**MINUTES**

The Board of Commissioners of the Dracut Housing Authority met at a regular scheduled meeting on November 20,2017 at 65 Phineas Street, Dracut, MA 01826. Chairman Russ Taylor opened the meeting at 6:00 p.m. and upon roll call vote those present were as follows:

PRESENT: Matthew Sheehan

Debra DeWitt Ahern

F. Russell Taylor

Jesse Forcier

George Nangle

ABSENT: None

IN

ATTENDANCE: Kelley Szymanski

Mary T. Karabatsos

**MINUTES:**

Commissioner DeWitt Ahern made a motion to approve the minutes of the September 18, 2017 Board Meeting. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

Commissioner DeWitt Ahern made a motion to approve the minutes of the October 16, 2017 Board Meeting. Said motion was seconded by Commissioner Forcier – Chairman Russ Taylor abstained from the vote. Roll call vote passed with 4 votes in favor.

**BILLS & COMMUNICATIONS:**

Commissioner DeWitt Ahern made a motion to approve the November 2017 warrant. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

**EXECUTIVE DIRECTOR’S REPORT:**

**A vote to hire Cape Cod Builder’s Inc, 14 Bosuns Lane, Bourne, MA 02532 as the low bidder in the amount of $32,000 to install four (4) walk in showers at 971 Mammoth Road (667-1).**

Commissioner Forcier made a motion to approve the low bidder Cape Cod Builder’s Inc. in the amount of $32,000 to install four walk-in showers at 971 Mammoth Road. Said motion was seconded by Commissioner DeWitt Ahern and upon roll call vote passed unanimously.

**A vote to approve the Dracut Housing Authority’s Wage Match Policy for State-Aided Public Housing.**

Commissioner DeWitt Ahern made a motion to approve the Dracut Housing Authority’s Wage Match Policy. Said motion was seconded by Commissioner Forcier and upon roll call vote passed unanimously.

**A vote to approve the Certificate of Substantial Completion submitted by US Pavement Services for the Repaving of Roadway & Cul-De-Sac at Perron Lane.**

Commissioner Forcier made a motion to approve the Certificate of Substantial Completion. Said motion was seconded by Commissioner Forcier. Under discussion, Commissioner Nangle inquired about residents parking on the embankment at Perron Lane as well as additional curbing. The Director stated that we did replace curbs where there was erosion and we also added parking spaces on the embankment. Upon roll call vote passed unanimously.

**A vote to approve the Certificate of Final Completion submitted by US Pavement Services for the Repaving of Roadway & Cul-De-Sac at Perron Lane.**

Commissioner Forcier made a motion to approve the Certificate of Final Completion. Said motion was seconded by Commissioner DeWitt Ahern. Upon roll call vote passed unanimously.

**A vote to approve the Application and Certificate for Payment submitted by US Pavement Services for the Repaving of Roadway & cul-de-sac at Perron Lane. The payment amount is $97,982.95.**

Commissioner Nangle made a motion to approve the Certificate of Payment to US Pavement Services. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

**A vote to approve the Application and Certificate for Final Payment submitted by US Pavement Services for the Repaving of Roadway & cul-de-sac at Perron Lane. The payment amount is $5,165.95.**

Commissioner Nangle made a motion to approve the Final Payment to US Pavement Services. Said motion was seconded by Commissioner Forcier and upon roll call vote passed unanimously.

**A vote to approve the Certification of Top 5 Compensation Form.**

Commissioner DeWitt Ahern made a motion to approve the Certification of the Top 5 Compensation Form. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

**A vote to approve the Certification of Year End Financial Statements.**

Commissioner Sheehan made a motion to approve the Year End Financial Statements. Said motion was seconded by Commissioner DeWitt Ahern and upon roll call vote passed unanimously.

**Update on the revised Open Meeting Law Guide.**

The Director informed the Board that the open meeting law has been revised. She informed the Board that one of the new procedures is that the Chairman of the Board must state at the beginning of the meeting that the meeting is being recorded.

**Vacancy Report.**

The Board received a copy of the vacancy report. There were no vacancies.

**Work Order Report**.

The Board received a copy of the work order report. Most of the work orders could be attributed to annual inspections. Commissioner Forcier asked how all our sites made out in the last wind and rain storm. The Director informed the Board that a few of our sites lost power but the power came on within a day. The Director stated that we have a generator in the community room at 971 Mammoth Road so people have the opportunity to go there when power is out. Commissioner Forcier asked about installing a generator at 65 Phineas Street’s community room. The Director stated that could be budgeted through the federal capital funding.

**A vote to approve the Executive Director’s Contract.**

Commissioner DeWitt Ahern made a motion to approve the Executive Director’s Contract. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

**COMMITTEE REPORTS:**

None

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

Commissioner Sheehan informed the Board that he will be attending his first Community Preservation meeting on Tuesday, November 21st, 2017 and that he will report back at the next meeting.

Commissioner Forcier stated that he was happy that the Board has decided to meet quarterly at 65 Phineas Street. He said that it is good to hear from the residents at Phineas Street.

**RESIDENT & PUBLIC PARTICIPATION:**

None.

**ADJOURNMENT:**

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