MINUTES

The Board of Commissioners of the Dracut Housing Authority met at a regularly scheduled meeting on October 28, 2019. Vice Chairwoman Dewitt Ahern opened the meeting at 6:00 p.m. and upon roll call those present were as follows:

PRESENT: Debra DeWitt Ahern

George M. Nangle

Matthew Sheehan

Charles Kanavos

ABSENT: Russell Taylor

IN

ATTENDNCE: Kelley Szymanski

Mary T. Karabatsos

Vice Chairwoman DeWitt Ahern announced that the meeting was being recorded.

**MINUTES:**

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

The September 2019 Board Meeting Minutes were tabled until the November Board Meeting.

**BILLS & COMMUNICATIONS:**

Commissioner Kanavos made a motion to approve the October 2019 warrant. Said motion was seconded by Commissioner Nangle. Under discussion, Commissioner Nangle inquired about the Maintenance trucks and what years they were. Commissioner Nangle also asked if the housing authority would be purchasing a new truck. The Director stated that we just recently invested a large amount of money in the 2009 truck and the housing authority will be purchasing a new truck either this year or next year. Upon roll call vote passed unanimously.

There are no financials to vote on. The Fee Accountants are working on the Year Ends.

**EXECUTIVE DIRECTOR’S REPORT:**

**Update on 216 Bouchard Avenue:**

The residents of 216 Bouchard Avenue have moved back into the home. The Director reported that the Contractors did a great job on the home. The Residents are very happy to be back home. Commissioner Kanavos inquired about the cost of moving the residents in to the Residence Inn. Commissioner Kanavos asked if the Insurance Company paid for the accommodations. The Director stated that the insurance company pays for the first $1,200 and the housing authority is responsible for the costs that exceed that amount. The Director updated the Board letting them know that the cost of the Residence Inn was close to $1,000 a week. The housing authority decided to move the family into a furnished housing unit. The cost of the furnishings was approximately $1,000. The housing authority saved a lot of money by moving the family into the unit.

**Plumbing & Electrical Bid:**

The Director informed the Board that the Electrical Bid has been published in the Central Register this week and the Plumbing Bid will be published in the Central Register next week. The Board will be voting on a new plumber and a new electrician at the November meeting. The Director informed the Board that the housing authority also reached out to local plumbers and electricians to inform them of these bids.

**Update on 971 Exterior Stair Project:**

The Director stated that this project is taking longer than it should. The housing authority as well as the Engineer are not happy with the process. The Director told the contractor and engineer that we need a rigid timeline on when this project will be completed. The Director informed the Board that the contractors will be coming on Thursday to begin the final part of the installation. Hopefully the project will be done shortly after. At this point the project is 1 month later than it should be.

**Administrative Office Hours:**

The Director informed the Board that she would like to change the hours of the housing authority for the entire year. The housing authority has been working later during the week and working a ½ day on Fridays. These hours enable applicants to drop off applications when they get out of work. The Director thought that these hours would accommodate applicants the entire year. The Director also stated that many other housing authorities as well as the Town of Dracut are open during these hours. Vice Chairwoman DeWitt Ahern inquired about the upcoming holiday work hours. The Director stated that the day before Thanksgiving would be a ½ day, the day after Thanksgiving would be a day off, Christmas Eve would be a ½ day.

**Work Order Report:**

The Board received the work order report.

**Vacant Report:**

The Board received the vacant report.

**November Board Meeting:**

The Board Meeting will be November 25, 2019.

**COMMITTEE REPORTS:**

None

**OLD BUSINESS:**

Vice Chairwoman DeWitt Ahern stated that she thought that the Resident Cookout was excellent.

**ADJOURNMENT:**

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

**Meeting Adjourned: 6:14 p.m.**