

**A SCITUATE HOUSING AUTHORITY REGULAR MEETING WAS HELD ON  
TUESDAY, MARCH 27, 2018 AT 6:00 PM AT 791 COUNTRY WAY IN SCITUATE, MA.**

**Call to Order:** 6:00 PM

**Present:** Stephen Coulter  
Michael Collins  
Jon Duane  
Jill Caffrey  
Tamara Durante

**Absent:**

**Also Present:** Kathy DeMarsh, E.D., Secretary to the Board;  
Rob Garrett, Director of Operations  
Rich Conlon, Fee Accountant

**Bills and Communications**

On a motion by Jon Duane, seconded by Tamara Durante, it was unanimously

**Voted:** To accept the agenda for March 27, 2018  
Ayes: 5                      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 February, 2018  
Ayes: 5                      Nays: 0                      Abstained: 0

On a motion by Michael Collins, seconded by Jill Caffrey, it was unanimously

**Voted:** To approve the February 27, 2018 Regular Meeting Minutes as written  
Ayes: 5                      Nays: 0                      Abstained: 0

On a motion by Michael Collins, seconded by Jill Caffrey, it was unanimously

**Voted:** To approve the March 20, 2018 Special Meeting Minutes as written  
Ayes: 5                      Nays: 0                      Abstained: 0

On a motion by Michael Collins, seconded by Jill Caffrey, it was unanimously

**Voted:** To acknowledge receipt of the Reconciliation Reports for  
February, 2018  
Ayes: 5                      Nays: 0                      Abstained: 0

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

**Voted:** To acknowledge receipt of the Monthly Financial Reports-Cost Comparatives  
for January 31, 2018  
Ayes: 5                      Nays: 0                      Abstained: 0

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

**Voted:** To acknowledge receipt and adopt the Minimum Wage Rates to be paid to  
Maintenance in accordance with the Office of Labor and Workforce  
Development effective April 1, 2018 through March 31, 2019  
Ayes: 5                      Nays: 0                      Abstained: 0

On a motion by Michael Collins, seconded by Jill Caffrey, it was unanimously

**Voted:** To acknowledge receipt and approve the new Salary Calculation for the  
Executive Director in the amount of \$82,641, to be paid over a period of three  
years. The annual amount is to be determined each year by the Board, with the  
current FY 2018 budget voted at a 5.5% increase, or \$74,787.00 effective  
beginning 10/1/17.  
Ayes: 5                      Nays: 0                      Abstained: 0

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

**Voted:** To acknowledge receipt and approve the Operating Budgets for FYE 9/30/18  
presented by the Executive Director and Fee Accountant, subject to the  
requested amendments, for the following programs:

**49-1    667-1    689-1    MRVP-1**

Ayes: 5                      Nays: 0                      Abstained: 0

Discussion followed on exploring options to reduce the deficits in the next fiscal year.

On a motion by Michael Collins, seconded by Jon Duane, it was unanimously

**Voted:** To acknowledge receipt and approve Change Order No. 1 for Project 264041, WPI Windows Replacement, from MJS Construction, Inc resulting in a decrease to the Contract sum by \$40.09  
Ayes: 5                      Nays: 0                      Abstained: 0

On a motion by Michael Collins, seconded by Jon Duane, it was unanimously

**Voted:** To acknowledge receipt and approve the Certificate of Substantial Completion from MJS, Inc. for Project 264041, Wheeler Park I Window Replacement  
Ayes: 5                      Nays: 0                      Abstained: 0

On a motion by Michael Collins, seconded by Tamara Durante, it was unanimously

**Voted:** To acknowledge receipt and approve Application and Certificate for Final Payment to L&L Contracting, Inc. for the Cupola Restoration Project at Central Park in the amount of \$15,025.  
Ayes: 5                      Nays: 0                      Abstained: 0

On a motion by Michael Collins, seconded by Jon Duane, it was unanimously

**Voted:** To acknowledge receipt and approve Application and Certificate for Final Payment to Vareika Construction for the Window Project, Phase I at Central Park in the amount of \$8,014.  
Ayes: 5                      Nays: 0                      Abstained: 0

#### **Old Business**

Lawson Green Apartments Development -

Chairman Coulter provided a brief update on the project.

#### **New Business**

None

On a motion by Michael Collins, seconded by Jon Duane, it was unanimously

**Voted:** To adjourn the meeting, the time being 7:50PM  
Ayes: 5                      Nays: 0                      Abstained: 0

(Seal)

*Kathy J. DeMarsh*  
Kathy J. DeMarsh, Secretary