**MINUTES**

The Board of Commissioners of the Dracut Housing Authority met at a regular scheduled meeting on June 18, 2018. Chairman Russ Taylor opened the meeting at 6:00 p.m. and upon roll call vote those present were as follows:

PRESENT: Matthew Sheehan

 Jesse Forcier

 George Nangle

ABSENT: F. Russell Taylor

 Debra DeWitt Ahern

IN Mary T. Karabatsos

ATTENDANCE: Kelley Szymanski

**Jesse Forcier announced that the Board Meeting is being recorded.**

**MINUTES:**

Commissioner Nangle made a motion to approve the May 23, 2018 Board meeting minutes. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

**BILLS & COMMUNICATIONS:**

Commissioner Sheehan made a motion to approve the June 2018 Warrant. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

Commissioner Nangle made a motion to put the 2018 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 2019 CIP (Capital Improvement Plan).**

Commissioner Sheehan made a motion to approve the Dracut Housing Authority’s 2019 Capital Improvement Plan. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously. The Board voted on projects which will take place in 2021.

**A vote to approve the Dracut Housing Authority’s Communication Policy.**

Commissioner Nangle made a motion to approve the Dracut Housing Authority’s Communication Policy. The Director explained that this is a policy which ensures that maintenance personnel are keeping each other and the main office up to date on what is happening at their sites. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

**A vote to approve the Dracut Housing Authority’s Grievance Procedure.**

Commissioner Nangle made a motion to approve the Dracut Housing Authority’s Grievance Procedure. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

**Work order report.**

The Board received the work order report. Currently, there are four deferred work orders and one vacant work order.

**Vacancy report.**

Currently there is one vacant unit.

**COMMITTEE REPORTS:**

Community Preservation – no updates.

**OLD BUSINESS:**

Appointment of Housing Sub Committee Board to work with the Community Preservation Committee. Commissioner Forcier stated that the appointment of the Housing Sub Committee Board will be addressed at the next meeting by Chairman Taylor.

Commissioner Nangle inquired as to the installation of the new walk in showers at 971 Mammoth Road. The Director stated that we have awarded the bid to the second bidder and they have ordered the walk -in showers which takes at least 6 weeks to come in. Once we have received them the contractor will install them as soon as possible.

**NEW BUSINESS:**

None.

**RESIDENT & PUBLIC PARTICIPATION:**

No Resident or Public Participation.

**ADJOURNMENT:**

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

Meeting adjourned: 6:11 p.m.