**MINUTES**

**The Board of Commissioners of the Dracut Housing Authority met at a regularly scheduled meeting on September 21, 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 August 17, 2020 Board Meeting Minutes. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.**

**BILLS & COMMUNICATIONS:**

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

**Commissioner Nangle made a motion to put the July 2020 Financials on file for audit. Said motion was seconded by Commission DeWitt Ahern and upon roll call vote passed unanimously.**

**Commissioner DeWitt Ahern made a motion to put the August 2020 Financials on file for audit. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.**

**EXECUTIVE DIRECTOR’S REPORT:**

**A vote to award a contract to the low bidder Mike’s Construction, 332 Mason Road Ext, Dudley, MA 01571 in the amount of $49,700 for Roof Replacement at 1, 2, & 11 Perron Lane.**

**Commissioner Bomil stated that he was surprised that there were no local contractors who bid on this project. The Director stated that when you bid on a DHCD project there is a lot to do and you need to make sure that everything is done correctly. It is a strict procedure.**

**A vote to approve Amendment #6 to the Capital Improvement Work Plan 5001 in the amount of $110,162.00. This amendment funds and extends the contract dates of service from June 30, 2022 to June 30, 2023.**

**The Director informed the Board that this is the formula funding program that we receive monies every year. The roof project that you just voted on is funded through this program. Commissioner DeWitt Ahern made a motion to approve Amendment #6 to the Capital Improvement Work Plan. Said motion was seconded by Commissioner Bomil and upon roll call vote passed unanimously.**

**A vote to accept the Allowance for Tenant Furnished Utilities and Other Services for 2020 – 2021.**

**Commissioner Bomil made a motion to accept the Allowance for Tenant Furnished Utilities. Said motion was seconded by Commissioner DeWitt Ahern and upon roll call vote passed unanimously.**

**A vote to accept the 2020 – 2021 Fair Market Rents.**

**Commissioner DeWitt Ahern made a motion to accept the 2020 – 2021 Fair Market Rents. Said motion was seconded by Commissioner Bomil and upon roll call vote passed unanimously.**

**A vote to write off bad debt in the amount of $13,360.00;**

**The Director informed the Board that the write off amounts are due to Residents that have either passed away, moved out before a court appearance, or defaulted at court. She stated that there are some people who do pay back after they have moved out. Commissioner Bomil made a motion to write off the bad debt in the amount of $13,360.00. Said motion was seconded by Commissioner DeWitt Ahern and upon roll call vote passed unanimously.**

**Update on Maintenance Work Trucks.**

**The Director informed the Board that we have ordered one truck that we are going to put in this year’s budget. The new budget is going to start 10/01/20 so we will order a new truck then. We ended up getting back $39,868 on the total vehicles. We ordered a truck that has a lift gate for $43,264. The truck that we will be ordering will probably be around $37,000 - $38,000. We will pay $40,396 for one new truck. The amount that we received back from insurance pretty much covered one truck. We will have two 2020 trucks. Commissioner Nangle asked the year of the truck that was not damaged. The Director stated that it was a 2019.**

**Work Order Report.**

**The Board received the work order report, which consisted of two deferred maintenance and one preventative work order.**

**Vacant Report.**

**The Board received the vacant report. The only vacancy was in the congregate facility which is on hold for move ins.**

**Independent Accountants’ Report on Applying Agreed-Upon Procedures for Year Ended September 30, 2019.**

**The Dracut Housing Authority had no findings.**

**Financial Statement Audit for Year Ended September 30, 2019.**

**The Dracut Housing Authority had no findings.**

**COMMITTEE REPORTS:**

**None.**

**OLD BUSINESS:**

**None.**

**NEW BUSINESS:**

**Commissioner Bomil asked if it is ok if applicants call and inquire where they are on the waiting list. The Director stated that we are not able to see where applicants are on the State Waiting List because the state oversees that list. The Director stated that the two other applications we have we are able to tell applicants that they are in the top 35 or so. Commissioner Bomil also asked if Veteran status applies to the spouse of a Veteran. The Director stated that a spouse of a Veteran does receive Veteran status.**

**Commissioner Bomil also asked about Tenant Participation during Board Meetings. Commissioner Nangle stated that it is time to bring it back, but people should sign up first to speak during that part of the meeting. The Director said that they would have to discuss whatever is on the agenda. If people want to write something down prior, then we can also discuss that. The Director stated that the Residents will be very happy that Resident Participation is back on the agenda.**

**Chairman Sheehan asked when a good time would be to go back to meetings being held at 971 Mammoth Road. Chairman Sheehan thanked Town Manager Ann Vandal for hosting us this evening. Chairman Sheehan also thanked DATV.**

**ADJOURNMENT:**

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

**Meeting adjourned: 6:19 p.m.**