

**A SCITUATE HOUSING AUTHORITY REGULAR MEETING WAS HELD REMOTELY ON
TUESDAY, NOVEMBER 9, 2021 AT 6:15 PM**

Call to Order: 6:17 PM
Present: Jon Duane
Jill Caffrey
David Stevens

Absent: Jill Beresford

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

Bills and Communications

On a motion by Jill Caffrey, seconded by David Stevens, it was unanimously

Voted: To accept the agenda for November 9, 2021
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Jill Caffrey, seconded by David Stevens, it was unanimously

Voted: To acknowledge receipt and approve the Employee Earnings Record for October, 2021. There were no Accounts Payable for October, 2021.
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Jill Caffrey, seconded by David Stevens, it was unanimously

Voted: To approve the October 12, 2021 Regular Meeting Minutes as written
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Jill Caffrey, seconded by David Stevens, it was unanimously

Voted: To acknowledge receipt of the Reconciliation Reports for October, 2021
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Jill Caffrey, seconded by David Stevens, it was unanimously

Voted: To acknowledge receipt of the Director's Report of November 9, 2021
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Jill Caffrey, seconded by David Stevens, it was unanimously

Voted: To acknowledge receipt and approve the FYE Financial Reports (Cost Comparative) for September 30, 2021
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Jill Caffrey, seconded by David Stevens, it was unanimously

Voted: To acknowledge receipt and approve the Year End Certifications for FYE September 30, 2021 including the Top 5 Compensation Form FY2021.
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Jill Caffrey, seconded by David Stevens, it was unanimously

Voted: To acknowledge receipt and approve the 5 Year PHA Plan -FYB 2020 for Program MA049
Ayes: 3 Nays: 0 Abstained: 0

Board members were informed by the Executive Director that Rockland Trust recently called about the SHA possessing a safety deposit box. The Assistant Manager said during an annual audit it was found that SHA had a safety deposit box that had not been accessed for several years. If Board members did not have a key the Rockland Trust could drill it open for a fee of \$200. The ED advised the Board that she was unaware of the Safety Deposit box, a key or its contents.

After discussion with the Board the following motion was made.

On a motion by Jill Caffrey, seconded by David Stevens, it was unanimously

Voted: To approve paying Rockland Trust the \$200. drilling fee to access the Safety Deposit Box held by the Scituate Housing Authority in order to determine its contents.

Ayes: 3 Nays: 0 Abstained: 0

OLD BUSINESS

NEW BUSINESS

ADJOURN

On a motion by Jill Caffrey, seconded by David Stevens, it was unanimously

Voted: To adjourn the meeting, the time being 6:48 PM

Ayes: 3 Nays: 0 Abstained: 0

(Seal)

Kathy J. DeMarsh

Kathy J. DeMarsh, Secretary