**MINUTES**

**The Board of Commissioners of the Dracut Housing Authority met virtually at an annual meeting on May 29, 2020. This meeting was held at 10:00 a.m. on Friday, May 29, 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**

**Charles Kanavos**

**George Nangle**

**Matthew Sheehan**

**Debra DeWitt Ahern**

**ABSENT: None**

**IN**

**ATTENDANCE: Kelley Szymanski**

**Mary T. Karabatsos**

**ELECTIONS:**

**Commissioner Nangle made a motion to table the elections until after the Town Election. Said motion was seconded by Commissioner Kanavos and upon roll call vote passed unanimously.**

**MINUTES:**

**Vice Chairwoman DeWitt Ahern made a motion to approve the April 2020 Board Meeting Minutes. Said motion was seconded by Commissioner Sheehan. Commissioner Nangle abstained. Upon roll call vote passed.**

**BILLS & COMMUNICATIONS:**

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

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

**EXECUTIVE DIRECTOR’S REPORT:**

**A vote to approve the FY 21 Capital Improvement Plan.**

**The Director explained that the Board is voting on the 5th year of the five-year plan. The current projects that are beginning are new roofs on the homes on Perron Lane. This will be a phased project with three roofs being done this year. We are also hoping to do a roof replacement at 901 Mammoth Road over the next year. Those are the two biggest projects in the near future. The goal is also to install a generator at 901 Mammoth Road. Commissioner Nangle made a motion to approve the FY21 Capital Improvement Plan. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.**

**A vote to approve the contract for Dillon Landscaping.**

**Commissioner Nangle made a motion to approve the contract for Dillon Landscaping. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.**

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

**The Director informed the Board that the stairs at 971 Mammoth Road are finally completed. The Board will vote on the final payments to MJS at the next meeting.**

**Update on Residents, Office and Maintenance Staffing.**

**At this point the Maintenance Staff is back working full time. Maintenance has the opportunity to work outside on groundskeeping. They are at their own sites and are able to social distance from each other. Maintenance is also continuing to just do emergency work orders in units. The administration staff is still working a staggered schedule in the office based on Governor Baker’s guidelines. Residents have been great; they continue to wear masks and social distance. The office is still closed to the public and to residents, we continue to work with residents via telephone or computer. Recently, we received 3,000 masks from the Massachusetts Emergency Management Agency and we have been distributing these to residents along with hand sanitizer.**

**Survey on MassNahro’s Conference.**

**The Director informed the Board that they should respond to an email they received in regards to the conference in the Fall. They are doing a survey to see how many people would attend.**

**Vacancy Report.**

**The Dracut Housing Authority has no vacancies right now.**

**Work Order Report.**

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

**COMMITTEE REPORTS:**

**None.**

**OLD BUSINESS:**

**None.**

**NEW BUSINESS:**

**The Director informed the Board that DHCD now requires each agency to submit an Annual Plan. This Annual plan must go through a public hearing prior to the Board voting on the plan. The Public Hearing will take place on July 29th at 10:00 a.m. The Board is required to sit in on the public hearing. The Director will send out additional information prior to the public hearing.**

**ADJOURNMENT:**

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

**Meeting adjourned: 10:30 a.m.**