**MINUTES**

**The Board of Commissioners of the Dracut Housing Authority met at a regularly scheduled virtual meeting on December 14, 2020 at 5:00 p.m. Chairman Matthew Sheehan opened the meeting at 5:00 p.m. and upon roll call vote those present were as follows:**

**PRESENT: Matthew Sheehan**

 **Debbie DeWitt Ahern**

 **Tom Bomil**

**ABSENT: George Nangle**

 **Charles Kanavos**

**IN**

**ATTENDANCE: Kelley Szymanski**

 **Mary T. Karabatsos**

**MINUTES:**

**Commissioner Bomil made a motion to approve the November 16, 2020 Board Meeting Minutes. Said motion was seconded by Vice Chairwoman DeWitt Ahern and upon roll call vote passed unanimously.**

**BILLS & COMMUNICATIONS:**

**Vice Chairwoman DeWitt Ahern made a motion to approve the December 2020 Warrant. Said motion was seconded by Commissioner Bomil and upon roll call vote passed unanimously**

**EXECUTIVE DIRECTOR’S REPORT:**

**Presentation by Jenna Milne, Fee Accountant on the 2021 DHA Budget.**

**Ms. Milne addressed the Board and outlined the 2021 Budget. Administrative staff received a 3% raise (Executive Director excluded). The DHA also received Covid – 19 funds from DHCD (state) and HUD (federal). These funds have been used to purchase sanitizing equipment, hazard pay, etc.… to address Covid – 19. Commissioner Bomil asked why the Executive Director’s salary is frozen. Jenna replied that all Executive Director’s salaries have been frozen by DHCD. Vice Chairwoman DeWitt Ahern inquired as to the reason of the 4% cut in this year’s budget. Ms. Milne said that the budget guidelines came out in October and at the time DHCD was not sure if they were going to be fully funded or not. However, additional information came out last week and the 4% could be added back to the housing authority’s budget. Maintenance Staff salary increases are dictated by the Department of Labor which is issued in April.**

**Ms. Milne explained that the property insurance is bid out by the state and unfortunately the cost per unit went from $130 to $170 a unit. Our retirement and health costs increase every year. Ms. Milne said that we are all hoping that we get back some of the subsidy.**

**Ms. Milne stated that the State Budget is in good condition. The reserve is approximately 67%. The 689 Program is a small program, and we do not make any money on that program, so we are keeping an eye on that program. The reserve is 63%. The 667-1 program is in great condition. We have very large reserves in that program. The federal program is at 37% with the potential for a higher percentage. The Section 8 program is doing fine, we are also going to get some Covid funds for this program also. These funds can be put towards salaries and benefits.**

**A vote to approve the 2021 Dracut Housing Authority Budget.**

**Commissioner Bomil made a motion to approve the 2021 Dracut Housing Authority Budget. Said motion was seconded by Vice Chairwoman DeWitt Ahern and upon roll call vote passed unanimously.**

**A vote to accept the FY 2024 Formula Funding Award in the amount of $85,389.00.**

**Commissioner DeWitt Ahern made a motion to accept the FY 2024 Formula Funding award. Said motion was seconded by Commissioner Bomil and upon roll call vote passed unanimously.**

**A vote to approve a one-time Hazard Pay for Administrative Staff (excluding Executive Director) and Maintenance Staff in the amount of $1,500. This would be funded under State and Federal Covid/Cares Act funding.**

**Vice Chairwoman DeWitt Ahern made a motion to approve a one-time Hazard Pay for Administrative Staff and Maintenance Staff. Said motion was seconded by Commissioner Bomil. Chairman Sheehan, Vice Chairwoman DeWitt Ahern, and Commissioner Bomil congratulated Staff and re-iterated that everyone is doing a great job. Upon roll call vote passed unanimously.**

**Work Order Report.**

**The Board received the work order report.**

**Vacancy Report.**

**The Board received the vacancy report.**

**COMMITTEE REPORTS:**

**None.**

**RESIDENT & PUBLIC PARTICIPATION:**

**None.**

**OLD BUSINESS:**

**None.**

**NEW BUSINESS:**

**Chairman Sheehan thanked the Administrative Staff and the Maintenance Staff for working hard during the Covid Pandemic. The Chairman said that everyone is doing a great job and he appreciated their effort, during these trying times.**

**ADJOURNMENT:**

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

**Meeting adjourned: 5:21 p.m.**