**MINUTES**

**The Board of Commissioners of the Dracut Housing Authority met at a regularly scheduled meeting on November 25, 2019. Chairman Russ Taylor opened the meeting at 6:00 p.m. and upon roll call vote those present were as follows:**

**PRESENT: F. Russell Taylor**

 **George Nangle**

 **Matthew Sheehan**

 **Charles Kanavos**

**ABSENT: Debra DeWitt Ahern**

**IN**

**ATTENDANCE: Kelley Szymanski**

 **Mary T. Karabatsos**

**Chairman Russell Taylor announced that the meeting was being recorded.**

**Presentation by Jenna Milne, Fee Accountant and approval of the Dracut Housing Authority’s 2020 Budget.**

**Jenna Milne, Fee Accountant reviewed the Year Ends with the Board of Commissioners. The Board reviewed the Top Five Employee Compensation Forms. The Board then reviewed the Year End Financial Statement. Jenna stated that the federal reserves have increased this year. The Section 8 Program has approximately $26,000 in reserves and these funds are utilized to pay administrative salaries. The reserves in the state program are at 53.9% which is good. Jenna pointed out that this is the first year that the solar program has been utilized for a full year. This program is helping us save money. The 689 program has 57% in reserves but because it is such a small program the amount in reserves is $8,000. The 667-1 Program has 222% in reserves, this program continues to make money even as projects are being done.**

**Jenna informed the Board that the state gave housing authorities a 10% increase in line items that do not include utilities. They also gave all housing authorities a $5,000 tech grant. They are also giving us $200 a unit (state) for extraordinary maintenance projects. The Board reviewed the remainder of the Budget; including Administrative Salaries, Maintenance Salaries (Labor & Industry Rates), etc…**

**Commissioner Kanavos asked, “historically what has been the increase on the Maintenance salaries”. Jenna stated that the increases are usually somewhere between 2% -4%. The Board reviewed the administrative costs, Contract costs, Insurance and Benefit costs, and Non-Routine Expenses**

**Commissioner Sheehan made a motion to approve the budget. Said motion was seconded by Commissioner Kanavos and upon roll call vote passed unanimously.**

**MINUTES:**

**Commissioner Nangle made a motion to approve the September 2019 Board Meeting Minutes. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously. Commissioner Kanavos abstained.**

**Commissioner Nangle made a motion to approve the October 2019 Board Meeting Minutes. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously. Chairman Russell Taylor abstained.**

**Commissioner Sheehan made a motion to approve the Certification of the Top 5 Compensation Form and the Certification of the of the Year End Financial Statements. Said motion was seconded by Commissioner Kanavos and upon roll call vote passed unanimously.**

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

**BILLS & COMMUNICATIONS:**

**Commissioner Sheehan made a motion to approve the November 2019 Warrant. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.**

**EXECUTIVE DIRECTOR’S REPORT:**

**A vote to award the Annual Plumbing/Heating Maintenance and Repair Service Contract to N & T Mechanical Services, LLC, 417 Bolton Road, Suite 1, Lancaster, MA in the amount of $29,900. Attached is the Bid Tabulation Form and Reference Checks. N & T Mechanical Services was the low bidder.**

**The bid tabulation and reference checks are in the packets. Reference checks were all excellent. Commissioner Sheehan made a motion to award the contract to N & T Mechanical Services, who was the low bidder. Said motion was seconded by Commissioner Kanavos and upon roll call vote passed unanimously.**

**A vote to award the Annual Electrical Maintenance and Repair Services Contract**

**to Lantern Light & Electric, Inc, 11 Oakview Circle, Medway, MA 02053 in the amount of $10,310. Attached is the Bid Tabulation Form and Reference Checks. Lantern Light & Electric, Inc was the low bidder.**

**All reference checks came in great. Commissioner Kanavos made a motion to award the electrical contract to Lantern Light & Electric Inc. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.**

**A vote to add the language “The only time the landlord is allowed to request a rent increase is at least 60 days before annual renewal time” to the Section 8 Administrative Plan.**

**The Director informed the Board that last year the Board of Commissioners voted on the Section 8 Administrative Plan. The Director stated that she would like the above language added to the plan because this language is on letters and forms that are sent to the Landlords. Commissioner Kanavos made a motion to add the above language to the Administrative Plan. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.**

**Vacancy Report.**

**The Director informed the Board that we currently have 3 vacancies. 1 is being filled tomorrow and 2 are congregate units which are currently out of inventory.**

**Work Order Report.**

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

**COMMITTEE REPORTS:**

**None.**

**OLD BUSINESS:**

**The Director thanked Commissioner Kanavos for his assistance in getting turkey dinners for some of our residents.**

**ADJOURNMENT:**

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

**Meeting adjourned: 6:42. p.m.**