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

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

**NOVEMBER 25, 2019**

**971 MAMMOTH ROAD**

**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 2020 Budget.**

**2. MINUTES:**

* **A vote to approve the September 2019 Board Meeting Minutes.**
* **A vote to approve the October 2019 Board Meeting Minutes.**

**3. BILLS & COMMUNICATIONS:**

* **A vote to approve the November 2019 Warrant.**
* **A vote to approve the 2019 Year End Financials.**

**4. EXECUTIVE DIRECTOR’S REPORT:**

 **a. A vote to award the Annual Plumbing/Heating Maintenance and Repair Service Contract to N & T Mechanical Services, LLC, 417 Bolton Road, Suite 1, Lancaster, MA in**

 **the amount of $29,900. Attached is the Bid Tabulation Form and Reference Checks.**

 **N & T Mechanical Services was the low bidder.**

 **b. A vote to award the Annual Electrical Maintenance and Repair Services Contract**

 **to Lantern Light & Electric, Inc, 11 Oakview Circle, Medway, MA 02053 in the amount of $10,310. Attached is the Bid Tabulation Form and Reference Checks. Lantern**

 **Light & Electric, Inc was the low bidder.**

 **c. A vote to add the language “The only time the landlord is allowed to request a rent increase is at least 60 days before annual renewal time” to the Section 8 Administrative Plan.**

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

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

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

 **g. Vacancy Report.**

 **h. Work Order Report.**

**5. COMMITTEE REPORTS:**

**6. OLD BUSINESS:**

**7. 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”.**