**MINUTES**

**The Board of Commissioners of the Dracut Housing Authority met at an annual meeting on Monday, May 15th, 2023. Chairman Sheehan opened the meeting at 5:30 p.m. and upon roll call vote those in attendance were as follows:**

**PRESENT: Matthew Sheehan**

 **Tom Bomil**

 **George Nangle**

 **Charles Kanavos**

 **Andre Dubuque**

**ABSENT: None**

**IN**

**ATTENDANCE: Kelley Szymanski**

 **Mary T. Karabatsos**

**KEVIN O’BRIEN PRESENTATION:**

**Kevin O’Brien is proposing to build a 40B development. There would be 300 - 4-bedroom units. Mr. O’Brien mentioned the long waiting lists that the Dracut Housing Authority has. Commissioner Kanavos asked if it was affordable housing that Mr. O’Brien will be building. Mr. O’Brien stated that**

**25 % of the units will be affordable which is required by the State. Commissioner Kanavos stated that affordable housing units are too expensive for residents living in public housing. Commissioner Kanavos told Mr. O’Brien that the project that he is developing is not going to help residents in public housing. The rents will be too high. The Director stated that public housing and affordable housing are very different. In public housing Residents pay 30% of their income for rent. She also stated that some of the family units may be utilized by Section 8 Voucher Holders.**

**Chairman Sheehan stated that maybe some families with Section 8 vouchers could live in the development. Chairman Sheehan stated that he wanted to make it clear that whatever Mr. O’Brien builds will not have an impact on the Dracut Housing Authority’s waitlist. Chairman Sheehan stated that whatever Mr. O’Brien decides to build will not help people on our wait list and that the Dracut Housing Authority has nothing to do with this project. Commissioner Sheehan stated that he would hate to see families that are on our list, accept a unit in this new development and then realize that they cannot afford it, which would then put them at the bottom of the housing authority list. Chairman Sheehan stated that he wished Mr. O’Brien luck with his development and that he is only speaking for himself and not the rest of the Board.**

**Commissioner Bomil inquired if his development had to be affordable or could it be low income. Mr. O’Brien stated that it had to be affordable housing. Commissioner Nangle stated that he is taking his housing authority hat off and putting his planning board hat on and therefore will not make a comment at this time.**

**ANNUAL ELECTION OF OFFICERS:**

**The Executive Director asked for a nomination for the position of Chairman. Commissioner Bomil made a motion to nominate Mr. Sheehan as Chairman. Said motion was seconded by Commissioner Kanavos and upon roll call vote passed unanimously.**

**The Executive Director asked for a nomination for the position of Vice Chairman. Chairman Sheehan made a motion to nominate Mr. Bomil as Vice Chairman. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.**

**The Executive Director asked for a nomination for the position of Treasurer. Vice Chairman Bomil made a motion to nominate Commissioner Nangle as Treasurer. Said motion was seconded by Commissioner Dubuque and upon roll call vote passed unanimously.**

**MINUTES:**

**Commissioner Nangle made a motion to approve the April 18th Board Meeting Minutes. Said motion was seconded by Vice Chairman Bomil and upon roll call vote passed unanimously.**

**BILLS & FINANCIALS:**

**Commissioner Nangle made a motion to approve the April 2023 Warrant. Said motion was seconded by Vice Chairman Bomil and upon roll call vote passed unanimously.**

**Commissioner Kanavos made a motion to approve the March 2023 Financials. Said motion was seconded by Commissioner Dubuque and upon roll call vote passed unanimously.**

**EXECUTIVE DIRECTOR’S REPORT:**

**A vote to approve Maintenance Update.**

**The Director updated the Board stating that Brian Deschenes, the new maintenance man has been doing an excellent job. The Director stated that we now have two Maintenance Laborers. Mike Hubert has been working here for 8 years and the Director feels as though Mike’s salary should be increased. The Director stated that the increase in Mike’s salary does not need a Board Vote because it comes under the purview of the Executive Director. However, the Director is interested in creating a new Maintenance Position which would be Maintenance Mechanic/Laborer. And this is something that the Board would need to vote on. The roles are a little bit different. The Maintenance Person would still be a Laborer but with some additional plumbing and electrical work. The Director stated that this is fair for employees. It also impacts employees being able to move up the ranks of the housing authority. The Director stated that she would need a vote to add Maintenance Mechanic Laborer position to the housing authority.**

**Commissioner Kanavos asked if there is a grace period when you hire someone. The grace period is 90 days. The Board had some additional questions relating to the position requirements. The Director stated that it is fair to add another position because one maintenance laborer has 8 years of experience, and another has just started.**

**Commissioner Nangle made a motion to approve the additional position of Maintenance Mechanic/Laborer. Said motion was seconded by Commissioner Kanavos and upon roll call vote passed unanimously.**

**A vote to approve and accept the Annual Contributions Contract from the US Department of Housing and Urban Development in the amount of $84,347.00 for the 2023 Capital Fund.**

**The Director stated that this money will go towards capital projects at Phineas Street. One of the goals is to replace siding and roofs at the development. Commissioner Nangle made a motion to approve and accept the Annual Contributions Contract. Said motion was seconded by Vice Chairman Bomil and upon roll call vote passed unanimously. The Director pointed out the listing of housing authorities in Massachusetts and notified the Board that Dracut Housing Authority had a “99” score which was the highest in the state. The Director stated that the staff was responsible for this high score. The Board congratulated the staff.**

**A vote to approve the substantial and final payment to FRG Contractor Corp. in the amount of $1,747.50 for the replacement and installation of the Phineas Community Room Roof.**

**Commissioner Nangle made a motion to approve the payment. Said motion was seconded by Vice Chairman Bomil and upon roll call vote passed unanimously.**

**A vote to approve the State Annual Plan and Public Hearing.**

**The Director informed the Board that there will be two public hearings on June 26. The Federal Annual Plan Public Hearing will take place at 11:00 a.m. and the State Annual Plan Public Hearing will take place prior to the Board Meeting at 5:15 p.m. Vice Chairman Bomil made a motion to approve the State Annual Plan. Said motion was seconded by Commissioner Dubuque and upon roll call vote passed unanimously.**

**A vote to approve the State Capital Improvement Plan.**

**The Director explained that the Capital Improvement Plan focuses on capital improvements at our state sites. Vice Chairman Bomil made a motion to approve the State Capital Improvement Plan. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.**

**Vacant Unit Report.**

**There is one vacant at Coventry, Congregate, and Parker.**

**Work Order Report.**

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

**Preventative Maintenance Report.**

**The Board received the preventative maintenance report.**

**COMMITTEE REPORTS:**

**None.**

**RESIDENT & PUBLIC PARTICIPATION:**

**Residents were inquiring about the puddles that have occurred since the walkways have been done. The contractor is coming back to fix the issue. One resident inquired about the area in Cluster four. The Director told her that the housing authority would check out her concerns.**

**OLD BUSINESS:**

**None.**

**NEW BUSINESS:**

**None**

**ADJOURNMENT:**

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

**Meeting adjourned: 6:15 p.m.**