**MINUTES:**

**The Board of Commissioners of the Dracut Housing Authority met at a regularly scheduled meeting on November 15, 2021. Chairman Sheehan opened the meeting at 5:00 p.m. and upon roll call those in attendance were as follows:**

 **PRESENT: Matthew Sheehan**

 **Debra DeWitt Ahern**

 **George Nangle**

 **Tom Bomil**

 **Charles Kanavos**

 **ABSENT: None**

 **IN**

 **ATTENDANCE: Kelley Szymanski**

 **Mary T. Karabatsos**

**MINUTES:**

**Commissioner Bomil made a motion to approve the September 20, 2021, Board Meeting Minutes. Said motion was seconded by Commissioner Kanavos and upon roll call vote passed unanimously.**

**BILLS & COMMUNICATIONS:**

**Vice Chairwoman DeWitt Ahern made a motion to approve the October 2021 Warrant. Said motion was seconded by Commissioner Kanavos and upon roll call vote passed unanimously.**

**Commissioner Kanavos made a motion to approve the November 2021 Warrant. Said motion was**

**seconded by Commissioner Bomil and upon roll call vote passed unanimously.**

**Vice Chairwoman DeWitt Ahern made a motion to approve the September 2021 Financials. Said motion was seconded by Commissioner Kanavos and upon roll call vote passed unanimously.**

**EXECUTIVE DIRECTOR’S REPORT:**

**A vote to write off bad debt in the amount of $8,860.00.**

**Vice Chairwoman DeWitt Ahern made a motion to write off bad debt in the amount of $8,860.00. Said motion was seconded by Commissioner Kanavos. Commissioner Kanavos asked why the amount for the 667-1 project was so high ($5,240). The Director stated that the resident was in the hospital/nursing home for over a year and passed away. The resident’s next of kin said that she would pay off her balance. The housing authority never received the payment. Upon roll call vote the motion passed unanimously.**

**A vote to certify compliance with Notification Procedures for Federal and State Lead Paint**

**Laws:**

**Commissioner Bomil made a motion to certify compliance with Notification Procedures for Federal and State Lead Paint Laws. Said motion was seconded by Vice Chair DeWitt Ahern and upon roll call vote passed unanimously.**

**A vote to certify the Top 5 Compensation Form:**

**Vice Chairwoman DeWitt Ahern made a motion to certify the Top 5 Compensation Form. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.**

**A vote to approve Change Order #1 from Cornerstone Construction & Remodeling in the amount of $7,446.78 for the upgrade on Congregate Community Bathrooms.**

**Commissioner Bomil made a motion to approve the Change Order #1 from Cornerstone Construction. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.**

**A vote to approve E5 Builders LLC, 435 Lancaster Street, Leominster, MA 01453 the low bidder in the amount of $51,680 for the Bathroom and Kitchen Renovation at 125 Sladen Street. Fish #079097:**

**Vice Chairwoman DeWitt Ahern made a motion to approve E5 Builders as the low bidder for the Bathroom and Kitchen Renovation at 125 Sladen Street. Said motion was seconded by Commissioner Kanavos and upon roll call vote passed unanimously.**

**Update on Walk in Shower project at 971 Mammoth Road:**

**Commissioner Kanavos asked how long it takes for the installation in each unit. The Director stated that it will probably two days. One of the Residents asked how the units are chosen to receive a walk-in shower. The Director stated that it is based on the Resident’s need and time on list.**

**Update on Stand-by Generator at 113 Parker Avenue. Fish #079089:**

**This project is currently in the schematic design stage and should be installed sometime in February/March.**

**Update on 901 Roof installation. Fish #079085:**

**The Director stated that the Board has already voted on the Contractor for this project. Hopefully if there is no snow, he will start the project sooner than later. The time frame will be dictated by the weather.**

**Update on work being done at Perron Lane:**

**The Director informed the Board that the work being done at Perron Lane includes tree removal and trimming, power washing siding and roofs. There will also be a dumpster rented for Family Residents to dispose of things in their back yards that are no longer needed.**

**Update on replacement and installation of smoke and heat detectors at 901 Mammoth Road. Fish #079092:**

**The Director stated that this is a project that was also pushed out due to covid. This project was funded by a grant from DHCD that the housing authority applied for and received. This will be done on November 23, 2021.**

**Vacant Report:**

**The Board received the vacant report. Commissioner Kanavos inquired why it takes so long to turn over a congregate unit. The Director stated that congregate units always take a long time to fill. There is a team consisting of Elder Services, Commonwealth Nursing and the housing authority that work together to determine a good client for the unit. Elder Services and Commonwealth are required do a history on the person moving in to ensure that they will be a good fit for this type of community living.**

**Work order report:**

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

**COMMITTEE REPORTS:**

**RESIDENT & PUBLIC PARTICIPATION:**

**OLD BUSINESS:**

**NEW BUSINESS:**

**ADJOURNMENT:**

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

**Meeting adjourned: 5:32 p.m.**