**MINUTES**

**The Board of Commissioners of the Dracut Housing Authority met at a Regular Meeting on Monday, October 17, 2022. Chairman Sheehan opened the meeting at 5:30 p.m. and upon roll call vote those in attendance were as follows:**

**PRESENT: Matthew Sheehan**

**Tom Bomil**

**George Nangle**

**Charles Kanavos**

**Andre Dubuque**

**ABSENT: None**

**IN**

**ATTENDANCE: Kelley Szymanski**

**Mary T. Karabatsos**

**MINUTES:**

**Commissioner Bomil made a motion to approve the September 19, 2022, Board Meeting Minutes.**

**Said motion was seconded by Commissioner Kanavos, Commissioner Nangle abstained, and upon roll call vote passed unanimously.**

**BILLS & FINANCIALS:**

**Commissioner Kanavos made a motion to approve the October 2022 Warrant. Said motion was seconded by Commissioner Dubuque and upon roll call vote passed unanimously. Commissioner Kanavos inquired about the cost of two stoves that were purchased at Dracut Appliance. The Director informed the Board that one of the stoves was for 11 Perron Lane group home which requires a larger more expensive stove. Commissioner Kanavos also inquired about the work that was done by Joe Bue, the Director stated that Joe Bue has done gutters and minor roof repairs. Commissioner Kanavos asked where the DHA gets their fuel from. The Director stated that the DHA gets our gas from the Town, which is procured from Dennis P. Burke. Commissioner Kanavos also asked where the maintenance staff get their maintenance uniforms. The Director stated that the maintenance get their uniforms from Working Gear, they receive a maintenance allowance for $350.00 a year. Commissioner Dubuque asked what Bulletproof was on the warrant. The Director informed the Board that it is our IT Company.**

**Commissioner Kanavos made a motion to approve the August 2022 Financials. Said motion was seconded by Vice Chair Bomil and upon roll call vote passed unanimously.**

**EXECUTIVE DIRECTOR’S REPORT:**

**Update on Dracut Housing Authority Projects:**

**The Director reported to the Board as well as Residents who were in attendance about the work that has been completed by the DHA over the past year, current projects that are in progress, and future projects scheduled.**

* **971 Stairs - the stairs should be completed in the next two weeks.**
* **Sladen Street – Kitchen and Bath upgrade – This work was started today and should be completed within a month.**
* **Phineas Street Community room roof – Bids will be open tomorrow. The Director is requesting that a special meeting be scheduled to vote on the low bidder in order to move the project forward. All Commissioners agreed.**
* **Phineas Street Walkways – The Director stated that this project will hopefully go out to bid this year and the work would start in Spring 2023.**
* **Congregate Bathrooms – This project has been severely impacted by supply chain issues. We have been notified by the contractor that they have finally received some of the back-order supplies that they need to complete the bathrooms.**
* **House gutters installed on Bolton Avenue & Varnum Road – This work has been completed.**
* **New shutters and painting on Bouchard Avenue – This work has been completed.**
* **901 Mammoth Road – new roof – This work has been completed and we will be voting tonight on final completion payment.**
* **Generator 113 Parker Avenue – This project has also been impacted by the supply chain. We are waiting on delivery dates of the generator.**
* **Site Drainage at 11 Perron Lane – Project has been completed.**
* **Removal of trees at 971 Mammoth Road – Removal of trees has been completed.**
* **Installation of new walkway behind to the right of Community Room – New walkway has been completed.**
* **Completion of replacement of twenty sliding doors at Coventry Garden – all twenty doors have been replaced at Coventry Gardens.**

**WORK ORDER REPORT:**

**Due to the discussion from the last meeting about maintenance work orders, the Director decided to update the Board and supply a report that shows the entire amount of work orders that Maintenance receive over a period of a month. This procedure will continue.**

**VACANCY REPORT:**

**The Board received the vacancy report. There are currently two vacancies. The vacancies are both three-bedroom units, which take more time to turn over.**

1. **COMMITTEE REPORTS:**

**Chairman Sheehan attended the CPC meeting but there was nothing to report in relation to the DHA.**

1. **RESIDENT & PUBLIC PARTICIPATION:**

**Rita Giguere requested that the bush located near the entrance of 971 be cut down. It obstructs the view for Residents trying to get in and out of the development.**

**Rita Giguere also asked about the gutters and the Director told her that we are hiring a contractor to do that work.**

**Audrey Gagnon requested that the Maintenance Man check out the issues she is having with her front door.**

1. **OLD BUSINESS:**

**None.**

1. **NEW BUSINESS:**

**Vice Chair Bomil made a motion to approve the Change Order for Damazio Builders Inc. in the amount of $3,421.35. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.**

**Commissioner Nangle made a motion to approve the Certificate of Final Completion in the amount of $37,021.35. Said motion was seconded by Vice Chair Bomil and upon roll call vote passed unanimously.**

1. **ADJOURNMENT:**

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

**Meeting Adjourned: 5:28 p.m.**