**MINUTES**

The Board of Commissioners of the Dracut Housing Authority met at a regular scheduled meeting on September 17, 2018. Chairman Russell Taylor opened the meeting at 6:00 pm. and upon roll call vote those present were as follows:

PRESENT: Matthew Sheehan

 Debra DeWitt Ahern

 F. Russell Taylor

 Jesse Forcier

 George Nangle

ABSENT: None

IN

ATTENDANCE: Mary T. Karabatsos

Chairman Taylor announced that the Board Meeting is being taped.

**MINUTES:**

Commissioner Forcier made a motion to approve the June 18, 2018 Board Meeting minutes. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed. Commissioner DeWitt Ahern and Chairman Russell Taylor abstained.

**BILLS & COMMUNICATIONS:**

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

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

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

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

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

**EXECUTIVE DIRECTOR’S REPORT:**

**A vote to award a contract to Sargent Electric Company, 2767 Liberty Avenue, Pittsburgh, PA 15222 in the amount of $65,782.00 for the Cluster Garden Community Building Standby Power Supply Generator.**

The Director explained that this is for the generator at Cluster Garden on Phineas Street. Commissioner Forcier inquired about the timeframe. The Director stated that the generator would be installed by the latest December. It will be installed before the winter season. Commissioner Forcier also inquired about generators at the other sites. The Director informed the Board that we have a generator at 971 Mammoth Road. The Director also informed the Board that she has put into the Capital Improvement Plan two generators for the State projects, which include 901 Mammoth Road and 113 Parker Avenue. However, these are projected out to 2021. Chairman Taylor asked if the generator would be fueled by gas or diesel. The Director stated that it would be a diesel fueled generator. Commissioner Nangle stated that Sargent Electrical is from Pittsburgh, Pennsylvania. The Director said that they will come and stay somewhere in the area and hopefully install the generator quickly. Commissioner Sheehan made a motion to approve to award the contract to Sargent Electric Company. Said motion was seconded by Commissioner Forcier and upon roll call vote passed unanimously.

**A vote to rescind the contract to Cape Cod Builder’s Inc., 14 Bosuns Lane, Bourne, MA 02532 for the installation of four walk-in showers at 971 Mammoth Road. This contract is being rescinded based on questions regarding references.**

The Director informed the Board that a vote to rescind the contract to Cape Cod Builder’s was necessary. The Director explained that this work has already been done but this vote is necessary. Commissioner DeWitt Ahern made a motion to rescind the vote. Said motion was seconded by Commissioner Sheehan and upon roll call vote passed unanimously.

**A vote to award a contract to the second lowest bidder David Byors & Sons Contracting, 3 Henry’s Way, Marblehead, MA 01945 in the amount of $36,000 for the installation of four walk-in showers at 971 Mammoth Road.**

Commissioner Dewitt Ahern made a motion to award a contract to Cape Cod Builder’s Inc the second lowest bidder on this project. Said motion was seconded by Commissioner Forcier and upon roll call vote passed unanimously.

**A vote to approve the Utility Allowance Schedule for Section 8 Program effective 11/1/18.**

Commissioner DeWitt Ahern made a motion to approve the 2018 Utility Schedule. Said motion was seconded by Commissioner Forcier and upon roll call vote passed unanimously.

**A vote to approve the Dracut Housing Authority’s 2018 – 2019 Fair Market Rents at 105% effective 11/1/18.**

Commissioner Sheehan made a motion to approve the Dracut Housing Authority’s 2018 Fair market rents at 105% effective 11/1/18. Said motion was seconded by Commissioner Forcier and upon roll call vote passed unanimously.

**A vote to approve the Dracut Housing Authority’s Capital Fund Program 2018 – 2022 Five Year Action Plan.**

The Director informed the Board that this five-year plan is for Cluster Gardens our federal site. This year we received $57,000 which is approximately $20,000 more than we have received over the past few years. Some of the 2017 capital funds and all of the 2018 capital funds will be used for the generator. Commissioner DeWitt Ahern made a motion to approve the DHA’s Capital Fund Program 2018-2022. Said motion was seconded by Commissioner Nangle and upon roll call vote passed unanimously.

**A vote to approve Tenant write-offs in the amount of $11,321.50.**

The Director explained to the Board that this amount reflects the arrearage from residents who have either been evicted or deceased. This is a process that we do periodically, once every three years or so.

Commissioner Forcier made a motion to approve the write offs. Said motion was seconded by Commissioner DeWitt Ahern and upon roll call vote passed unanimously.

**Vacant Report.**

The Board received a copy of the Vacancy Report. The Director pointed out the fact that we have had a lot of vacancies over the summer. Maintenance staff has been working very hard to turn over vacancies.

**Work Order Report.**

The Board received the work order report.

**Maintenance reassignments**.

The Director told the Board that the Maintenance Staff is going to be moved around to different sites. The Director believes that this is a good way for staff to be exposed to different facilities. It gives them a different perspective and they also get to meet new residents.

**COMMITTEE REPORTS:**

Community Preservation – no updates.

**OLD BUSINESS:**

**Appointment of Housing Sub Committee Board to work with the Community Preservation Committee. Tabled at last meeting.**

Chairman Taylor said that he must appoint someone to the Housing Sub Committee so that they can work with Community Preservation on affordable housing. Chairman Taylor said that he will do that this week.

**NEW BUSINESS:**

Tenant Cookout is October 12, 2018.

**RESIDENT & PUBLIC PARTICIPATION:**

Fred Spicer – Chairman Taylor informed Mr. Spicer that he has two minutes to speak and that this will not be a discussion. He also said that there would be no abuse, bullying or threatening. Mr. Spicer asked why there is no discussion. Chairman Taylor said because he does not want any questions or discussion back and forth. Chairman Taylor said that Mr. Spicer should start to use his two minutes now.

Mr. Spicer said “that on August 2, 2018 he sent Chairman Taylor a letter and all the other Board Members. Mr. Spicer also said that Mary sent the Board copies of the letter. Mr. Spicer said that as an elected official Mr. Spicer expects the Board to answer his questions. He also proposed that the Board should answer questions he has already submitted and any future questions that he might have. As a Dracut resident, constituent, and a Massachusetts and Federal taxpayer, he is a stakeholder in the Dracut Housing Authority. He expects that his elected officials, be open, upfront, and responsive to his questions that he has in regard to the Board of Commissioner’s oversight of the operation and maintenance of the entity that his tax dollars fund”. Thank you.” Chairman Taylor responded, “thank you”.

**ADJOURNMENT:**

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

Meeting adjourned: 6:19 p.m.