**MINUTES**

**The Board of Commissioners of the Dracut Housing Authority met at a regular scheduled**

**meeting on February 25, 2019. Commissioner Jesse Forcier opened the meeting at 6:00 p.m. and upon roll call vote those present were as follows:**

**PRESENT: Jesse Forcier**

 **George Nangle**

 **Matthew Sheehan**

**ABSENT: F. Russell Taylor**

 **Debra DeWitt Ahern**

**IN**

**ATTENDANCE: Kelley Szymanski**

 **Mary T. Karabatsos**

**Commissioner Forcier announced that the Board Meeting is being recorded.**

**MINUTES:**

**Commissioner Forcier stated that a vote on the minutes will be continued until the next meeting.**

**BILLS & COMMUNICATIONS:**

**Commissioner Sheehan made a motion to put the January 2019 Financials on File for audit. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.**

**Commissioner Nangle made a motion to rescind the vote taken on the October 2018 Financials. Said motion was seconded by Commissioner Sheehan. Under discussion the Director explained that a vote was taken to approve the October 2018 financials when it was the November financials that was voted upon. Upon roll call vote passed unanimously.**

**Commissioner Sheehan made a motion to approve the February 2019 Warrant. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.**

**EXECUTIVE DIRECTOR’S REPORT:**

**Conflict of Interest Law/State Ethics Commission.**

**The Director informed the Board that they need to take the Conflict of Interest test. Once taken please submit a copy of the certificate to either the housing authority or the Town Clerk’s office.**

**Section 8 Management Assessment Program FY ending 9/30/2018 Score = 100.**

**The Director informed the Board that the housing authority received a score of 100 on the SEMAP assessment. This assessment is done every two years. The Director stated that Lynn Flynn runs this program and does a fantastic job. Lynn should be credited for this perfect score. The Board congratulated Lynn for a job well done.**

**Update on Phineas Street Generator.**

**The Director informed the Board that the contractor for the Phineas Street generator has not been producing. A meeting was scheduled that they did not show up for. Based on this the Director decided to close out the contract with this contractor and go out to bid for a new contractor. The new bid has been advertised and bid packages are due this Thursday, February 28, 2019. The Director stated that there will be a vote for the new contractor at the next meeting in March.**

**A vote to put the Stand by Generator project back out to bid.**

**Commissioner Nangle made a motion to put the Stand by Generator project back out to bid. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.**

**PMR – Performance Management Review on 2/14/19.**

**Director informed the Board that a performance management review was conducted the previous week on our state sites. The Director stated that there is no score on this review but starting next year the review will be published on both the DHCD site as well as the Housing Authority’s web site. The Director informed the Board that there were no written findings but a few suggestions that DHCD would like to see implemented. DHCD stated that the review went very well.**

**MOR – Management Operations Review on 2/19/19.**

**The Director informed the Board that we also had a management operation review on our property located at 971 Mammoth Road. This property is funded by the state and the federal government. They are very stringent with this review. The Director informed the Board that the Inspector from DHCD stated that he has been doing this work for 12 years and this was the first time that he has never written up any findings. The DHA did very well on this review also.**

**Vacant Report.**

**The Board received the vacancy report. The DHA currently has one vacancy.**

**Work Order Report.**

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

**A vote to approve the Section 8 Administrative Plan.**

**Commissioner Nangle made a motion to approve the Section 8 Administrative Plan. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.**

**COMMITTEE REPORTS:**

**No committee reports.**

**OLD BUSINESS:**

**Commissioner Forcier inquired about the stairs at 971 Mammoth Road. The Director informed him that the stairs are being re-bid. The Engineer will be putting it out to re-bid in March.**

**ADJOURNMENT:**

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

**Meeting adjourned 6:10 p.m.**