**MINUTES:**

**The Board of Commissioners of the Dracut Housing Authority met at a regularly scheduled meeting on September 20, 2021. Chairman Sheehan opened the meeting at 5:00 p.m. and upon roll call those in attendance were as follows:**

**PRESENT: Matthew Sheehan**

**Debra DeWitt Ahern**

**George Nangle**

**Tom Bomil**

**Charles Kanavos**

**ABSENT: None**

**IN**

**ATTENDANCE: Kelley Szymanski**

**Mary T. Karabatsos**

**MINUTES:**

**Commissioner Bomil made a motion to approve the June 21, 2021 Board Meeting Minutes. Said motion was seconded by Vice Chairwoman DeWitt Ahern and upon roll call vote passed unanimously with Commissioner Kanavos abstaining.**

**BILLS & COMMUNICATIONS:**

**Vice Chairwoman DeWitt Ahern made a motion to approve the June 2021 Financials. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously with Commissioner Kanavos abstaining.**

**Vice Chairwoman DeWitt Ahern made a motion to approve the July 2021 Financials. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.**

**Vice Chairwoman DeWitt Ahern made a motion to approve the August 2021 Financials. Said motion was seconded by Commissioner Bomil and upon roll call vote passed unanimously.**

**Commissioner Nangle made a motion to approve the July 2021 Warrant. Said motion was seconded by Vice Chairwoman DeWitt Ahern and upon roll call vote passed unanimously.**

**Vice Chairwoman DeWitt Ahern made a motion to approve the August 2021 Warrant. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.**

**Commissioner Bomil made a motion to approve the September 2021 Warrant. Said motion was seconded by Vice Chairwoman DeWitt Ahern and upon roll call vote passed unanimously.**

**EXECUTIVE DIRECTOR’S REPORT:**

**A vote to approve the low bidder Damazio Builders Inc, 2 First Ave, Suite 111, Peabody, MA 01960 in the amount of $33,600 for the replacement of the roof at 901 Mammoth Road.**

**Vice Chairwoman DeWitt Ahern made a motion to approve the low bidder Damazio Builders to replace the roof at 901 Mammoth Road in the amount of $33,600. Under discussion, Commissioner Bomil stated that he was surprised that more local contractors do not bid on these projects. The Director stated that she thinks that it is difficult to learn the process of bidding with the State. Commissioner Kanavos asked where the Invitation to Bid is advertised. The Director stated that they are advertised in the Central Register, Commbuys, and on the Dracut Housing website. Upon roll call passed unanimously.**

**A vote to accept the 2021 – 2022 Fair Market Rents effective November 1, 2021.**

**Vice Chairwoman DeWitt Ahern made a motion to accept the 2021 – 2022 Fair Market Rents effective 11/1/21. Said motion was seconded by Commissioner Kanavos and upon roll call vote passed unanimously.**

**A vote to accept the 2021 – 2022 Utility Allowance.**

**Vice Chairwoman DeWitt Ahern made a motion to accept the 2021 – 2022 Utility Allowances. Said motion was seconded by Commissioner Bomil and upon roll call vote passed unanimously.**

**A vote to approve a Partial Release of Retainage to Mike’s Construction on the Perron Lane roof project in the amount of $2,485.**

**Commissioner Bomil made a motion to approve the partial release of retainage to Mike’s Construction. Said motion was seconded by Commissioner Kanavos and upon roll call vote passed unanimously.**

**A vote to approve the Certificate of Final Completion submitted by Mike’s Construction for the Perron Lane roof project in the amount of $1,796.45.**

**Vice Chairwoman DeWitt Ahern made a motion to approve the Certificate of Final Completion in the amount of $1,796.45 to be paid to Mike’s Construction. Said motion was seconded by Commissioner Kanavos and upon roll call vote passed unanimously.**

**State AUP Audit – no findings.**

**The Director informed the Board that this is one of the five audits that the housing authority has every year. There were no findings. The Director informed the Board that if they were interested in a copy of the audit the Director will send it to the Board Member.**

**Federal Independent Audit – no findings.**

**Commissioner Bomil asked if the audit results were public information. The Director responded that it is public information, and anyone can request a copy.**

**Real Estate Assessment Center (REAC) Inspection – “97” Score.**

**The Director informed the Board that the DHA received a 97 score. Employees were very happy with this score.**

**Work Order Report.**

**The Board received the work order report. Commissioner Kanavos inquired about the work that had been done on the decks. The Director stated that the repair work that was done on the decks was to prepare for the REAC inspection. There were some decks that had splinters and the housing authority repaired those specifically for the REAC inspection. The Director stated that the housing authority does plan on doing work on the decks. She stated that there are a few capital projects that need to be done at 971 Mammoth Road. The Director stated that we have increased the rent ceiling at 971 which means that we will be increasing revenue which will allow us to get additional capital projects done.**

**Vacant Report.**

**The Board received the vacant report.**

**COMMITTEE REPORTS:**

**None.**

**RESIDENT & PUBLIC PARTICIPATION:**

**Residents in attendance were happy that they are once again able to participate in the meeting.**

**OLD BUSINESS:**

**Vice Chairwoman DeWitt Ahern asked if the situation at 901 Mammoth Road had been taken care of. The Director replied that the issue has been resolved.**

**NEW BUSINESS:**

**A vote to accept the low bidder EV Mechanical, 769 Kendall Street, Walpole, MA 02081 as the low bidder for the four walk in showers to be installed at 971 Mammoth Road in the amount of $47,500.**

**Commissioner Bomil made a motion to accept the low bidder EV Mechanical in the amount of $47,500 for the installation of four walk in showers. Said motion was seconded by Commissioner Kanavos and upon roll call vote passed unanimously.**

**Chairman Sheehan addressed the room and stated that he was happy that our meetings are back in person. Chairman Sheehan stated that he reinstated the Resident & Public Participation section of the agenda and stated that anyone is welcome to come and speak at a meeting. Ms. Liljegren asked if people who wanted to speak had to register. The Director stated that if a resident wanted to talk about something that is not on the agenda, then they should register and state what it is they wanted to talk about. Commissioner Nangle said that this would allow the Director to look up the information a Resident might be asking about. The Director informed the residents that Chairman Sheehan was the person who put that back on the agenda.**

**ADJOURNMENT:**

**Commissioner Bomil made a motion to adjourn. Said motion was seconded by Commissioner Kanavos and upon roll call vote passed unanimously.**

**Meeting adjourned: 5:19 p.m.**