**MINUTES**

**The Board of Commissioners of the Dracut Housing Authority met at a regular scheduled meeting on Monday, November 20, 2023. Chairman Sheehan opened the meeting at 5:30 p.m. and upon roll call those present were as follows:**

**PRESENT: Matthew Sheehan**

 **Tom Bomil**

 **George Nangle**

 **Charles Kanavos**

 **Andre Dubuque**

**ABSENT: None**

**IN**

**ATTENDANCE: Jenna Milne, Fee Accountant, Kelley Szymanski, Mary T. Karabatsos**

**2024 ANNUAL BUDGET:**

**Jenna Milne, Fee Accountant presented the Dracut Housing Authority’s 2024 Annual Budget to the Board of Commissioners.**

**Commissioner Kanavos made a motion to approve the 2024 Annual Budget. Said motion was seconded by Vice-Chairman Bomil and upon roll call vote passed unanimously.**

**MINUTES:**

**Commissioner Kanavos made a motion to approve the October 23 Board Meeting Minutes. Commissioner Dubuque stated that there was an error in the minutes under Adjournment. The minutes stated that Commissioner Dubuque motioned and seconded adjournment. In fact, Commissioner Dubuque motioned, and Vice-Chairman Bomil seconded the motion to adjourn. Said motion was seconded by Vice-Chairman Bomil.**

**BILLS & FINANCIALS:**

**Commissioner Kanavos made a motion to approve the November 2023 Warrant. Said motion was seconded by Vice-Chairman Bomil and upon roll call vote passed unanimously.**

**Commissioner Dubuque made a motion to approve the September 2023 Year End Financials. Said motion was seconded by Commissioner Kanavos, and upon roll call vote passed unanimously.**

**EXECUTIVE DIRECTOR’S REPORT:**

**A vote to approve the Top Five Compensation Plan.**

**Jenna Milne explained the Top Five Compensation Plan. Vice-Chairman Bomil made a motion to approve the Top Five Compensation Plan. Said motion was seconded by Commissioner Kanavos, and upon roll call vote passed unanimously.**

**A vote to approve the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws.**

**The Executive Director informed the Board that this is a form that is voted on and signed on each year. The Director stated that we are in compliance. Commissioner Kanavos made a motion to approve the Certification. Said motion was seconded by Commissioner Dubuque, and upon roll call vote passed unanimously.**

**A vote to adopt the Federal Budget and Federal Subsidy.**

**This vote will be moved to the December Meeting.**

**Work Order Report:**

**The Director explained that the Preventative Work Orders and Routine Work orders are all for November. They will be completed by November 30, 2023.**

**Vacant Report:**

**We currently have one vacant, which will be completed by the end of next week.**

**Update on Walk-in Showers and Asphalt Walkway at 971 Mammoth Road.**

**Both the Walk- In- Showers and Asphalt walkway project at 971 Mammoth Road are currently out to bid. The Shower project will start after the holidays and bids are due by November 27. The Asphalt walkway will start in the Spring of 2024 and bids are due by November 30.**

**COMMITTEE REPORTS:**

**Chairman Sheehan stated that there are no updates from CPC other than Mr. Plumber is the new Chairman.**

**RESIDENT & PUBLIC PARTICIPATION:**

**Theresa Crevier, Resident requested two 10 mile an hour signs to be put up at both entrance ways coming into 971 Mammoth Road.**

**OLD BUSINESS:**

**None.**

**NEW BUSINESS:**

**The December Board Meeting will be on Monday, December 11th at 5:30 p.m.**

**ADJOURNMENT:**

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

**Meeting adjourned: 6:31 p.m.**