

**A SCITUATE HOUSING AUTHORITY REGULAR MEETING WAS HELD ON  
TUESDAY, JUNE 12, 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  
Tamara Durante  
Jill Caffrey

**Absent:**

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

**Bills and Communications**

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

**Voted:** To accept the agenda for June 12, 2018  
Ayes: 5                      Nays: 0                      Abstained: 0

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

**Voted:** To approve the Executive Director Salary Calculation Worksheet with the Board  
approved salary amount of \$74,787 to be paid for the current year, FYE 9/30/18,  
as stated in the Operating budget.  
Ayes: 5                      Nays: 0                      Abstained: 0

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

**Voted:** To acknowledge receipt and approve the Accounts Payable warrant and Payroll  
Journal for May, 2018  
Ayes: 5                      Nays: 0                      Abstained: 0

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

**Voted:** To approve the May 8, 2018 Regular Meeting Minutes as written  
Ayes: 5                      Nays: 0                      Abstained: 0

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

**Voted:** To approve the October 30, 2017 Special Meeting Minutes as written  
Ayes: 5                      Nays: 0                      Abstained: 0

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

**Voted:** To acknowledge receipt of the Reconciliation Reports for  
May, 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 April 30, 2018  
Ayes: 5                      Nays: 0                      Abstained: 0

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

**Voted:** To acknowledge receipt of the Director's Report of June 12, 2018  
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 the HUD Capital Fund Program-Five Year  
Action Plan for the years 2018-2022  
Ayes: 5                      Nays: 0                      Abstained: 0

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

**Voted:** To approve the write off of collection losses from vacated tenants owing a  
balance for Program 400-1 in the amount of \$934.  
Ayes: 5                      Nays: 0                      Abstained: 0

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

**Voted:** To approve the write off of collection losses from vacated tenants owing a balance for Program 49-1 in the amount of \$96.

Ayes: 5                      Nays: 0                      Abstained: 0

Discussion-Tamara Durante, member of the Scituate Housing Authority Board agreed to be the CPC/Scituate Housing Authority Liason

**Old Business**

Lawson Green Apartments Development -

Chairman Coulter provided a brief update on the project.

**New Business**

None

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

**Voted:** To adjourn the meeting, the time being 7:15PM

Ayes: 5                      Nays: 0                      Abstained: 0

(Seal)

*Kathy J. DeMarsh*

Kathy J. DeMarsh, Secretary