at the pond and suggested a non-invasive remedy. The Maintenance Staff will put bags of clay in and around the damn which will harden and firm up the damn. This work falls under an exemption of the Wetlands Act.

Commissioner Nangle inquired about putting a fountain in the middle of the pond to keep the water moving. The Director stated that she would look into this and report back to the Board.

1. **NEW BUSINESS:**

None.

1. **RESIDENT & PUBLIC PARTICIPATION:**

Residents thanked Kelley and Brian for the work that has been done with flowers and the club house at Phineas Street. They were very appreciative.

1. **ADJOURNMENT:**

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

Meeting adjourned at 6:13 p.m.