

**Scituate Housing Authority, December 18, 2012**

A SCITUATE HOUSING AUTHORITY REGULAR MEETING WAS HELD ON  
TUESDAY, DECEMBER 18, 2012 AT 5:00 PM AT 791 COUNTRY WAY IN SCITUATE, MA.

Call to Order: 5:10 PM  
Present: Michael Collins  
Stephen Coulter  
Patricia Butler  
Absent: John Zigouras

Also Present: Kathy DeMarsh, Executive Director and Secretary to the Board

**Bills and Communications**

On a motion by Stephen Coulter, seconded by Michael Collins, it was unanimously  
Voted: To acknowledge receipt and approve the Accounts Payable warrant

Ayes: 3 Nays: 0 Abstained: 0

On a motion by Michael Collins, seconded by Stephen Coulter, it was unanimously  
Voted: To acknowledge receipt and approve changes to the Operating Budget FYE 9/30/13 for Program  
400-1

Ayes: 3 Nays: 0 Abstained: 0

On a motion by Stephen Coulter, seconded by Michael Collins, it was unanimously  
Voted: To approve the November 13, 2012 Meeting Minutes, as written

Ayes: 3 Nays: 0 Abstained: 0

On a motion by Michael Collins, seconded by Stephen Coulter, it was unanimously  
Voted: To acknowledge receipt of the Maintenance Report of  
December 11, 2012

Ayes: 3 Nays: 0 Abstained: 0

Upon review of the Maintenance Report and in reference to hiring back former part-time seasonal helper,  
Paul Cheney, a brief discussion ensued. The Board members confirmed that Mr. Cheney had been hired  
during the summer by following the required protocol and that it would be acceptable for his return. In  
addition, it was suggested by the Board that the Executive Director contact the Scituate High School to  
advise students looking for Community Service hours to contact the Scituate Housing Authority.

On a motion by Michael Collins, seconded by Stephen Coulter, it was unanimously  
Voted: To hire Paul Cheney for the position of part-time seasonal helper during his winter break from  
college.

Ayes: 3 Nays: 0 Abstained: 0

On a motion by Stephen Coulter, seconded by Michael Collins, it was unanimously  
Voted: To acknowledge receipt of the Reconciliation Reports for November, 2012

Ayes: 3 Nays: 0 Abstained: 0

On a motion by Stephen Coulter, seconded by Michael Collins, it was unanimously  
Voted: To acknowledge receipt of the Monthly Financial Reports for October 30, 2012

Ayes: 3 Nays: 0 Abstained: 0

On a motion by Stephen Coulter, seconded by Michael Collins, it was unanimously  
Voted: To acknowledge receipt of the Director's Report of

December 11, 2012

Ayes: 3 Nays: 0 Abstained: 0

**Old Business**

Driftway Property

Member Stephen Coulter met with Town Planner Laura Harbottle to discuss the current zoning for the

property. According to Section 490 of the Zoning Bylaw which applies to the Driftway property, zoning allows a maximum of 30 units with no individual building containing more than ten units. There must be a minimum of 50 feet between each building and the height cannot exceed 35 feet. It also states that the property MUST be connected to town sewer within 90 days.

Discussion ensued. The requirement to hook up to town sewer was discussed, as initially this was not an option. Member, Michael Collins requested that Stephen Coulter ask Laura Harbottle what the fee would be to hook up to town sewer. Stephen Coulter said he would email the Board when he receives a response from Ms. Harbottle. Chairperson, Patricia Butler agreed to email Selectman, Joseph Norton to request a waiver or a reduced cost to hook up to town sewer.

#### Emergency Plan Draft

Members of the Board were asked to review the Emergency Plan draft previously submitted by Chairperson, Patricia Butler. Discussion ensued.

On a motion by Michael Collins, seconded by Stephen Coulter, it was unanimously

Voted: To accept the Emergency Plan as written.

Ayes: 3Nays: 0Abstained: 0

#### Discussion/Appointment New Board Member

The Board was advised that there is a need to fill the vacant seat on the Housing Authority Board and if members were aware of anyone that might be interested they should urge them to apply.

#### New Business

##### Payroll Service

The Board had received information at the previous meeting on moving to a payroll service and a proposal for weekly payroll for its six employees. It was requested that the Scituate Housing Authority obtain a proposal for a bi-weekly payroll service. The information was provided for Board review. Discussion ensued.

On a motion by Michael Collins, seconded by Stephen Coulter, it was

Voted: To accept the bi-weekly Payroll Service with Paychex sometime between January and March 31, 2013.

Ayes: 2Nays: 1Abstained: 0

Ayes: Michael Collins, Stephen Coulter

Nays: Patricia Butler

In addition, in preparation for the change to the payroll schedule, the Scituate Housing Authority would move from being paid in the current week they are working in to being paid in the following week for hours worked.

On a motion by Stephen Coulter, seconded by Michael Collins, it was

Voted: Effective the week ending January 12, 2013, employees would be paid for hours worked during that week the following week.

Ayes: 2Nays: 1Abstained: 0

Ayes: Michael Collins, Stephen Coulter

Nays: Patricia Butler

On a motion by Stephen Coulter, seconded by Michael Collins, it was unanimously

Voted: To adjourn the meeting, the time being 6:35PM

Ayes: 3Nays: 0Abstained: 0

(Seal) \_\_\_\_\_  
Kathy J. DeMarsh, Secretary