**MINUTES**

The Board of Commissioners of the Dracut Housing Authority met at a regular scheduled meeting on October 16, 2017 at 971 Mammoth Road, Dracut, MA 01826. Vice Chairwoman Debra DeWitt Ahern opened the meeting at 6:00 p.m. and upon roll call vote those present were as follows:

PRESENT: Matthew J. Sheehan

 Debra DeWitt Ahern

 Jesse Forcier

ABSENT: F. Russell Taylor

 George Nangle

IN ATTENDANCE: Kelley Szymanski

 Mary T. Karabatsos

**MINUTES:**

Commissioner Sheehan made a motion to table the September 18, 2017 Board Minutes until the next meeting. Said motion was seconded by Commissioner Forcier and upon roll call vote passed unanimously.

**BILLS & COMMUNICATIONS:**

Commissioner Sheehan made a motion to approve the October 2017 Warrant. Said motion was seconded by Commissioner Forcier and upon roll call vote passed unanimously.

Commissioner Forcier made a motion to put the August 2017 Financials on file for audit. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

**EXECUTIVE DIRECTOR’S REPORT:**

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

Commissioner Sheehan made a motion to approve and sign the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws. The Director informed the Board that this is a form that they sign every year. This form will be submitted to DHCD with the year-end financial documents. Said motion was seconded by Commissioner Forcier and upon roll call vote passed unanimously.

**A vote to approve the Dracut Housing Authority’s Deferred Maintenance Policy.**

Commissioner Forcier made a motion to approve the Dracut Housing Authority’s Deferred Maintenance Policy. Said motion was seconded by Commissioner Sheehan. The Director informed the Board that this is a new policy that DHCD would like to see implemented. This policy will address those project that we can undertake when everything else is done and we have the funding and man hours needed to complete them. Upon roll call vote passed unanimously.

**PIH NOTICE 2017 – 23 – Housing Inquiries Due to Recent Hurricanes.**

The Director informed the Board that DHCD has issued a public notice that allows residents from Puerto Rico, Florida, and the Caribbean to become priorities for state housing in Massachusetts due to the natural disaster that occurred. The occupancy and guest/visitor rules have also been lessened due to the plight of these individuals.

**CPC Update**.

The Director informed the Board that she sent a letter to Town Manager Duggan that Matthew Sheehan will be replacing Debbie DeWitt Ahern on the CPA Board.

**Work Order Report.**

The Director explained that currently there are three vacancies, all will be occupied by the end of the month. There is one preventative maintenance work order open and one work order that is addressing a bee situation at 901 Mammoth Road.

**Vacancy Report.**

There are currently three vacancies which will be occupied by the end of October.

**COMMITTEE REPORTS:**

No Report.

**OLD BUSINESS:**

* Executive Director’s Contract – Chairman Taylor and Commissioner DeWitt Ahern will be meeting soon to go over the Director’s Contract.

**NEW BUSINESS:**

The Director informed the Board that she was notified today that the Dracut Housing Authority received a 98 on the REAC Score.

**RESIDENT & PUBLIC PARTICIPATION:**

None.

**ADJOURNMENT:**

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

Meeting adjourned: 6:15 p.m.