**MINUTES**

**The Board of Commissioners of the Dracut Housing Authority met at a regularly scheduled meeting on Monday, February 27, 2023. Chairman Matthew Sheehan opened the meeting at 5:30 p.m. and upon roll call vote those in attendance were as follows:**

**PRESENT: Matthew Sheehan**

 **Tom Bomil**

 **George Nangle**

 **Charles Kanavos**

 **Andre Dubuque**

**ABSENT: None**

**IN**

**ATTENDANCE: Kelley Szymanski**

 **Mary T. Karabatsos**

**MINUTES:**

**Vice Chairman Bomil made a motion to approve the December 19, 2022, Board Meeting Minutes. Said motion was seconded by Commissioner Kanavos and upon roll call vote passed unanimously.**

**Commissioner Kanavos made a motion to approve the November 1, 2022, Special Meeting Minutes.**

**Said motion was seconded by Vice Chairman Bomil and upon roll call vote passed unanimously.**

**Vice Chairman Bomil made a motion to approve the August 29, 2022, Special Meeting Minutes. Said motion was seconded by Commissioner Kanavos and upon roll call vote passed unanimously.**

**BILLS & FINANCIALS:**

**Commissioner Kanavos made a motion to approve the January 2023 Warrant. Said motion was seconded by Vice Chairman Bomil and upon roll call vote passed unanimously.**

**Commissioner Kanavos made a motion to approve the November 2022 Financials. Said motion was seconded by Commissioner Dubuque and upon roll call vote passed unanimously.**

**Commissioner Kanavos made a motion to approve the February 2023 Warrant. Said motion was seconded by Vice Chairman Bomil and upon roll call vote passed unanimously.**

**Commissioner Kanavos made a motion to approve the December 2022 Financials. Said motion was seconded by Vice Chairman Bomil and upon roll call vote passed unanimously.**

**EXECUTIVE DIRECTOR’S REPORT:**

**A VOTE TO APPROVE CHANGE ORDER #1 FOR E5 BUILDER’S LLC IN THE AMOUNT OF $1,650.00.**

**Commissioner Dubuque made a motion to approve the Change Order #1. Said motion was seconded by Vice Chairman Bomil and upon roll call vote passed unanimously.**

**A VOTE TO APPROVE CHANGE ORDER #2 FOR E5 BUILDER’S LLC IN THE AMOUNT OF $5,250.00.**

**Commissioner Kanavos made a motion to approve the Change Order #2. Said motion was seconded by Vice Chairman Bomil and upon roll call vote passed unanimously.**

**A VOTE TO APPROVE PAYMENT TO E5 BUILDER’S LLC IN THE AMOUNT OF $48,602.00.**

**Commissioner Kanavos made a motion to approve the payment to E5Builders in the amount of $48,602.00. Said motion was seconded by Vice Chairman Bomil and upon roll call vote passed unanimously.**

**A VOTE TO APPROVE P.J. ALBERT INC, P.O. BOX 2165, FITCHBURG, MA, THE LOW BIDDER IN THE AMOUNT OF $58,775 FOR THE BASE BID AND $47,500 FOR ALTERNANT #1 FOR THE WALKWAY PROJECT AT PHINEAS STREET. TOTAL AMOUNT OF BID IS $106,275.**

**The Director informed the Board that based on the fact that we do not know how the bids are going to come in, it is not unusual to break them down by Alternatives. We can only afford the base bid and Alternative #1 this year so the total amount will be $106,275. Commissioner Dubuque asked the Director to explain the Base Bid and the Alternants. Commissioner Nangle stated that he was happy to see that a Contractor from Dracut submitted a bid. Vice Chairman Bomil made a motion to approve P.J. Albert Inc, as the low bidder for the Walkway Project at Phineas Street. Said motion was seconded by Commissioner Kanavos and upon roll call vote passed unanimously.**

**PMR RESULTS FOR THE PERFORMANCE AND MANAGEMENT REVIEW AS WELL AS FACILITIES INSPECTION REVIEW. REVIEW TOOK PLACE ON JANUARY 18, 2023.**

**The Director informed the Board that the Housing Authority did well on their PMR Review. Commissioner Kanavos asked if there was a score that was given. The Director stated that DHCD does not give a score. Based on the fact that we did well the next PMR should be in two years.**

**PUBLIC HOUSING AND ASSESSMENT SYSTEM – HIGH PERFORMER NOTIFICATION.**

**The Director informed that the Dracut Housing Authority received a High Performer Notification from HUD. The Director stated that the housing authority is very happy about this.**

**SEMAP SCORE – DRACUT HOUSING AUTHORITY RECEIVED A 96% HIGH PERFORMER.**

**The Director informed the Board that due to the fact that we are considered a HUD High Performer we receive additional funds for our capital grants and only have SEMAP every two years.**

**WORK ORDER REPORT JANUARY AND FEBRUARY 2023.**

**Commissioner Dubuque inquired about the pipes in building 2 that were frozen over the weekend of February 3, 2023. Ms. Szymanski stated that the pipes were insulated and the situation was taken care of.**

**WORK ORDER PREVENTATIVE MAINTENANCE REPORT JANUARY AND FEBRUARY 2023.**

**The Director explained that the January preventative maintenance work orders have been completed and the February preventative work orders will be done by the end of the month. Commissioner Dubuque asked if the DHA had a back up plan for snow and ice removal if for some reason Maintenance staff were not able to come in. He suggested we should talk to local contractors, possibly Billy Dillon, to see if we could rely on him in that situation. Vice Chairman Bomil stated that in an emergency we could reach out to the town for assistance.**

**VACANT UNIT REPORT FOR JANUARY AND FEBRUARY 2023.**

**The Director informed the Board that we currently have no vacancies.**

**EXECUTIVE DIRECTOR’S CONTRACT.**

**Commissioner Kanavos made a motion to approve the Executive Director’s Contract. Said motion was seconded by Vice Chairman Bomil and upon roll call passed unanimously.**

**COMMITTEE REPORTS:**

**The Chairman stated that there is a CPC meeting next month in March. Commissioner Kanavos informed the Board that there is a Housing Conference on March 11th at the Dracut Library if people are interested. The Director stated that she is on the Board and she will be going.**

**RESIDENT & PUBLIC PARTICIPATION:**

**One Resident stated that the time on drying clothes was 72 minutes and CSC the washer & dryer company changed the time to 60 minutes. The Board was questioning why that would happen.**

**Chausse inquired if there will be new showers put in at 971 Mammoth Road. The Director stated that there will be four new showers put in this year at 971. Mrs. Chausse also asked if a notice could be sent out to residents to ask them to throw their garbage to the back of the dumpster. Another resident asked why we do not utilize solar at the housing authority. The Director informed the resident that we are actually on a solar program, and have been for at least ten years. The solar farm that we utilize is in Charlton, Massachusetts. Over the course of twenty years, it is predicted that we will save over 1 million dollars.**

**OLD BUSINESS:**

**Commissioner Nangle inquired about the washers and dryers that are on order. The Director stated that we do not have them yet. It’s an issue everywhere. Kelley was informed today that even if they receive just one machine they will get it to the housing authority.**

**NEW BUSINESS:**

**Vice Chairman asked if when the time comes to hire a new Executive Director will they be able to receive guidance on the process. Commissioner Kanavos said that NMCOG might be an option. The Director stated that DHCD should be able to help.**

**The Director informed the Board that the Spring Conference will be taking place in May and the Director will get the information out to the Board.**

**ADJOURNMENT:**

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

**Meeting adjourned: 6:02 p.m.**