**MINUTES**

The Board of Commissioners of the Dracut Housing Authority met at a regular scheduled meeting on January 29, 2018 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

 F. Russell Taylor

 Jesse Forcier

 George Nangle

ABSENT: Debra DeWitt Ahern

IN

ATTENDANCE: Mary T. Karabatsos

**Chairman Taylor announced that the Board Meeting is being recorded.**

**MINUTES:**

Commissioner Sheehan made a motion to approve the minutes of the November 20, 2017 Board Meeting. Said motion was seconded by Commissioner Forcier and upon roll call vote passed unanimously.

**BILLS & COMMUNICATIONS:**

Commissioner Forcier made a motion to approve the November 2017 Financials. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

Commissioner Sheehan made a motion to approve the December 2017 Financials. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

Commissioner Sheehan made a motion to approve the December 2017 Warrant. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

Commissioner Forcier made a motion to approve the January 2018 Warrant. 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 Maintenance Plan.**

Commissioner Forcier made a motion to approve the Dracut Housing Authority’s Maintenance Plan. Said motion was seconded by Commissioner Nangle. Under discussion, Chairman Taylor stated that he thought the plan was very thorough. Upon roll call vote passed unanimously.

**A vote to approve the Dracut Housing Authority’s Preventative Maintenance policy.**

Commissioner Sheehan made a motion to approve the Dracut Housing Authority’s Preventative Maintenance Policy. Said motion was seconded by Commissioner Forcier. Under discussion, Chairman Taylor said that this is a good policy to have. He said he believes that a good preventative policy will save the housing authority money in the long run. Upon roll call vote passed unanimously.

**Dracut Housing Authority’s Over Time Report.**

The Director reported that each Maintenance Staff Person has worked 37.5 hours overtime. This has been since the beginning of the December 2017.

**A vote to approve the Certificate of Substantial Completion for RAE Contracting Inc., 6 Dracut Street, Methuen, MA 01844.**

Commissioner Nangle made a motion to approve the Certificate of Substantial Completion for RAE Contracting. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

**A vote to approve the Application and Certificate for Payment to RAE Contracting, Inc., 6 Dracut Street, Methuen, MA 01844 in the amount of $13,186.00.**

Commissioner Forcier made a motion to approve the Application and Certificate for Payment for RAE Contracting in the amount of $13, 186.00. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

**A vote to approve the Application and Certificate for Payment to RAE Contracting, Inc., 6 Dracut Street, Methuen, MA 01844 in the amount of $3,474.00.**

Commissioner Nangle made a motion to approve the Application and Certificate for Payment to RAE Contracting in the amount of $3,474.00. Said motion was seconded by Commissioner Forcier and upon roll call vote passed unanimously.

**A Vote to approve the Certificate of Final Completion for RAE Contracting Inc., 6 Dracut Street, Methuen, MA 01844.**

Commissioner Nangle made a motion to approve the Certificate of Final Completion for RAE Contracting. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

**Update on the PMR Audit conducted by DHCD on 1/17/2018.**

The Director updated the Board on the new PMR Audit. This year the audit was conducted as a preliminary procedure. Next year the audit will be rated and published on the housing authority’s website as well as DHCD’s website. The Director reported that the audit went well.

**Update on the Independent Auditor’s Report.**

Commissioner Sheehan made a motion to accept the Independent Auditor’s Report. Said motion was seconded by Commissioner Forcier and upon roll call vote passed unanimously. The Director reported that there were no findings in this audit.

**Vacancy Report.**

The Director reported that there are currently two vacancies. Chairman Taylor inquired as to the 24 turn around date on the vacancies. The Director stated that the housing authority is allowed 30 days on turn over unless a waiver for a longer period of time is requested. She also stated that the turnaround time was longer due to the winter storms and the fact that maintenance was plowing, distributing ice melt, etc…

**Work Order Report.**

There is currently one open work order.

**COMMITTEE REPORTS**:

Commissioner Sheehan who is the representative on the Community Preservation Committee stated that that CPC is going well. Commissioner Sheehan informed the CPC about where the housing authority stands on the Greenmont Avenue site.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

The Director reminded the Board that the next meeting will be on February 12th due to President’s Day.

**RESIDENT & PUBLIC PARTICIPATION:**

Winona Kelly, 971 Mammoth Road #8C requested that heat coils be placed over the back door from the community room. Ms. Kelly also requested that a Moment of Silence be observed for Gerald Suprenant.

Jeannette Chandonnet, 971 Mammoth Road #7F inquired about what a preventative work order pertained to.

Helen Goad, 971 Mammoth Road #9E said that she was so happy that the tree was taken down in front of her house.

**MOMENT OF SILENCE:**

The Board and attendees had a Moment of Silence for Gerald Suprenant who was a long-time member of the Board of Commissioners, the Council on Aging, and an advocate for the elderly.

**ADJOURNMENT:**

Commissioner Forcier made a motion to adjourn. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.