**MINUTES**

The Board of Commissioners of the Dracut Housing Authority met at a regular scheduled meeting on November 21, 2016 at 971 Mammoth Road, Dracut, MA 01826. Jesse Forcier opened the meeting at 6:00 p.m. and upon roll call those present were as follows:

PRESENT: Jesse Forcier

 George M. Nangle

 Matthew J. Sheehan

ABSENT: F. Russell Taylor

 Debbie DeWitt Ahern

IN ATTENDANCE: Kelley Szymanski

 Mary T. Karabatsos

**MINUTES:**

Commissioner Nangle made a motion to approve the minutes of the October 17, 2016 Board Meeting. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

**BILLS & COMMUNICATIONS:**

**A vote to approve the November 2016 Warrant.**

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

**A vote to approve the September 30, 2016 Year End Financials.**

Commissioner Sheehan made a motion to approve the 2016 Year End Financials. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

**EXECUTIVE DIRECTOR’S REPORT:**

**A vote to approve the Certificate of Final Completion in the amount of $13, 995.00 to Aden Construction Inc., 5 Duval Road, Dudley, MA 01571.**

Commissioner Nangle made a motion to approve the Certificate of Final Completion in the amount of $13,995 to Aden Construction. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

**A discussion and vote to approve the Dracut Housing Authority By-Laws.**

Commissioner Nangle made a motion to table the discussion to vote on the Dracut Housing Authority By-Laws. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

**A vote to approve Sanibel Electrical Corporation, 325 New Boston Street, Unit #2, Woburn, MA as the Dracut Housing Authority’s Electrician. Sanibel Electrical was the low bidder at $72.00 an hour for Electrical Emergency Services, Electrical Maintenance, Electrical Repairs and Installation for Electrical Systems.**

Commissioner Sheehan made a motion to approve Sanibel Electrical Corporation as the Dracut Housing Authority’s Electrician. Sanibel Electrical was the low bidder at $72.00 an hour. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

**A vote to approve Boston Mechanical Inc., Richard J. MacDonald President, 53 Alpine Street, Arlington, MA 02474 as the Dracut Housing Authority’s Plumber. Boston Mechanical Inc., was the low bidder at $86.00 an hour for Plumbing Emergency Services, Plumbing Maintenance, Plumbing Repairs and Installation of Plumbing Systems.**

Commissioner Nangle made a motion to approve Boston Mechanical Inc., as the Dracut Housing Authority’s Plumber. Boston Mechanical was the low bidder at $86.00 an hour. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

**Work Order Report.**

The Board received the work order report.

**Vacant Report.**

The Board received the vacancy report.

**COMMITTEE REPORTS:**

* **Housing Sub-Committee Report and Update.**

The Director informed the Board that there was a meeting with the Town Manager, Sue Connelly (MHP), Kelley Szymanski, and Jesse Forcier in regards to the guidelines and opportunities that the housing authority has in order to gain additional funding for affordable housing on the Greenmont Avenue site. Due to the fact that the guidelines are much stricter in regards to housing authorities participating in the developing of affordable housing, it made sense to get the most updated information on this. The Director said that the meeting was very informative and the information we received was black and white. We have also met with a private development organization and a non-profit developer. We are currently waiting to get additional information back from both of these organizations to determine the route that the housing authority would like to go. Commissioner Forcier stated that the information we received was extremely informative. Based on this information the housing authority fully understands the guidelines and the limits on a housing authority. Commissioner Forcier stated that he is hopeful that a RFP will be put out sometime in the beginning of the new year. Commissioner Forcier also stated that in order to move forward on this project we now know without a doubt that we will need to partner with either a for profit developer or nonprofit developer. Commissioner Sheehan stated that he wanted to thank the Housing Sub-Committee, Mary and Kelley for their diligent work on this project. He stated that this is not an easy project or a quick process. He said that there is a lot of misinformation out there but that the sub-committee and the housing authority should continue to do their good work.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None.

**RESIDENT & PUBLIC PARTICIPATION:**

None.

**ADJOURNMENT:**

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

Meeting adjourned: 6:15 p.m.