**MINUTES**

The Board of Commissioners of the Dracut Housing Authority met at a regular scheduled meeting on April 24, 2017 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

 Debbie DeWitt Ahern

 F. Russell Taylor

 Jesse Forcier

 George Nangle

ABSENT: None

IN ATTENDANCE: Kelley Szymanski

 Mary T. Karabatsos

**MINUTES**

Commissioner Forcier made a motion to approve the minutes of the March 2017 Board Meeting. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

**BILLS & COMMUNICATION:**

Commissioner DeWitt Ahern made a motion to approve the April 2017 warrant. Said motion was seconded by Commissioner Forcier and upon roll call vote passed unanimously.

Commissioner Forcier made a motion to put the March 2017 Financial Reports on file for Audit. Said motion was seconded by Commissioner DeWitt Ahern and upon roll call vote passed unanimously.

**EXECUTIVE DIRECTOR’S REPORT:**

**A vote to have Jenna Milne, Fee Accountant write off the attached vacated balances;**

**7 Perron Lane – vacated 7/31/2015 - $2,012.00**

**29 Perron Lane – vacated 3/5/2015 - $3,579.00**

**125 Sladen Street – vacated 8/20/15 - $598.00**

**204 Pleasant Street – vacated 11/30/16 - $852.00**

**113 Parker Avenue – deceased 6/02/15 - $1,170**

**901 Mammoth Road – deceased 8/20/15 - $182.00**

**Total amount - $8,393.00**

Chairman Taylor inquired as to whether there was a process to obtain these funds. The Director stated that we have reported to Stevens Business Service in the past but we have never had any luck getting these funds back. The Director stated that there is a website that housing authorities go on before allowing someone to move in and if by chance these individuals have a balance owed to another housing authority they would have to pay the debt at the initial housing authority to be accepted at another.

Commissioner DeWitt Ahern stated that she wanted it on the record that Commissioners receive their packets the Friday before the meeting. That way, Commissioners have the opportunity to review the agenda items and to formulate questions prior to the meeting.

Commissioner DeWitt Ahern made a motion to allow the Fee Accountant to write off the vacated balances. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

**A vote for the Board of Commissioners to sign the deed for the property located at 2197 Lakeview Avenue to have the parcel of land deeded back to the Town of Dracut.**

Commissioner DeWitt Ahern made a motion to have the Board sign the deed for the property located at 2197 Lakeview Avenue to be deeded back to the Town of Dracut. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

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

Commissioner Forcier made a motion to approve the Dracut Housing Authority’s Rent Collection Policy. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

**A vote to approve Amendment #3 to the Capital Improvement Work Plan 5001 in the amount of $107,472.00. The Commonwealth has awarded the Dracut Housing Authority $107,472 in Formula Funding for Fiscal year 2019.**

Commissioner DeWitt Ahern made a motion to approve Amendment # 3 to the Capital Improvement work plan 5001 in the amount of $107,472.00. Said motion was seconded by Commissioner Forcier and upon roll call vote passed unanimously. The Director informed the Board that this funding will be utilized for future formula funding capital projects.

**2016 Independent Single Audit.**

The Board received the Independent Single Audit Report. The housing authority did not have any findings.

**Fire – 971 Mammoth Road #3E.**

The Director informed the Board that there was a fire at 971 Mammoth Road #3E. The fire was contained to the kitchen and DHCD has assigned a contractor to fix the damage that was done to the kitchen.

**A vote to approve the low bid and to allow the Executive Director to sign a contract with the low bidder on the 667-1 DHCD #079068 for the Walkway, Paving & Drain Installation at 971 Mammoth Road.**

Commissioner Sheehan made a motion to approve RAE Contracting LLC, 6 Dracut Street, Methuen, MA as the low bidder in the amount of $67,800. Said motion was seconded by Commissioner DeWitt Ahern and upon roll call vote passed unanimously.

**A vote to approve the low bid and to allow the Executive Director to sign a contract with the low bidder on the Perron Lane DHCD #079067 for the Repaving Roadway and Cul-de-sac at Perron Lane.**

Commissioner Forcier made a motion to approve U.S Pavement Services, 39 Industrial Parkway, Woburn, MA 01801 as the low bidder in the amount of $103,139.00. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously. Commissioner DeWitt Ahern stated that the references for both contractors were excellent.

**Vacant Report.**

The Board received the vacancy report. There is one vacancy that should be done by the end of the week.

**Work Order Report.**

The Board received the work order report. Currently no work orders to report.

**COMMITTEE REPORT:**

Commissioner Forcier stated that there was a sub-committee meeting prior to the regular meeting. Both Commissioner Forcier and Commissioner DeWitt Ahern had the opportunity to review the RFP. This is a process that will have additional input from DHCD as well as MHP. Once the draft is finalized the RFP will be advertised.

**OLD BUSINESS:**

Due to a scheduling conflict with the MASSnahro Conference the next meeting, which will be the annual meeting, will take place on Monday, May 15, 2017.

**NEW BUSINESS:**

None.

**RESIDENT & PUBLIC PARTICIPATION:**

Brian Bond requested to speak under public participation in reference to the Request for Proposal. Mr. Bond stated that he believes that the article that Town Meeting voted on in 2012 is different then what the Housing Authority is now proposing to be built on the Greenmont Avenue land.

**ADJOURNMENT:**

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

Meeting adjourned: 6:17 p.m.