**MINUTES**

The Board of Commissioners of the Dracut Housing Authority met at a regular scheduled meeting on February 12, 2018 at 971 Mammoth Road, Dracut, MA 01826. Chairman Russ Taylor opened the meeting at 6:00 p.m. and upon roll call vote those present were as follows:

PRESENT: Matthew Sheehan

F. Russell Taylor

Debra DeWitt Ahern

George Nangle

ABSENT: Jesse Forcier

IN

ATTENDANCE: Mary T. Karabatsos

Kelley Szymanski

**Chairman Taylor announced that the Board Meeting is being recorded.**

**MINUTES:**

Commissioner Sheehan made a motion to approve the minutes of the January 29, 2018 Board Meeting. Said motion was seconded by Commissioner Nangle and upon roll call passed with a 4 – 0 vote with Commissioner DeWitt Ahern abstaining.

**BILLS & COMMUNICATIONS:**

Commissioner DeWitt Ahern made a motion to approve the February 2018 Warrant. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

**EXECUTIVE DIRECTOR’S REPORT:**

**A vote to approve the Dracut Housing Authority’s Procurement Policy.**

Commissioner DeWitt Ahern made a motion to approve the Dracut Housing Authority’s Procurement Policy. Said motion was seconded by Commissioner Nangle and under discussion Commissioner DeWitt Ahern inquired if this policy is standard throughout the industry and if it is required by DHCD. The Director stated that both HUD and DHCD require all housing authorities to have a Procurement Policy. Upon roll call vote passed unanimously.

**Vacancy Report.**

The Director reported that we currently have two vacancies at Coventry Garden. Both units will be filled shortly.

**Work Order Report.**

The Board received the work order report. The Director informed the Board that there were currently two open work orders.

**COMMITTEE REPORTS:**

Commissioner Sheehan, who is the housing authority’s representative on the Community Preservation Committee stated that the February meeting is scheduled for tomorrow night February 13, 2018.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

The Director informed the Board that the housing authority received our PHAS Score from HUD. The Dracut Housing Authority received a 99 Score. Commissioner DeWitt Ahern asked the Director to explain the meaning of the score. The Director explained that the PHAS Score is reflective of our physical, management, capital and financial assessment of our Federal HUD Policies. The score of 99/100 gives us a High Performer Score. Chairman Taylor congratulated the staff for the score.

**RESIDENT & PUBLIC PARTICIPATION:**

Winona Kelley from 971 Mammoth Road #8C said that black ice accumulates in front of the garbage and recycle bins. She requested that maintenance keep an eye on that area.

**ADJOURNMENT:**

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

Meeting adjourned at 6:10 p.m.