

A SCITUATE HOUSING AUTHORITY REGULAR MEETING WAS HELD REMOTELY ON TUESDAY, AUGUST 11, 2021 AT 6:00 PM.

Call to Order: 6:07 PM

Present: Jon Duane
Jill Caffrey
Jill Beresford
Clarence Walker

Absent:

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

Bills and Communications

On a motion by Jill Caffrey, seconded by Clarence Walker, it was unanimously

Voted: To accept the agenda for August 11, 2021
Ayes: 4 Nays: 0 Abstained: 0

On a motion by Jill Beresford, seconded by Jill Caffrey, it was unanimously

Voted: To acknowledge receipt and approve the Accounts Payable Warrant and Employee Earnings Record for July, 2021
Ayes: 4 Nays: 0 Abstained: 0

On a motion by Jill Caffrey, seconded by Jill Beresford it was unanimously

Voted: To approve the July 13, 2021 Regular Meeting Minutes as written
Ayes: 4 Nays: 0 Abstained: 0

On a motion by Jill Caffrey, seconded by Clarence Walker it was unanimously

Voted: To acknowledge receipt of the Reconciliation Reports for July, 2021
Ayes: 4 Nays: 0 Abstained: 0

On a motion by Jill Beresford, seconded by Jill Caffrey, it was unanimously

Voted: To acknowledge receipt of the Director's Report of August 10, 2021
Ayes: 4 Nays: 0 Abstained: 0

On a motion by Jill Beresford, seconded by Clarence Walker, it was unanimously

Voted: To acknowledge receipt of the Monthly/Quarterly Financial Reports (Cost Comparatives) for June 30, 2021
Ayes: 4 Nays: 0 Abstained: 0

On a motion by Jill Beresford, seconded by Clarence Walker, it was unanimously

Voted: To authorize the Executive Director to have the option to work remotely intermittently when there is administrative coverage for in-person service during business hours.
Ayes: 4 Nays: 0 Abstained: 0

On a motion by Jill Beresford, seconded by Clarence Walker, it was unanimously

Voted: To authorize modification to the SHA office hours for administrative purposes.
The proposed change will allow the office to be open to the public by
appointment only on Tuesdays, 4pm-7pm and Fridays, 8am-12pm.
Ayes: 4 Nays: 0 Abstained: 0

On a motion by Jill Beresford, seconded by Clarence Walker, it was unanimously

Voted: To authorize payments to be made online or by phone, specifically for the
following bills, in order to avoid late fees: *Citizens Business Card-Mastercard,
*Comcast, *Verizon, and *Wex Bank (Sunoco). The payment confirmation
number will be posted on the bill which will be included with the A/P run and
members will be asked to sign off on.
Ayes: 4 Nays: 0 Abstained: 0

Vacant Board Seat-Chairperson, Jon Duane informed the Board that an interested candidate for the vacant
seat would be submitting his resume to the Executive Director.

OLD BUSINESS

NEW BUSINESS

ADJOURN

On a motion by Jill Beresford, seconded by Jill Caffrey, it was unanimously

Voted: To adjourn the meeting, the time being 6:24 PM
Ayes: 4 Nays: 0 Abstained: 0

(Seal)

Kathy J. DeMarsh

Kathy J. DeMarsh, Secretary