MINUTES

The Board of Commissioners of the Dracut Housing Authority met at a regular scheduled meeting on January 23, 2017 at 971 Mammoth Road, Dracut, MA 01826. Chairman Russ Taylor opened the meeting at 6:00 P.M. and upon roll call vote those present were as follows:

PRESENT: Matthew Sheehan

 Debbie DeWitt Ahern

 F. Russell Taylor

 Jesse Forcier

 George Nangle

ABSENT: None

IN ATTENDANCE: Kelley Szymanski

 Mary T. Karabatsos

**MINUTES:**

Commissioner Forcier made a motion to accept the minutes of the January 23, 2017 Board Meeting. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

**BILLS & COMMUNICATIONS:**

**A vote to approve the December 2016 Warrant.**

Commissioner DeWitt Ahern made a motion to approve the December 2016 Warrant. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

**A vote to approve the January 2017 Warrant.**

Commissioner Sheehan made a motion to approve the January 2017 Warrant. Said motion was seconded by Commissioner DeWitt Ahern and upon roll call vote passed unanimously.

**A vote to put the November 2016 Financial Reports on file for Audit.**

Commissioner Forcier made a motion to put the November 2016 Financial report on file for Audit.

Said motion was seconded by Commissioner DeWitt Ahern and upon roll call vote passed unanimously.

**A vote to put the December 2016 Financial Reports on file for Audit.**

Commissioner Forcier made a motion to put the December 2016 Financial report on file for Audit. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

**EXECUTIVE DIRECTOR’S REPORT:**

**A vote to approve the payment for the remediation of mold in 971 Mammoth Road #7K in the amount of $1600 for testing and in the amount of $2100 for the remediation. This work was completed by Mill City Engineering.**

Commissioner DeWitt Ahern made a motion to approve the payment for the remediation of mold to Mill City Engineering. Said motion was seconded by Commissioner Forcier and upon roll call vote passed unanimously.

**A vote to approve the payment to One Call for the cleaning of rugs and upholstered furniture in the community rooms located at 971 Mammoth Road, 65 Phineas Street, and 113 Parker Avenue.**

Commissioner DeWitt Ahern made a motion to approve the payment to One Call for the cleaning of rugs and upholstered furniture in the community rooms for the cost of $2,130. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

**A vote to approve the updated Deputy Director Job Description.**

Commissioner Sheehan made a motion to approve the updated job description for the position of Deputy Director. Said motion was seconded by Commissioner DeWitt Ahern and upon roll call vote passed unanimously.

**A vote to approve the updated Maintenance Laborer Job Description.**

Commissioner DeWitt Ahern made a motion to approve the updated Maintenance Laborer Job Description. Said motion was seconded by Commissioner Forcier and upon roll call vote passed unanimously.

**Public Housing Assessment System PHAS Score = 98.**

The Board received the HUD PHAS report.

**Work Order Report.**

The Board received the work order report.

**Vacant Report.**

The Board received the vacant report.

**State Ethics Commission – conflict of interest law education and training requirements.**

The Board was notified that they should submit their certification to the Housing Authority after they have taken the Ethics Commission training.

**A vote to accept the 2017 Fair Market Rents.**

Commissioner DeWitt Ahern made a motion to accept the 2017 Fair Market Rents. Said motion was seconded by Commissioner Forcier and upon roll call vote passed unanimously.

**A vote to accept the 2017 Utility Allowances.**

Commissioner DeWitt Ahern made a motion to accept the 2017 Utility Allowances. Said motion was seconded by Commissioner Forcier and upon roll call vote passed unanimously.

**COMMITTEE REPORTS:**

* **Housing Sub-Committee Update.**

Commissioner Forcier informed the Board that a meeting was scheduled with Common Ground, the housing sub-committee and the Town Manager on Wednesday, January 25. Common Ground was submitting their pro-forma for discussion and review by the committee.

**OLD BUSINESS:**

**A vote to approve the Dracut Housing Authority By-Laws which was tabled at the November 21, 2016 Board Meeting.**

Commissioner Forcier made a motion to approve the Dracut Housing Authority’s By-Laws. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

**NEW BUSINESS:**

The next Board Meeting will be on February 13, 2017 at 971 Mammoth Road.

**RESIDENT & PUBLIC PARTICIPATION:**

**ADJOURNMENT:**

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

Meeting adjourned at 6:15 p.m.