

**A SCITUATE HOUSING AUTHORITY REGULAR MEETING WAS HELD ON
TUESDAY, OCTOBER 22, 2019 AT 6:00 PM AT 791 COUNTRY WAY IN SCITUATE, MA.**

Call to Order: 6:00 PM

Present: Stephen Coulter
Jill Caffrey
Jon Duane

Absent: Tamara Durante

Also Present: Kathy DeMarsh, E.D., Secretary to the Board; 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 October 22, 2019
Ayes: 3 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 September, 2019
Ayes: 3 Nays: 0 Abstained: 0

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

Voted: To approve the September 10, 2019 Regular Meeting Minutes as written
Ayes: 3 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
September, 2019
Ayes: 3 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 August, 2019
Ayes: 3 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 October 22, 2019
Ayes: 3 Nays: 0 Abstained: 0

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

Voted: To approve the Executive Director Salary Calculation worksheet with the annual
salary amount shown for FYE 9/30/20.
Ayes: 3 Nays: 0 Abstained: 0

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

Voted: To acknowledge receipt and approve the FYE 9/30/20 Operating Budget for
Program 49-1, including the Executive Director's approved total annual salary
as presented by the Fee Accountant and the Executive Director
Ayes: 3 Nays: 0 Abstained: 0

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

Voted: To acknowledge receipt and approve the FYE 9/30/20 Operating Budget for
Program 667-1, including the Executive Director's approved total annual salary
as presented by the Fee Accountant and the Executive Director and stated on the
Certification
Ayes: 3 Nays: 0 Abstained: 0

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

Voted: To acknowledge receipt and approve the FYE 9/30/20 Operating Budget for
Program 689-1, including the Executive Director's total annual salary as
presented by the Fee Accountant and the Executive Director and stated on the
Certification
Ayes: 3 Nays: 0 Abstained: 0

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

Voted: To approve the Final Payment to HUB Electric, Inc. for the Electrical Panel Replacement Project at Central Park. The final payment is in the amount of \$1,825.00.

Ayes: 3 Nays: 0 Abstained: 0

Board members were provided a copy of PHN 2019-23 pertaining to the Regional Capital Assistance Team (RCAT) Advisory Board Nominations/Elections
Discussion ensued.

On a motion by Stephen Coulter, seconded by Jill Caffrey, it was unanimously

Voted: To nominate member Jon Duane as the RCAT Advisory Board Nomination

Ayes: 3 Nays: 0 Abstained: 0

Old Business

Lawson Green Apartments Development Update
Chairman Coulter provided a brief update on the project.

New Business

Adjourn

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

Voted: To adjourn the meeting, the time being 7:25 PM

Ayes: 3 Nays: 0 Abstained: 0

(Seal)

Kathy J. DeMarsh
Kathy J. DeMarsh, Secretary