

**A SCITUATE HOUSING AUTHORITY REGULAR MEETING WAS HELD ON
TUESDAY, SEPTEMBER 11, 2018 AT 6:00 PM AT 791 COUNTRY WAY IN SCITUATE, MA.**

Call to Order: 6:05 PM
Present: Stephen Coulter
Jon Duane
Tamara Durante
Jill Caffrey
Absent: Michael Collins

Also Present: Kathy DeMarsh, E.D., Secretary to the Board; Margie Carr, Program Coordinator

Bills and Communications

Board members were introduced to the new Program Coordinator, Margie Carr. Margie provided a brief background of her personal and professional life. Members welcomed her to the Scituate Housing Authority staff.

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

Voted: To accept the agenda for September, 2018
Ayes: 4 Nays: 0 Abstained: 0

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

Voted: To acknowledge receipt and approve the Accounts Payable warrant and Payroll Journal for August, 2018
Ayes: 4 Nays: 0 Abstained: 0

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

Voted: To approve the August 14, 2018 Regular Meeting Minutes as written
Ayes: 4 Nays: 0 Abstained: 0

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

Voted: To acknowledge receipt of the Reconciliation Reports for August, 2018
Ayes: 4 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 July 31, 2018
Ayes: 4 Nays: 0 Abstained: 0

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

Voted: To acknowledge receipt of the Director's Report of September 11, 2018
Ayes: 4 Nays: 0 Abstained: 0

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

Voted: To acknowledge receipt and approve the Certificate of Final Completion and Application for Payment for Project 264041, WPI Window Replacement to MJS Construction, Inc.
Ayes: 4 Nays: 0 Abstained: 0

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

Voted: To award and authorize the Contract Officer (E.D.) to execute a contract to Aegean Builders, LLC., the lowest, responsible bidder for the Window Replacement Project, Phase II at Central Park, pending receipt of the recommendation from GRLA, Design Architect.
Ayes: 4 Nays: 0 Abstained: 0

Upon review of Maintenance charges and fees to tenants, the Board made the following changes.

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

Voted: To update the maintenance charges and fees as follows:
Central Park Residents
Air Conditioner Fee \$ 75.00 (beginning with 2018-2019 season)

All Residents

Lockout Fee	\$ 125.00
Laundry Wash/Dry	\$ 1.50/each

Ayes: 4	Nays: 0	Abstained: 0
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Old Business

Lawson Green Apartments Development -
Chairman Coulter provided a brief update.

New Business

None

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

Voted:	To adjourn the meeting, the time being 7:00PM
Ayes: 4	Nays: 0 Abstained: 0

(Seal)

Kathy J. DeMarsh
Kathy J. DeMarsh, Secretary