**MINUTES**

**The Board of Commissioners of the Dracut Housing Authority met at a regularly scheduled meeting on January 27, 2020. Chairman Russ Taylor opened the meeting at 6:00 p.m. and upon roll call vote those present were as follows:**

**PRESENT: F. Russell Taylor**

 **George Nangle**

 **Matthew Sheehan**

 **Charles Kanavos**

 **Debra DeWitt Ahern**

**ABSENT: None**

**IN**

**ATTENDANCE: Kelley Szymanski**

 **Mary T. Karabatsos**

**Chairman Russell Taylor announced that the meeting was being recorded.**

**MINUTES:**

**Commissioner Sheehan made a motion to approve the November 25, 2019 Board Meeting minutes. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously. Commissioner DeWitt Ahern abstained.**

**BILLS & COMMUNICATIONS:**

**Commissioner DeWitt Ahern made a motion to approve the December 2019 Warrant. Said motion was seconded by Commissioner Kanavos and upon roll call vote passed unanimously. Commissioner Nangle made a statement that the vendor Nangle Engineering Inc, which was on the warrant is no relation to Commissioner Nangle.**

**Commissioner DeWitt Ahern made a motion to approve the January 2020 Warrant. Said motion was seconded by Commissioner Kanavos and upon roll call vote passed unanimously. Commissioner Nangle asked about N & T Mechanical and if they were a new contractor. The Director informed the Board that N & T Mechanical is the housing authority’s new plumbing contractor. Commissioner Kanavos inquired about the shovelers that were on the warrant. The Director explained that if school is cancelled, we hire shovelers to come in and work. They clean off Tenant’s cars and shovel walkways. They do this at Phineas Street, 971 Mammoth Road, 901 Mammoth Road and 113 Parker Avenue. Family sites are responsible for their own snow removal. The shovelers are paid minimum wage.**

**Commissioner Kanavos made a motion to put the November 2019 Financials on file for Audit. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.**

**Commissioner DeWitt Ahern made a motion to put the December 2019 Financials on file for Audit. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.**

**EXECUTIVE DIRECTOR’S REPORT:**

**PHAS – Public Housing Assessment System – Score 97**

**The Director informed the Board that this is a HUD program and it is for Phineas Street. The Director informed the Board that the DHA is considered a high performer.**

**CAPITAL FUND – Formula Funding Award from the Commonwealth of Massachusetts to the Dracut Housing Authority for FY23 in the amount of $95,037.**

**The Director informed the Board that we were awarded $ 95,037 for the FY23 capital plan.**

**A vote to approve Change Order #1 submitted by MJS Construction for the removal of unforeseen concrete beneath the surface stairs. The total increase to the contract sum is $6,907.06.**

**Commissioner Kanavos made a motion to approve change order #1. Said motion was seconded by Commissioner DeWitt Ahern and upon roll call vote passed unanimously.**

**A vote to approve and award a contract to Cornerstone Construction, 42 Woodbine Street, Chelmsford, MA 01824 the low bidder in the amount of $42, 427.00 for the Congregate bathroom renovations at 901 Mammoth Road.**

**Commissioner DeWitt Ahern made a motion to approve and award a contract to Cornerstone Construction. Said motion was seconded by Commissioner Kanavos and upon roll call vote passed unanimously.**

**Vacancy Report.**

**Two congregate units will be filled this week. There is one handicapped unit vacant at 971 Mammoth Road.**

**Work Order Report.**

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

**Rita Giguere requested to be put on the Agenda to give accolades to the Maintenance Staff on snow removal.**

**Ms. Giguere, 971 Mammoth Road #5B commented on what a great job Maintenance does and how they take care of the Residents. She stated that she feels privileged to live here and so do many other residents.**

**COMMITTEE REPORTS:**

**None.**

**OLD BUSINESS:**

**Update on stairs at 971 Mammoth Road.**

**The Director reported that she informed the engineer on this project that they should pour the concrete when the weather gets a little better and the weather is consistent. This will ensure that the stairs will be structurally sound and not need replacement down the road.**

**The Board decided to have the February Meeting on the 24th because the third Monday is President’s Day.**

**ADJOURNMENT:**

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

**Meeting adjourned: 6:18 p.m.**