**MINUTES**

The Board of Commissioners of the Dracut Housing Authority met at a regular scheduled meeting on December 17, 2018. Chairman Russell Taylor opened the meeting at 6:00 p.m. and upon roll call vote those present were as follows:

PRESENT: Matthew Sheehan

 Debra DeWitt Ahern

 F. Russell Taylor

 Jesse Forcier

 George Nangle.

ABSENT: None

IN

ATTENDANCE: Kelley Szymanski

 Mary T. Karabatsos

Chairman Taylor announced that the Board Meeting is being recorded.

**MINUTES:**

Commissioner DeWitt Ahern made a motion to approve the September 28, 2018 Executive Session Minutes. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed with three votes with Commissioner Forcier and Commissioner Nangle abstaining.

Commissioner Nangle made a motion to approve the November 19, 2018 Board Meeting minutes. Said motion was seconded by Commissioner Forcier and upon roll call vote passed with three votes with Commissioner DeWitt Ahern and Chairman Russell Taylor abstaining.

**BILLS & COMMUNICATIONS:**

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

The vote that was taken on the October Financials was incorrect. The vote should have been taken on the November financials. This vote will be retaken at the January 28, 2019 Board Meeting. There are no October financials due to year ends.

**EXECUTIVE DIRECTOR’S REPORT:**

**Vacancy Report.**

The Board received the vacant report.

**Work Order Report.**

The Board received the work order report.

**Update on Resident Board Member.**

The Director informed the Board that she spoke with the President of MassNahro, Donna Brown Rego, and was told that the legislators are currently in session and the Resident Board Member legislation should be put forward during this session. Ms. Rego said that we should have more information the beginning of the new year. The process would be that the housing authority would send a letter to all residents to see if a resident is interested. The housing authority would then send a letter to the Selectmen with the names of those residents who are interested in sitting on the Board. The Selectmen would then make an appointment. We should know soon what the impact will be on the 2019 Town Elections.

Commissioner Forcier suggested that the housing authority should get the information out to residents. He stated that there will be an opportunity for a resident to serve on the board. Chairman Taylor stated that the Resident Board Member would have the same duties as the current Board Members. Their main contribution would be to establish policy. The day to day dealings fall under the Executive Director. The Director stated that the Resident Board Member would attend a training to understand what their obligations and duties would be.

**Update on generator at Phineas Street.**

The Director informed the Board that the Foreman on the generator project has left the company, Sargent Electric. Sargent Electric did not notify the housing authority or the engineer who oversees the generator project for the housing authority. The engineer, Gary Nangle, is dealing with Sargent Electric now. He has informed them that we need an update on the project by the end of this week. He also said that if they did not respond with answers he would call for an emergency meeting and the company would need to ensure us that the work would be completed by the first week in February.

Commissioner Forcier inquired about the Maintenance Department and wanted to know which sites each Maintenance staff was assigned to. The Director informed the Board that Brian is assigned to Phineas Street and Coventry Gardens, Mike is assigned to 971 Mammoth Road, and Jim is assigned to 901 Mammoth, 113 Parker, Perron Lane, and 12 scattered homes. The Director informed the board that the assignments were based on the amount of work orders each site has had over the past few years. The goal is to make the amount of work for each staff person even and fair.

**COMMITTEE REPORTS:**

None.

**OLD BUSINESS:**

None.

Commissioner Sheehan wished everyone a Merry Christmas and a Happy, Safe, New Year.

**ADJOURNMENT:**

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

Meeting adjourned at 6:14 p.m.