

**A SCITUATE HOUSING AUTHORITY REGULAR MEETING WAS HELD ON  
TUESDAY, NOVEMBER 28, 2017 AT 6:00 PM AT 791 COUNTRY WAY IN SCITUATE, MA.**

**Call to Order:** 6:00 PM  
**Present:** Stephen Coulter  
Jon Duane  
Jill Caffrey  
Tamara Durante  
**Absent:** Michael Collins

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

**Bills and Communications**

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

**Voted:** To accept the agenda for November 28, 2017  
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 October, 2017  
Ayes: 4                      Nays: 0                      Abstained: 0

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

**Voted:** To approve the October 10, 2017 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  
October, 2017  
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 Monthly Financial Reports-Cost Comparatives  
for September 30, 2017 and FYE 9/30/17 Reserve Analysis  
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 Year End Operating Statement Reports  
for FYE 9/30/17 as provided by the Fee Accountant, Rich Conlon  
Ayes: 4                      Nays: 0                      Abstained: 0

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

**Voted:** To acknowledge receipt and certify the Year End Top 5 Compensation Form for  
FYE 9/30/17  
Ayes: 4                      Nays: 0                      Abstained: 0

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

**Voted:** To acknowledge receipt and certify the Year End Certifications for FYE 9/30/17  
Ayes: 4                      Nays: 0                      Abstained: 0

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

**Voted:** To certify receipt of Public Housing Notice 2017-24 Wage Match for State  
Housing Program Tenants with attachments  
Ayes: 4                      Nays: 0                      Abstained: 0

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

**Voted:** To acknowledge receipt and approve, authorizing the Contract Officer to sign,  
Change Order No. 1 to contract of L&L Contracting, Inc. for the Cupola  
Restoration at Central Park for a time extension of sixty-six calendar days, with  
no change in the contract sum.  
Ayes: 4                      Nays: 0                      Abstained: 0

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

**Voted:** To acknowledge receipt and approve, authorizing the Contract Officer to sign, the Certificate of Substantial Completion for L&L Contracting, Inc. for the Cupola Restoration at Central Park.

Ayes: 4                      Nays: 0                      Abstained: 0

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

**Voted:** To award and authorize the Contract Officer to sign, a Contract for the Rubbish Removal for the Scituate Housing Authority to the low bidder, South Shore Disposal Inc. The contract is for a three (3) year period beginning on January 1, 2018. The monthly fee for Rubbish Removal will be \$1,020.00.

Ayes: 4                      Nays: 0                      Abstained: 0

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

**Voted:** To award and authorize the Contract Officer to sign, a Contract for the Design and Contract Administration for the Electrical Panel Replacement at Central Park to MacRitchie Engineering Inc. An RFP was prepared and one proposal was received, MacRitchie Engineering, Inc.

Ayes: 4                      Nays: 0                      Abstained: 0

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

**Voted:** To acknowledge receipt of the Director's Report of November 28, 2017.

Ayes: 4                      Nays: 0                      Abstained: 0

#### **Old Business**

Water/Sewer Bills Update-Chairman Coulter informed members that he spoke with Selectman, Anthony Vegnani at Town Meeting with a reminder to follow up on the billing information with the interim Town Administrator, Al Bangert.

Lawson Green Apartments Development Update-  
Chairman Coulter provided members with a quick update.

#### **New Business**

None

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

**Voted:** To adjourn the meeting, the time being 7:05PM

Ayes: 4                      Nays: 0                      Abstained: 0

(Seal)

*Kathy J. DeMarsh*

Kathy J. DeMarsh, Secretary