**MINUTES**

**The Board of Commissioners of the Dracut Housing Authority met virtually at a regularly scheduled meeting on June 24, 2020. This meeting was held at 10:00 a.m. on Wednesday, June 24, 2020. Chairman Russ Taylor opened the meeting at 10:00 a.m. and upon roll call vote those present were as follows:**

**PRESENT: F. Russell Taylor**

**George Nangle**

**Matthew Sheehan**

**Debra DeWitt Ahern**

**ABSENT: Charles Kanavos**

**IN**

**ATTENDANCE: Kelley Szymanski**

**Mary T. Karabatsos**

**ELECTION OF OFFICERS: Tabled from May 29, 2020 Board Meeting.**

**Commissioner Nangle made a motion to postpone the election of officers until after the Town Election. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.**

**MINUTES:**

**Commissioner DeWitt Ahern made a motion to approve the May 29, 2020 Board Meeting Minutes. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.**

**BILLS & COMMUNICATIONS:**

**Commissioner DeWitt Ahern made a motion to approve the June 2020 Warrant. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.**

**Commissioner DeWitt Ahern made a motion to put the May 2020 Financials on file for audit. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.**

**EXECUTIVE DIRECTOR’S REPORT:**

**Board Meeting/Public Hearing on July 29, 2020 at 10:00 a.m. Public Hearing on the State Annual Plan and the Federal Annual Plan.**

**The Director informed the Board that the Board Meeting and the Public Hearing for the State and Federal Annual Plan is scheduled to take place on July 29, 2020. The Director also informed the Board that if the Board would like to have a separate Board Meeting on a different date from the Public Hearing that could also happen. The Board thought that July 29th would be fine for both the Board Meeting and the Public Hearing.**

**State Annual Plan.**

**The Director informed the Board that they will receive the State Annual Plan prior to the July 29th public hearing.**

**Federal Annual Plan.**

**The Director informed the Board that they will receive the Federal Annual Plan prior to the July 29th public hearing.**

**A vote to approve the substantial completion payment to MJS Construction in the amount of $ 19,000. This payment is for the exterior stairs at 971 Mammoth Road.**

**Commissioner DeWitt Ahern made a motion to approve the substantial completion payment to MJS Construction in the amount of $19,000. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously. Commissioner Nangle commented that the exterior stairs look fantastic.**

**A vote to approve the final payment to MJS Construction in the amount of $6,316.35.**

**Commissioner DeWitt Ahern made a motion to approve the final payment to MJS Construction in the amount of $6,316.35. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.**

**Vacancy Report.**

**The Director informed the board that there are no vacancies.**

**Work Order Report.**

**The Board received a copy of the work order report. The only current work orders are for preventative maintenance and deferred maintenance.**

**Reopening Guidance for Local Housing Authorities.**

**The Director informed the Board that we received some guidance from DHCD. As of right now things are status quo. We are allowed to have 50% of administrative staff in the office. All three Maintenance Staff is in every day. We will continue what we have been doing; sanitizing twice a day, keeping the offices closed to the public, wearing masks and social distancing. DHCD has also notified us that they are going to grant each housing authority $10,000 to use to modify administration offices to protect residents, staff, and the public from coming in contact with the virus.**

**COMMITTEE REPORTS:**

**None.**

**OLD BUSINESS:**

**None.**

**NEW BUSINESS:**

**Commissioner Nangle thanked Chairman Taylor for his years of service. He said that it was a pleasure to work with him. He also said that Russ has been a leader, and we are doing fantastic at the housing authority with Mary and her staff. I want to thank Russ and I hope he enjoys his retirement.**

**Commissioner DeWitt Ahern stated that Russ has done a great job at the housing authority and he has been a great mentor to many on the Board.**

**Commissioner Sheehan stated that he would like to second what everybody else has said. He said serving along side of you and your leadership has helped me as a new Board Member. You were always right there for me. I appreciate everything you have done for me, the Residents and the Staff and I wish you well.**

**Executive Director Karabatsos stated from myself and the Staff – We appreciate everything you have done for us. You have always been willing to listen and help when needed. We really appreciate your service and wish you well.**

**Chairman Russell Taylor replied stating, thank you very much. I just want to say its’ been a great pleasure being on the Board for the past 10 years. Mary and the staff have been fantastic. To my fellow Board Members, it’s been great, we’ve got a lot of work done, had a lot of fun and I wish you all good luck. If you need anything you know where to find me.**

**ADJOURNMENT:**

**Commissioner DeWitt Ahern made a motion to adjourn. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously. Meeting adjourned: 10:25 a.m.**