

Scituate Housing Authority, February 14, 2012

A SCITUATE HOUSING AUTHORITY REGULAR MEETING WAS HELD ON
TUESDAY, FEBRUARY 14, 2012 AT 5:00 PM AT 791 COUNTRY WAY IN SCITUATE, MA.

Call to Order: 5:05 PM
Present: Michael Collins
Stephen Coulter
John Zigouras
Patricia Butler

Absent: Maryanne Lewis

Also Present: Kathy DeMarsh, Executive Director and Secretary to the Board; Rob Garrett, Maintenance Supervisor

Bills and Communications

On a motion by Stephen Coulter, seconded by John Zigouras, it was unanimously
Voted: To approve the January 10, 2012 Meeting Minutes as written

Ayes: 4 Nays: 0 Abstained: 0

On a motion by Stephen Coulter, seconded by John Zigouras, it was unanimously
Voted: To acknowledge receipt of the Maintenance Report for the year ending 12-31-2011

Ayes: 4 Nays: 0 Abstained: 0

On a motion by Stephen Coulter, seconded by John Zigouras, it was unanimously
Voted: To acknowledge receipt of the Reconciliation Reports for

January 2012

Ayes: 4 Nays: 0 Abstained: 0

On a motion by John Zigouras, seconded by Stephen Coulter, it was unanimously
Voted: To acknowledge receipt of the Monthly Financial Reports for December 31, 2011

Ayes: 4 Nays: 0 Abstained: 0

On a motion by John Zigouras, seconded by Stephen Coulter, it was unanimously
Voted: To approve the write off of a \$62.00 balance as a collection loss resulting from a deceased tenant

Ayes: 4 Nays: 0 Abstained: 0

On a motion by Michael Collins, seconded by Stephen Coulter, it was unanimously
Voted: To acknowledge receipt of the Director's Report of December 13, 2011, and January 10, 2012-
February 14, 2012

Ayes: 4 Nays: 0 Abstained: 0

On a motion by John Zigouras, seconded by Stephen Coulter, it was unanimously
Voted: To acknowledge receipt of the Revised MRVP Income Limits for

Determination of Eligibility and Continued Occupancy

Ayes: 4 Nays: 0 Abstained: 0

Discussion ensued on current check signing procedures of the Scituate Housing Authority.

On a motion by Stephen Coulter, seconded by John Zigouras, it was unanimously
Voted: That all checks are to be signed by two Board members (to be assigned on a quarterly rotation, with an alternate)

Ayes: 4 Nays: 0 Abstained: 0

The Year End Financial Statement Certification, the Executive Director Salary Certification, and the Budget Certification for FY beginning 10-1-11 were presented for signatures of Board members who have not signed to date. Due to the non-compliance of submittal of these certifications by the deadline, DHCD has put a freeze on the Operating Reserves of the Scituate Housing Authority, which is greatly impacting the day to day operations. The contact information for Lizbeth Heyer, Associate Director, Division of Public

Housing and Rental Assistance was given to members who had further questions on the Certifications.

Old Business

Driftway Property-

Discussion ensued on whether to move forward with the proposal from McKenzie Engineering for conceptual drawings. It was decided to hold off at this time.

Emergency Plan Policy

Board members were informed that a priority list was being compiled from the Emergency Forms that were distributed to all residents.

New Business

Executive Director Contract

Discussion ensued on renewing the Contract of the Executive Director.

On a motion by John Zigouras, seconded by Stephen Coulter, it was unanimously

Voted: To renew the Contract between the Scituate Housing Authority and the Executive Director, Kathy DeMarsh for a period of three (3) years, effective August 15, 2011 at a salary of \$60, 000.

Ayes: 4Nays: 0Abstained: 0

Salary Increase for Administrative Staff

Discussion ensued on the salary increase for Administrative staff.

On a motion by Michael Collins, seconded by John Zigouras, it was unanimously

Voted: To approve a 4% increase for the administrative staff, effective

October 1, 2011 for the Fiscal Year ending 9/30/2012.

Ayes: 4Nays: 0Abstained: 0

On a motion by Stephen Coulter, seconded by John Zigouras, it was unanimously

Voted: To adjourn the meeting, the time being 6:30PM

Ayes: 4Nays: 0Abstained: 0

(Seal) _____

Kathy J. DeMarsh, Secretary