

**A SCITUATE HOUSING AUTHORITY REGULAR MEETING WAS HELD ON  
TUESDAY, SEPTEMBER 10, 2019 AT 6:00 PM AT 791 COUNTRY WAY IN SCITUATE, MA.**

**Call to Order:** 6:01 PM

**Present:** Stephen Coulter  
Jill Caffrey  
Jon Duane

**Absent:** Tamara Durante

**Also Present:** Kathy DeMarsh, E.D., Secretary to the Board

**Bills and Communications**

On a motion by Jon Duane, seconded by Jill Caffrey, it was unanimously

**Voted:** To accept the agenda for September 10, 2019  
Ayes: 3                      Nays: 0                      Abstained: 0

On a motion by Jill Caffrey, seconded by Jon Duane, it was unanimously

**Voted:** To acknowledge receipt and approve the Accounts Payable warrant and Payroll  
Journal for July, 2019  
Ayes: 3                      Nays: 0                      Abstained: 0

On a motion by Jon Duane, seconded by Jill Caffrey, it was unanimously

**Voted:** To acknowledge receipt and approve the Accounts Payable warrant and Payroll  
Journal for August, 2019  
Ayes: 3                      Nays: 0                      Abstained: 0

On a motion by Jon Duane, seconded by Jill Caffrey, it was unanimously

**Voted:** To approve the July 9, 2019 Regular Meeting Minutes as written

On a motion by Jon Duane, seconded by Jill Caffrey, it was unanimously

**Voted:** To approve the July 30, 2019 Special Meeting Minutes as written  
Ayes: 3                      Nays: 0                      Abstained: 0

On a motion by Jill Caffrey, seconded by Jon Duane, it was unanimously

**Voted:** To acknowledge receipt of the Reconciliation Reports for  
July, 2019 and August 2019  
Ayes: 3                      Nays: 0                      Abstained: 0

On a motion by Jill Caffrey, seconded by Jon Duane, it was unanimously

**Voted:** To acknowledge receipt of the Monthly Financial Reports-Cost Comparatives  
for June, 2019 and July 2019  
Ayes: 3                      Nays: 0                      Abstained: 0

On a motion by Jill Caffrey, seconded by Jon Duane, it was unanimously

**Voted:** To approve the write off of collection losses from vacated tenants owing a  
balance as follows:

Program 400-1    \$1,629.80  
Program 49-1    \$    32.00  
Ayes: 3                      Nays: 0                      Abstained: 0

On a motion by Jill Caffrey, seconded by Jon Duane, it was unanimously

**Voted:** To acknowledge receipt of the Director's report of September 10, 2019  
Ayes: 3                      Nays: 0                      Abstained: 0

On a motion by Jon Duane, seconded by Jill Caffrey, it was unanimously

**Voted:** To award and authorize the contract officer (Executive Director) to execute a  
contract to DeMelo  
Construction Services Corp. for the Project 264059 Exterior Repairs at Wheeler  
Park I.  
Ayes: 3                      Nays: 0                      Abstained: 0

On a motion by Jon Duane, seconded by Jill Caffrey, it was unanimously

**Voted:** To award and authorize the contract officer (Executive Director) to execute a  
contract to the lowest responsible bidder, WPI, for the Roof Replacement  
Project at Central Park.  
Ayes: 3                      Nays: 0                      Abstained: 0

On a motion by Jill Caffrey, seconded by Jon Duane, it was unanimously

**Voted:** To acknowledge receipt and approve the Certificate of Final Completion and Application for Final Payment to Aegean Builders, LLC in the amount of \$29,750.00 for the Central Park Window Replacement Project, Phase II.  
Ayes: 3                      Nays: 0                      Abstained: 0

On a motion by Jon Duane, seconded by Jill Caffrey, it was unanimously

**Voted:** To acknowledge receipt of Public Housing Notice 2019-16 Wage Match for State Housing Program Tenants and approve of execution by the Scituate Housing Authority.  
Ayes: 3                      Nays: 0                      Abstained: 0

### **Old Business**

Lawson Green Apartments Development Update

Chairman Coulter provided a brief update on the project advising board members that Grantham Group had received approval of the PILOT agreement with the Town of Scituate. Approval by Town Counsel of the draft Ground Lease is pending. Grantham Group was on the next BOS meeting agenda for water and sewer connection fees pertaining to the development of Lawson Green.

### **New Business**

### **Adjourn**

On a motion by Jon Duane, seconded by Jill Caffrey, it was unanimously

**Voted:** To adjourn the meeting, the time being 6:30 PM  
Ayes: 3                      Nays: 0                      Abstained: 0

(Seal)

Kathy J. DeMarsh

Kathy J. DeMarsh, Secretary