**MINUTES**

The Board of Commissioners of the Dracut Housing Authority met at a regular scheduled meeting on July 18, 2016 at 971 Mammoth Road, Dracut, MA 01826. Vice Chair Debra DeWitt Ahern opened the meeting at 6:00 p.m. and upon roll call those present were as follows:

**PRESENT:** Jesse Forcier

 George M. Nangle

 Matthew Sheehan

 Debra DeWitt Ahern

**ABSENT:** F. Russell Taylor

**IN ATTENDANCE:** Kelley Szymanski

 Mary T. Karabatsos

**MINUTES:**

Commissioner Jesse Forcier made a motion to approve the minutes of the June 20, 2016 Board Meeting. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

**BILLS & COMMUNICATIONS:**

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

No financials.

**EXECUTIVE DIRECTOR’S REPORT:**

1. **A vote to approve Change Order #1 from Aden Construction which consists of repairing existing framing below back doors at 47/49 Hampson Street and replacing back stairways. The amount of this change order is $7,800.**

Commissioner Forcier made a motion to approve the Change Order #1 from Aden Construction in the amount $7,800.00. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

1. **A vote to approve Change Order #2 from Aden Construction which consists of adding vent spacers at eaves, between rafters, for both 47/49 Hampson Street and 61/63 Hampson Street. The amount of Change order #2 is $1,480.00.**

Commissioner Sheehan made a motion to approve Change Order #2 for Aden Construction in the amount of $1,480.00. Said motion was seconded by Commissioner Forcier and upon roll call vote passed unanimously.

1. **A vote to approve the mission statement of the Joint Housing Sub-Committee of the Dracut Housing Authority and the Dracut Board of Selectmen.**

The Executive Director explained that the Selectmen requested this mission statement. Commissioner Forcier stated that Board of Selectmen are working with all the sub committee’s in town and requesting that a mission statement be submitted on each sub-committee. Commissioner Forcier made a motion to approve the mission statement. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

1. **Work Order Report.**

The Board received the work order report.

1. **Vacancy Report.**

The Board received the vacancy report.

1. **Single Audit of the Dracut Housing Authority for year end 9/30/2015.**

The Executive Director reported that this Single Audit is the result of the financial reports that we put on file at each meeting. There were no findings for FY 15.

**COMMITTEE REPORTS:**

* **Housing Sub Committee Update:**

The Director reported that there will be a walk thru on the site with the Surveyor and the Architect on July 20, 2016. Commissioner Forcier inquired whether or not the Architects utilized any of the reports that were conducted by KBA. The Director informed the Board that there was a Phase One Study done approximately 4 to 5 years ago which needed to be updated. The housing authority hired Mill City Environmental to do the work. The wetlands delineation also needed to be updated and Wetlands Preservation, Inc. was hired to do that work. Commissioner Forcier stated that there will be a joint sub-committee scheduled in September and then an additional presentation at the September Board Meeting. Commissioner Forcier stated that at the next sub-committee meeting there will be discussion to get the neighborhood involved in the process.

**OLD BUSINESS:**

Update on fountain for pond. The Director informed the Board that the cost of putting a fountain on the pond will be approximately $7,500. Based on the cost and the fact that we would have to go out to bid on this project, the housing authority would need DHCD approval. The Director informed the Board that she would have an answer from DHCD by the next meeting.

**NEW BUSINESS:**

No new business.

**RESIDENT & PUBLIC PARTICIPATION:**

 Jackie Chausse asked about the fountain and why would the housing authority spend

 that much money on a fountain. Winona Kelley asked when the housing authority cook-

 out will take place.

**ADJOURNMENT:**

 Commissioner Forcier made a motion to adjourn. Said motion was seconded by

 Commissioner Sheehan and upon roll call vote passed unanimously.

 Meeting adjourned 6:25 p.m.