**MINUTES**

**The Board of Commissioners of the Dracut Housing Authority met at a regularly scheduled meeting on October 19, 2020 at 5:00 p.m. Chairman Matthew Sheehan Opened the meeting at 5:00 p.m. and upon roll call those present were as follows:**

**PRESENT: George Nangle**

 **Tom Bomil**

 **Matthew Sheehan**

 **Debbie DeWitt Ahern**

**ABSENT: Charles Kanavos**

**IN**

**ATTENDANCE: Kelley Szymanski**

 **Mary T. Karabatsos**

**MINUTES:**

**Commissioner Bomil made a motion to approve the September 21, 2020 Board Meeting Minutes. Said motion was seconded by Commissioner DeWitt Ahern and upon roll call vote passed unanimously.**

**BILLS & COMMUNICATIONS:**

**Vice Chairwoman DeWitt Ahern made a motion to approve the October 2020 Warrant. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.**

**EXECUTIVE DIRECTOR’S REPORT:**

**A vote to accept $10,000 from the Department of Housing & Community Development in order to reconfigure/adapt the housing authority’s office space for social distancing and/or improve indoor quality compliant with the Governor’s COVID -19 mandatory safety standards for the workplace.**

**The Director informed the Board on the upgrades that will be done in the office. This work is funded by a grant and will assist the housing authority on keeping staff, residents, and the public safe.**

**Chairwoman DeWitt Ahern made a motion to accept $10,000 from DHCD for this project. Said motion was seconded by Commissioner Bomil and upon roll call vote passed unanimously.**

**A vote to approve the Dracut Housing Authority’s Affirmative Action Plan.**

**Commissioner Bomil made a motion to approve the Dracut Housing Authority’s Affirmative Action Plan. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.**

**A vote to approve the Dracut Housing Authority’s Sexual Harassment Policy.**

**Vice Chairwoman DeWitt Ahern made a motion to approve the Dracut Housing Authority’s Sexual Harassment Policy. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.**

**A vote to approve the Dracut Housing Authority’s Fair Housing and Reasonable Accommodation Policy.**

**Commissioner Bomil made a motion to approve the Dracut Housing Authority’s Fair Housing and Reasonable Accommodation Policy. Said motion was seconded by Vice Chairwoman DeWitt Ahern and upon roll call vote passed unanimously.**

**Work Order Report.**

**The Board received a copy of the work order report. We currently have three deferred maintenance work orders. One vacant and a few preventative work orders.**

**Vacant Report.**

**There is currently 1 vacant unit and two congregate units that are out of inventory. Commissioner Bomil inquired as to why the two units are out of inventory. The Director informed the Board that the DHA received waivers on these two units because they are part of the congregate community living program. The state does not want people moving into those units due to covid.**

**Discussion on Dracut Housing Authority’s Resident and Public Participation Policy.**

**Chairman Sheehan said that the policy that we currently have is standard across the board. Chairman Sheehan said that it is the same policy that most municipalities utilize. Chairman Sheehan said that he was fine with the policy. Commissioner Bomil stated that people should sign up to speak no more than five minutes before the meeting.**

**Commissioner Bomil made a motion to add to the Resident and Public Participation Policy that Residents have up to five minutes before the meeting to sign up to speak. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.**

**COMMITTEE REPORTS:**

**None.**

**RESIDENT & PUBLIC PARTICIPATION:**

**None.**

**OLD BUSINESS:**

**Commissioner Bomil informed the Board that the Lowell Regional Transit Authority has received a grant and they would like to install a bus shelter in Dracut in memory of Jimmy Gookin. The work must be done by the end of the year. The LRTA and the Town of Dracut would like to have a dedication in Jimmy Gookin’s memory some time in the spring of 2021. Commissioner Bomil stated that Jimmy Gookin was a member of the LRTA, Board of Selectmen and the Dracut Housing Authority.**

**NEW BUSINESS:**

**The Director informed the Board that the DHA has a plow that we would like to donate to the Department of Public Works. Vice Chairwoman made a motion to approve donating the plow to the Department of Public Works. Said motion was seconded by Commissioner Bomil and upon roll call vote passed unanimously.**

**ADJOURNMENT:**

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

**Meeting adjourned: 5:16 p.m.**