**“PLEASE SILENCE ALL CELL PHONES AND REFRAIN FROM CELL PHONE USE DURING THE MEETING”**

**AGENDA FOR THE DRACUT HOUSING AUTHORITY’S REGULAR MEETING**

**NOVEMBER 19, 2018**

**65 PHINEAS STREET**

**DRACUT, MA 01826**

**6:00 P.M.**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**Chairman will announce that the Board Meeting is being recorded.**

**1. Presentation by Jenna Milne, Fee Accountant and approval of the Dracut Housing Authority’s 2019 Budget.**

**2. MINUTES:**

* **A vote to approve the October 15, 2018 Board Meeting Minutes.**
* **A vote to approve the September 28, 2018 Executive Session Minutes.**

**3. BILLS & COMMUNICATIONS:**

* **A vote to approve the November 2018 Warrant.**

**4. EXECUTIVE DIRECTOR’S REPORT:**

 **a. A vote to approve additional bad debt Tenant write offs in the amount of $1,438.50.**

 **b. Update on stair replacement at 971 Mammoth Road.**

 **c. A vote to approve the Certification of the Top 5 Compensation Form.**

 **d. A vote to approve the Certification of Year End Financial Statements.**

 **e. A vote to approve the Dracut Housing Authority’s Lead-Free Certification Form.**

 **f. A vote to enter into a contract with Assabet Valley Housing Inspections.**

 **g. Update on Open Meeting Law Violation.**

 **h. Vacancy Report.**

 **i. Work Order Report.**

**5. COMMITTEE REPORTS:**

**6. OLD BUSINESS:**

**7. NEW BUSINESS:**

**8. ADJOURNMENT:**

**“THE MATTERS LISTED ABOVE ARE THOSE REASONABLY ANTICIPATED BY THE CHAIR THAT MAY BE DISCUSSED AT THE MEETING. NOT ALL ITEMS LISTED MAY IN FACT BE DISCUSSED AND OTHER ITEMS NOT LISTED MAY ALSO BE BROUGHT UP FOR DISCUSSION TO THE EXTENT PERMITTED BY THE LAW”.**