**MINUTES**

**The Board of Commissioners of the Dracut Housing Authority met at a regular scheduled meeting on Monday, December 11, 2023. Chairman Sheehan opened the meeting at 5:30 and upon roll call vote those present were as follows:**

**PRESENT: Matthew Sheehan**

 **George Nangle**

 **Charles Kanavos**

 **Andre Dubuque**

**ABSENT: Tom Bomil**

**IN**

**ATTENDANCE: Kelley Szymanski**

 **Mary T. Karabatsos**

**MINUTES:**

**Commissioner Kanavos made a motion to approve the Minutes of the December 11, 2023 Board Meeting Minutes. Said motion was seconded by Commissioner Dubuque and upon roll call passed unanimously.**

**BILLS & FINANCIALS:**

**Commissioner Kanavos made a motion to approve the December 2023 Warrant. Said motion was seconded by Commissioner Dubuque and upon roll call vote passed unanimously.**

**EXECUTIVE DIRECTOR’S REPORT:**

**A vote to adopt the Federal Budget and Federal Subsidy.**

**Commissioner Nangle made a motion to approve the Federal Budget and Federal Subsidy. Said motion was seconded by Commissioner Kanavos and upon roll call vote passed unanimously.**

**A vote to approve P.J. Albert Inc, P.O. Box 2165, Fitchburg, MA as the low bidder for the Asphalt Walkway Project at 971 Mammoth Road, in the amount of the Contract price $44,496.00 and Alternate #1 in the amount of $8,500.00 totaling $52,996.00.**

**Commissioner Dubuque made a motion to approve P.J. Albert as the low bidder in the amount of $52,996.00 for the installation of an Asphalt Walkway Project at 971 Mammoth Road. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.**

**A vote to approve MJS Construction Inc, 25 Popes Lane, Danvers, MA as the low bidder for the 4 Walk-In-Showers at 971 Mammoth Road in the amount of $69,400.00.**

**Commissioner Nangle made a motion to approve MJS Construction as the low bidder for the 4 Walk in Showers at 971 Mammoth Road in the amount of $69,400. Commissioner Dubuque inquired about the accommodations that are made for Residents when contractors are working in their unit. The Director stated that the turnover time is within a few days and the Contractors make sure that toilets are able to be used overnight. Said motion was seconded by Commissioner Dubuque and upon roll call vote passed unanimously.**

**Work Order Report:**

**The Board received the work order report.**

**Vacant Report:**

**The Board received the vacant unit report.**

**Update on new REAC inspection.**

**The Director explained the update on future REAC Inspections. The DHA has two REAC (Federal) Inspections. They take place at 971 Mammoth Road and 65 Phineas Street. REAC has now changed to NSPIRE. In the past, a lot of the REAC was focused on the sites, as opposed to inside the units. NSPIRE is focused on both inside units and outside sites with most of the focus inside the units.**

**Commissioner Dubuque asked if all the gutters have been cleaned out at 971 Mammoth Road. The Director stated that they are all done. Commissioner Dubuque inquired if there will be a bid going out for Landscaping this year. The Director stated that the current landscaper is currently under a three- year contract.**

**COMMITTEE REPORTS:**

**Chairman Sheehan stated that the CPC meeting was cancelled this month. He has nothing to report.**

**RESIDENT & PUBLIC PARTICIPATION:**

**Jackie Chausse of 971 Mammoth Road asked if a notice could go out so Residents and Homemakers could throw their garbage in the back of the dumpster in order to make room up front.**

**OLD BUSINESS:**

**Commissioner Nangle inquired about the Mandatory Board Member Training. The Director stated that EOHLC is going to send out more information on this training. Things have been a little bit confusing and hopefully updated information will help.**

**NEW BUSINESS:**

**Chairman Sheehan wished everyone a Merry Christmas and a Happy New Year.**

**ADJOURNMENT:**

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

**Meeting adjourned: 5:46 p.m.**