MINUTES

The Board of Commissioners of the Dracut Housing Authority met at a regular scheduled meeting on January 28, 2019. Chairman Russell Taylor opened the meeting at 6:00 p.m. and upon roll call 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

Chairman Taylor announced that the Board meeting is being recorded.

**MINUTES:**

Commissioner DeWitt Ahern made a motion to approve the December 17, 2018 Board Meeting Minutes. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

**BILLS & COMMUNICATIONS:**

Commissioner DeWitt Ahern made a motion to put the November 2018 Financials on file for audit. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

Commissioner DeWitt Ahern made a motion to put the December 2018 Financials on file for audit. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

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

**EXECUTIVE DIRECTOR’S REPORT;**

**A vote to approve Amendment #5 to the Capital Improvement Work Plan 5001 in the amount of $193,665.00. This amendment funds and extends the contract dates of service from June 30, 2020 to June 30, 2022.**

The Director explained that this is the formula funding for the state. This is a five year plan that projects funding out to 2022. The Capital Plan has already been approved. They always wait to give us the funding and the vote is always taken in January. This is all the work that is being done in the state project, it does not impact 667-1 or 43-1 the federal projects. The Director stated that she just needs a vote and the Chairman can sign the form. Commissioner Nangle made a motion to approve the Amendment #5. Said motion was seconded by Commissioner DeWitt Ahern. Under discussion, Commissioner DeWitt Ahern inquired on what type of work has been done with this funding. The Director informed the Board that most of the work has been done at the scattered site homes and Coventry Gardens. There have been driveways, siding, roofs, windows, kitchen upgrades, bathroom upgrades, etc…. The 2022 funding is earmarked to install generators at 113 Parker Avenue and 901 Mammoth Road. Upon roll call vote passed unanimously.

**Open Meeting Law Complaint filed by Fred W. Spicer**

The Director explained to the Board that there was a letter in their packet that was addressed to Mr. Spicer as well as Lori McBride the housing authority’s attorney. The letter is from the Office of the Attorney General. The letter states that they have received Mr. Spicer’s complaint and states that his complaint may be resolved through either a formal order or informal action. The Director stated that she would inform the Board when she receives additional information.

**Maintenance Staff Assignments**

The Director stated that at the last meeting one of the Board Members had inquired about Maintenance Staff Assignments. The Director informed the Board that Maintenance Staff and their work load was determined by the average amount of work orders that were assigned to each project. The Director looked at the past three years of work orders and determined the breakdown of Maintenance Staff assignments based on that average. The Director stated that initially, Maintenance Staff was assigned to their developments for 1.5 years. They were just reassigned October 2018 and they will stay at those new sites for 1.5 years and will be reassigned again May of 2020. Chairman Taylor asked if the Director thought that switching the Maintenance around to different sites was beneficial. The Director stated that it is a good idea for all Maintenance Staff to work at different developments based on the different cultures, family, elderly, gas, oil, electric heat. It is good for them to have a holistic view of the authority. Chairman Taylor asked what type of work has to be done at Coventry Gardens. Chairman Taylor asked what the condo fees cover at Coventry. The Director said that they cover utilities, roofs, siding, landscaping. The housing authority is responsible for anything in the interior of the units.

**Update on Phineas Street Generator**

The Director informed the Board that there is a meeting scheduled for this Friday, February 1, 2019 with Sargent Electric, the Engineer, and the housing authority. This meeting has been scheduled in order to get an update on when the project will be completed. Things have moved very slow on this project. The Director stated that she will update the Board at the next meeting.

**Update on Resident Board Member:**

DHCD has informed the Director that the Tenant Board Member legislation will not impact the 2019 Town Election. DHCD is advising Town Clerks to take the advice of Town Council on the upcoming election. Town Council has stated that we should move forward with the election.

**Vacant Report:**

The Board received the vacancy report. There is one vacancy at 971 Mammoth Road.

**Work Order Report:**

The Board received the work order report. We currently have three deferred work orders.

**COMMITTEE REPORTS:**

Chairman Taylor stated that Commissioner Sheehan will be coming off the CPC Committee and that Chairman Taylor will be taking his place. Chairman Taylor thanked Commissioner Sheehan for his time and effort on the Committee.

**OLD BUSINESS:**

Commissioner Sheehan reminded residents that it is going to be very cold this week. He stated that residents should be aware of this and take precautions.

The next meeting of the Dracut Housing Authority will be on February 25, 2019 at 971 Mammoth Road.

**ADJOURNMENT:**

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

Meeting adjourned 6:14 p.m.