**MINUTES**

The Board of Commissioners of the Dracut Housing Authority met at a regular scheduled meeting on November 19, 2018. Commissioner Jesse Forcier opened the meeting at 6:00 p.m. and upon roll call vote those present were as follows:

PRESENT: Matthew Sheehan

 Jesse Forcier

 George Nangle

ABSENT: F. Russell Taylor

 Debra DeWitt Ahern

PRESENT: Kelley Szymanski

 Mary T. Karabatsos

Commissioner Forcier announced that the Board Meeting is being recorded.

**Presentation by Jenna Milne, Fee Accountant and approval of the Dracut Housing Authority’s 2019 Budget.**

Jenna Milne explained to the Board that they would be approving the Top 5 Compensated employees, the Year End Financial Statements and the 2019 Budget. Ms. Milne explained the Top 5 Compensated Employee form and the Year End Financial Statements to the Board. Jenna went on to explain the Year End Financials.

Jenna explained the 2019 budget to the Board Members.

Commissioner Nangle made a motion to approve the Dracut Housing Authority’s 2019 Budget. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

**MINUTES:**

Commissioner Sheehan made a motion to approve the October 15, 2018 Board Meeting Minutes. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

A vote to approve the September 28, 2018 Executive Session minutes will be tabled until the next meeting.

**BILLS & COMMUNICATIONS:**

Commissioner Sheehan made a motion to approve the November 2018 warrant. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

**EXECUTIVE DIRECTOR’S REPORT:**

**A vote to approve additional bad debt Tenant write offs in the amount of $1,438.50.**

Commissioner Nangle made a motion to approve the additional bad debt Tenant write off in the amount of $ 1,438.50. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

 **Update on stair replacement at 971 Mammoth Road.**

The Director informed the Board that at the last meeting she had stated that the housing authority had gone out to bid on two out of the five sets of stairs at 971 Mammoth Road that need replacement. The goal was to replace the two sets of stairs that are in the worst shape this year and then go back out to bid in February for the additional three sets of stairs. The Director informed the Board that the Architect had projected that the bids would come in somewhere in the vicinity of $48,000. Unfortunately, the low bid for the replacement of two sets of stairs came in at $108,000. The Architect believes that the bids were high because it is the end of the year. The Director stated that we will rebid all five sets of stairs in February for replacement in the spring.

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

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

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

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

**A vote to approve the Dracut Housing Authority’s Lead-Free Certification Form.**

Commissioner Sheehan made a motion to approve the Dracut Housing Authority’s Lead-Free Certification Form. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

**A vote to enter into a contract with Assabet Valley Housing Inspections.**

Commissioner Nangle made a motion to award a contract to Assabet Valley Housing Inspection to perform annual inspections at the housing authority. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

**Update on Open Meeting Law Violation.**

The Director informed the Board that we received a response from the Division of Open Government at the Attorney General’s office. The response stated that they would not proceed with further action, but the complainant does have the right to appeal up until the end of December 2018. We will have to wait and see if the complainant appeals.

**Vacancy Report.**

There is currently one vacancy that will be filled in the next two days.

**Work Order Report.**

There is currently one work order for the vacant unit and two deferred maintenance work orders.

**COMMITTEE REPORTS:**

Commissioner Sheehan stated that there was no update on Community Preservation.

**OLD BUSINESS:**

Commissioner Forcier inquired about the generator which is being installed at 65 Phineas Street. The Director informed the Board that the contractor is coming on November 20th to start the prep work that needs to be done prior to the delivery of the generator.

**NEW BUSINESS:**

None.

**ADJOURNMENT:**

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

Meeting adjourned at 6:35 p.m.