

## **Scituate Housing Authority, November 13, 2013**

A SCITUATE HOUSING AUTHORITY REGULAR MEETING WAS HELD ON  
TUESDAY, NOVEMBER 13, 2012 AT 5:00 PM AT 791 COUNTRY WAY IN SCITUATE, MA.

Call to Order: 5:25 PM

Present: Stephen Coulter

John Zigouras

Patricia Butler

Absent: Michael Collins

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

### **Bills and Communications**

On a motion by John Zigouras, seconded by Stephen Coulter, it was unanimously

Voted: To acknowledge receipt and approve the Accounts Payable warrant

Ayes: 3 Nays: 0 Abstained: 0

On a motion by John Zigouras, seconded by Stephen Coulter, it was unanimously

Voted: To approve the October 9, 2012 Meeting Minutes, as written

Ayes: 3 Nays: 0 Abstained: 0

On a motion by John Zigouras, seconded by Stephen Coulter, it was unanimously

Voted: To approve the October 17, 2012 Meeting Minutes, as written

Ayes: 3 Nays: 0 Abstained: 0

On a motion by Stephen Coulter, seconded by John Zigouras, it was unanimously

Voted: To acknowledge receipt of the Reconciliation Reports for October, 2012

Ayes: 3 Nays: 0 Abstained: 0

On a motion by John Zigouras, seconded by Stephen Coulter, it was unanimously

Voted: To write off the outstanding balance of \$282.00 for a tenant who vacated owing rent

Ayes: 3 Nays: 0 Abstained: 0

On a motion by Stephen Coulter, seconded by John Zigouras, it was unanimously

Voted: To acknowledge receipt of the Year End Monthly Financial Reports for September 30, 2012

Ayes: 3 Nays: 0 Abstained: 0

On a motion by Stephen Coulter, seconded by John Zigouras, it was unanimously

Voted: To acknowledge receipt of the Director's Report of October/November, 2012

Ayes: 3 Nays: 0 Abstained: 0

On a motion by John Zigouras, seconded by Stephen Coulter, it was unanimously

Voted: To approve the Insurance Incentive in the amount of \$1,000. For the Executive Director for FYE 9/30/12, upon receipt of Budget approval

Ayes: 3 Nays: 0 Abstained: 0

On a motion by Stephen Coulter, seconded by John Zigouras, it was unanimously

Voted: To acknowledge receipt of the Letter from a tenant at Central Park  
and the Letter from a tenant at Wheeler Park referencing the shared porch

Ayes: 3 Nays: 0 Abstained: 0

The Board suggested the Executive Director send a response to the tenant at Central Park  
informing her that the Board is in receipt of her letter and that they will review her concerns and take it  
under consideration.

### **Old Business**

Driftway Property

Member, Stephen Coulter informed the Board that he was currently working on information regarding the  
zoning.

### **Emergency Plan Draft**

Chairperson, Patricia Butler submitted an Emergency Plan Draft for all Board members to review for  
discussion at the next meeting.

## New Business

### Discussion/Appointment New Board Member

The Chair advised the Board currently has a vacant seat and if members were aware of anyone that might be interested they should apply. Member, John Zigouras said he knew of a couple of possibilities and would contact them.

### Common Area and Porch Use Policy

Board members were provided with Public Housing Notice 2012-12 referencing Common Areas. Tenants in the state-aided properties of Lincoln Park, Wheeler Park and Wheeler Park II were sent a notice from the Scituate Housing Authority addressing shared porches and common areas. In the notice tenants were advised to remove personal belongings from these areas and that Maintenance would be inspecting to ensure compliance. Three tenants from Wheeler Park attended the meeting to speak on this topic. The Chair recused herself and left the meeting during this time as her sister was one of the tenants present. Remaining members heard the concerns of the tenants and thanked them for coming. Discussion ensued and the following Policy was issued.

On a motion by Stephen Coulter, seconded by John Zigouras, it was

Voted: To set the Common Area and Porch Use Policy as written

Ayes: 2 Nays: 0 Abstained: 1

### Common Area and Porch Use Policy

Tenants cannot place personal property on or in common areas (i.e. entryways, porches, hallways, and community rooms). Lawn chairs may be used but not left out on porches.

Chairs should be returned to Tenants apartments at the end of the day.

On a motion by John Zigouras, seconded by Stephen Coulter, it was unanimously

Voted: To adjourn the meeting, the time being 6:40PM

Ayes: 3 Nays: 0 Abstained: 0

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