**MINUTES**

The Board of Commissioners of the Dracut Housing Authority met at a regular scheduled meeting on September 18, 2017 at 971 Mammoth Road, Dracut, MA 01826. Chairman Russ Taylor opened the meeting at 6:00 p.m. and upon roll call vote those present were as follows:

PRESENT: Matthew Sheehan

Debra DeWitt Ahern

F. Russell Taylor

George Nangle

ABSENT: Jesse Forcier

IN ATTENDANCE: Kelley Szymanski

Mary T. Karabatsos

**MINUTES:**

Commissioner Nangle made a motion to approve the minutes of the August 21, 2017 Board Meeting. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

**BILLS & COMMUNICATIONS:**

Commissioner Sheehan made a motion to approve the September 2017 warrant. Said motion was seconded by Commissioner DeWitt Ahern and upon roll call vote passed unanimously.

Commissioner DeWitt Ahern made a motion to put the July 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 the Dracut Housing Authority’s 2018 Capital Improvement Plan.**

The Director informed the Board that this is the state capital plan that the Board votes on every year. The Director explained that some of the projects that will be funded through the next five years will be; tree trimming at all state sites, the replacement of the congregate community bathrooms, new roofs on both 901 Mammoth Road and 113 Parker Avenue, installation of an ADA bathroom at one of our scattered sites (reasonable accommodation) and as reported in the past we will continue to update kitchens & baths at Coventry Gardens upon turnover.

Commissioner DeWitt Ahern made a motion to approve the Dracut Housing Authority’s 2018 Capital Improvement plan. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

**A vote to accept and approve the 2018 Fair Market Rents and to change the percentage to 100% from 110%.**

Commissioner DeWitt Ahern made a motion to accept the 2018 Fair Market Rents. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously. Commissioner DeWitt Ahern made a motion to approve the percentage change from 110% to 100%. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

**A vote to accept the 2018 Utility Allowance.**

Commissioner Nangle made a motion to accept the 2018 Utility Allowance. Said motion was seconded by Commissioner DeWitt Ahern and upon roll call vote passed unanimously.

**Work Order Report.**

The Board received a copy of the Work Order Report – 3 current work orders.

**Vacancy Report.**

The Board received a copy of the vacancy report. Currently one vacant unit.

**COMMITTEE REPORTS:**

**OLD BUSINESS:**

* **Executive Director’s Contract.**

Chairman Taylor stated that he would be scheduling a meeting with Commissioner DeWitt Ahern to review the Director’s contract.

Commissioner Nangle stated that he wanted to thank the staff at the housing authority for the great cookout on 9/8/17. It was a beautiful day and everyone had a great time.

**NEW BUSINESS:**

Chairman Taylor informed the Board that Commissioner DeWitt Ahern would like to resign from the CPC. Chairman Taylor said that she has worked very hard on that committee. Commissioner DeWitt Ahern stated that she has enjoyed working with the CPC. Chairman Taylor appointed Commissioner Sheehan to be on the CPC Committee.

**RESIDENT & PUBLIC PARTICIPATION:**

Winona Kelley thanked the staff for the cookout. She said that it was a great day. Winona Kelley also thanked Patty Perry for always doing a great job decorating the community room. Ms. Kelley also thanked the Board for having a microphone set up at the meeting. The microphone was set up by the DATV crew. Don Jean thanked everyone for the fountain that was installed in the pond.

Helen Goad stated that she was very pleased with the work that was done in front of her house.

Commissioner DeWitt Ahern stated that she thinks that it’s great that there are so many residents at the meeting tonight and so many compliments for the staff.

**ADJOURNMENT:**

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

Meeting adjourned at 6:16 p.m.