MINUTES

**The Board of Commissioners of the Dracut Housing Authority met at a regular scheduled meeting on Monday, October 16, 2023. 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:**

**Vice Chairman Bomil made a motion to approve the September 18, 2023, Board Meeting Minutes. Said motion was seconded by Commissioner Nangle and upon roll call vote passed four to one with Commissioner Kanavos voting present.**

**BILLS & FINANCIALS:**

**Commissioner Dubuque made a motion to approve the August 2023 Financials. Commissioner Kanavos asked about the high bill for Dracut Appliance, the Director stated that the bill was for a few different things, a stove repair, and a refrigerator at 971 Mammoth Road. Said motion was seconded by Vice Chairman Bomil and upon roll call vote passed unanimously.**

**Commissioner Nangle made a motion to approve the October 2023 Warrant. Commissioner Kanavos inquired about the Dracut Hardware bill. The Director stated that most of the expenses were for five vacancies, two at Phineas and three at 971 Mammoth Road. Said motion was seconded by Vice Chairman Bomil and upon roll call vote passed unanimously.**

**EXECUTIVE DIRECTOR’S REPORT:**

**A vote to approve the 2023 Budget Revisions.**

**This revision is for the existing budget. This is due to the fact that we had to pay a settlement of $10,000 with $3,000 of that coming from DHCD. Due to the $3,000 we had to put a revision in to the Budget. Also, in this revision is a raise that was given to one of the Maintenance Men needed to be put into the existing budget also. The Board just needs to sign to approve the budget revision.**

**Commissioner Dubuque asked if the Fee Accountant will be coming soon to discuss the new budget for 2024. The Director stated that Jenna Milne, will be coming to the November meeting to discuss the new budget. Commissioner Nangle asked about the $10,000 settlement and who was responsible for the payment. The Director stated that it was paid by Insurance and DHCD. Commissioner Nangle made a motion to approve the 2023 budget revision. Said motion was seconded by Vice Chairman Bomil and upon roll call vote passed unanimously.**

**LHA Mandatory Board Member Training.**

**The Director informed the Board that DHCD (EOHLC) has changed the training that they want Board Members to participate in. This will be happening sometime in the near future. They will be allowing Executive Directors to access a portal which will allow Directors to let Board Members know when they will need to either update their training soon or will have them do the training down the road. The Director will inform the Board when they know how it will be working.**

**Update on Maintenance Projects.**

**The Director stated that she wanted to update the Board as to the projects that have either been completed and those in the process of beginning. The Director said that the Perron Lane Roofs are completed, Parker Avenue Generator has been installed, the 901 Congregate Bathrooms are done, the Architect responsible for the paving at 971 Mammoth Road will be completing his specifications and it will go out to bid soon, and the Four Walk- In Showers at 971 Mammoth Road will be going out to bid in November.**

**Resident Cookout – October 25, 2023.**

**The Director informed the Board that the cookout will start at 12:00. If it rains it will be inside the Community Room. The cookout will be catered by the Village Inn.**

**Work Order Report.**

**The Board reviewed the Work Order Report.**

**Vacant Report.**

**The Director informed the Board that we currently have two vacant units that will be filled in two weeks.**

**COMMITTEE REPORTS:**

**None.**

**RESIDENT & PUBLIC PARTICIPATION:**

**A resident inquired about the amount of rat boxes that we have on the 971 property. The Director stated that we are doing a preventative program with Pest-End and they have inspected the site and added boxes and have also moved boxes around. This preventative program is also for bees and this piece of the program will start next year.**

**Another Resident asked if a letter could be sent around to let Residents know that they have to close the dumpster doors. He stated that the doors to the dumpster are always open.**

**OLD BUSINESS:**

**None.**

**NEW BUSINESS:**

**Vice Chairman Bomil asked how the new Maintenance Laborer was doing. Vice Chairman Bomil said that he has talked to some residents, and they are very happy with Brian Deschesne and the way he does his work and interacts with Residents.**

**Commissioner Kanavos asked if we could schedule an Executive Session for the next meeting. He would like updates on legal issues at the housing authority.**

**ADJOURNMENT:**

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

**Meeting adjourned: 5:55 p.m.**