

**A SCITUATE HOUSING AUTHORITY REGULAR MEETING WAS HELD REMOTELY ON  
TUESDAY, DECEMBER 8, 2020 AT 6:00 PM.**

**Call to Order:** 6:05 PM

**Present:** Tamara Durante  
Stephen Coulter  
Jill Caffrey

**Absent:** Jon Duane

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

**Bills and Communications**

On a motion by Jill Caffrey, seconded by Tamara Durante, it was unanimously

**Voted:** To accept the agenda for December 8, 2020  
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Jill Caffrey, seconded by Tamara Durante, it was unanimously

**Voted:** To acknowledge receipt and approve the Accounts Payable Warrant and Payroll  
Journal for November, 2020  
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Jill Caffrey, seconded by Tamara Durante, it was unanimously

**Voted:** To approve the November 10, 2020 Regular Meeting Minutes as written  
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Jill Caffrey, seconded by Tamara Durante, it was unanimously

**Voted:** To approve the November 17, 2020 Special Meeting Minutes as written  
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Jill Caffrey, seconded by Tamara Durante, it was unanimously

**Voted:** To acknowledge receipt of the Reconciliation Reports for November 30, 2020  
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Jill Caffrey, seconded by Tamara Durante, it was unanimously

**Voted:** To acknowledge receipt of the Director's Report of December 8, 2020  
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Jill Caffrey, seconded by Tamara Durante, it was unanimously

**Voted:** To acknowledge receipt of the Monthly Financial Reports (Cost Comparatives)  
for October 31, 2020  
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Jill Caffrey, seconded by Tamara Durante, it was unanimously

**Voted:** To acknowledge receipt and approve the Certificate of Substantial Completion  
for Project 264057, Roof Replacement at Wheeler Park I for One Way Painting  
& Roofing, Inc.  
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Jill Caffrey, seconded by Tamara Durante, it was unanimously

**Voted:** To acknowledge receipt and approve the Certificate of Final Completion and application for Payment for Project 264057, Roof Replacement at Wheeler Park I for One Way Painting & Roofing, Inc.  
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Jill Caffrey, seconded by Tamara Durante, it was unanimously

**Voted:** To acknowledge receipt and approve the Contract of Employment between the Executive Director and the Scituate Housing Authority, the term of the contract being three (3) years, with required hours of 37.5 hours/week at a salary of \$85,045. per annum.  
Ayes: 3 Nays: 0 Abstained: 0

## **OLD BUSINESS**

Lawson Green Apartments Development Update

Chairman, Stephen Coulter gave a brief update on the Lawson Green Development project. The projected date for occupancy is February, 2021.

## **NEW BUSINESS**

## **ADJOURN**

On a motion by Jill Caffrey, seconded by Tamara Durante, it was unanimously

**Voted:** To adjourn the meeting, the time being 6:24 PM  
Ayes: 3 Nays: 0 Abstained: 0

(Seal)

Kathy J. DeMarsh  
Kathy J. DeMarsh, Secretary