**MINUTES**

The Board of Commissioners of the Dracut Housing Authority met at a regular scheduled meeting on April 22, 2019. Chairman Russell Taylor opened the meeting at 6:00 p.m. and upon roll call those present were as follows:

PRESENT: F. Russell Taylor

 Debra DeWitt Ahern

 Jesse Forcier

 George Nangle

 Matthew Sheehan

ABSENT: None

IN

ATTENDANCE: Kelley Szymanski

 Mary T. Karabatsos

Chairman Taylor announced that the Board Meeting is being recorded.

Chairman Taylor thanked Jesse Forcier for his years of service on behalf of the citizens of Dracut and the residents of the housing authority. Chairman Taylor said that Jesse has been a very engaged Board Member who has taken his position very seriously and Chairman Taylor has been proud to work with him.

Commissioner Nangle stated that he would like to echo those words by Chairman Taylor. Commissioner Nangle said that it has been an honor to work with Jesse over the last five years. He stated that Jesse has been a great friend and a great asset to this Board. He said that Jesse has always had great thought out plans and he is going to miss him.

Commissioner Sheehan said that he agrees with both Chairman Taylor and Commissioner Nangle and that it has been a pleasure to work with Commissioner Forcier on this board. He also stated that Jesse Forcier has been doing a fantastic job as a Dracut Selectman and it has been a pleasure to work with him.

Commissioner DeWitt Ahern stated that Jesse did a great job at the housing authority and has been doing a spectacular job as a Selectman. She thanked Jesse for his service.

**MINUTES:**

Commissioner DeWitt Ahern made a motion to approve the January 28, 2019 Board Meeting Minutes. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

Commissioner Nangle made a motion to approve the February 25, 2019 Board Meeting Minutes. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed with Commissioner DeWitt Ahern abstaining.

Commissioner Forcier made a motion to approve the March 18, 2019 Board Meeting Minutes. Said motion was seconded by Commissioner DeWitt Ahern and upon roll call vote passed with Commissioner Nangle abstaining.

**BILLS & COMMUNICATIONS:**

Commissioner Forcier made a motion to approve the April 2019 warrant. Said motion was seconded by Commissioner DeWitt Ahern and upon roll call vote passed unanimously. Chairman Taylor inquired about the Boston Mechanical Invoice for over $16,000.00. The Director stated that the bill is ridiculously high. She explained that we usually have one of the larger water heaters in stock, but unfortunately, we did not. 971 Mammoth Road utilizes 40-gallon, 80 gallons, and 120-gallon water heaters. This particular bill is for a 120-gallon water heater that feeds hot water to one of our larger buildings that have 10 apartments. Boston Mechanical is the housing authority’s plumber, they were the low bidder back about four years ago. The invoice states that the cost of the water heater, which was purchased from F.W. Webb, was $12,443. We did not have a water heater in stock and they had ordered the water heater and was already installing it before we knew the expense. They also had an apprentice and three plumbers on site installing the heater. This job took two days because the plumbing inspector informed us that the water was too hot, so they had to come back a second day to adjust the temperature of the water. The Director informed the Board that she did dispute the bill with Boston Mechanical. They went back and forth, and the Director did not pay the bill right away. She told Boston Mechanical that she felt as though they were taking advantage of the housing authority. Chairman Taylor asked if there is any recourse on this bill. Commissioner Nangle asked if we are obligated to call Boston Mechanical if there is plumbing work to be done. The Director stated that yes, we do have to call him because we have a contract with Boston Mechanical. The Director informed the Board that this will not happen again we will make sure that we have a water heater in stock. Chairman Taylor stated that it feels as though we got taken with the price of the water heater and unfortunately it was an emergency.

Commissioner DeWitt Ahern made a motion to put the March 2019 Financials on file for audit. Said motion was seconded by Commissioner Forcier and upon roll call vote passed unanimously.

**EXECUTIVE DIRECTOR’S REPORT:**

**A vote to approve the Dracut Housing Authority’s 2020 Capital Improvement Plan.**

Commissioner DeWitt Ahern made a motion to approve the Dracut Housing Authority’s 2020 Capital Improvement Plan. Said motion was seconded by Commissioner Forcier and upon roll call vote passed unanimously. The Director explained that the capital improvement plan is projected out to 2022. This is voted on every year and is funded by the formula funding that we receive from the state on an annual basis. Some of the capital projects at the top of the plan have already been completed.

**Vacancy Report.**

The Board received a copy of the vacancy report. There are currently three vacancies. One at Perron Lane, one at Coventry Gardens and one at 971 Mammoth Road.

**Work Order Report.**

The Board received a copy of the work order report.

**Update on Enterprise Bank Deposit Account Signature Cards.**

The Director informed the Board that during a recent audit we were told that HUD now requires a Depository Certification Form from Enterprise Bank. This is something new that is required from financial institutions. There are new signature cards that the Board must sign because Enterprise has restructured all of our accounts. This new depository certification ensures that any accounts over $250,000 are FDIC insured. Commissioner Nangle, Commissioner DeWitt Ahern and Chairman Taylor must sign the new signature cards.

**Update on Phineas Street Generators.**

The Director informed the Board that there was a kick off meeting on April 18th. The generator has been ordered but it takes up to 12 weeks for the generator to be delivered. Once delivery takes place the Contractor said that the generator can be installed in a week. Unfortunately, we have to wait for the delivery.

**Update on 971 Stairs.**

The bid on the stairs is due back next week. We are hoping that the stairs will be done asap.

**Update on Civil Service decision.**

Brian Martin did receive his position back. Civil Service did vote on a five-day suspension that Mr. Martin is currently serving. Commissioner Forcier asked about the protocol. The Director stated that each maintenance staff person has their own projects. They each pick up their own work orders and are responsible for them. There is more onus on staff and they make sure that their work orders are done in an efficient time frame. Brian is responsible for oversight and larger projects that need to be addressed and completed.

**Request for Reimbursement – Greenmont – Town Meeting.**

The Director informed the Board that the housing authority is working with Town Manager Duggan to get reimbursed for $5900. This was for the Greenmont site that we were never reimbursed for.

**COMMITTEE REPORTS:**

**CPC –** No updates.

**OLD BUSINESS:**

The next Board Meeting will be May 13, 2019.

**ADJOURNMENT:**

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

Meeting adjourned: 6:21