

**A SCITUATE HOUSING AUTHORITY REGULAR MEETING WAS HELD ON
TUESDAY, JANUARY 9, 2018 AT 6:00 PM AT 791 COUNTRY WAY IN SCITUATE, MA.**

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

Also Present: Kathy DeMarsh, E.D., Secretary to the Board; Rob Garrett, Director of Operations

Bills and Communications

On a motion by Jon Duane, seconded by Michael Collins, it was unanimously

Voted: To accept the agenda for January 9, 2018
Ayes: 4 Nays: 0 Abstained: 0

On a motion by Jon Duane, seconded by Tamara Durante, it was unanimously

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

On a motion by Michael Collins, seconded by Jon Duane, it was unanimously

Voted: To approve the November 28, 2017 Regular Meeting Minutes as written
Ayes: 4 Nays: 0 Abstained: 0

On a motion by Jon Duane, seconded by Tamara Durante, it was unanimously

Voted: To acknowledge receipt of the Reconciliation Reports for November, 2017
Ayes: 4 Nays: 0 Abstained: 0

On a motion by Michael Collins, seconded by Tamara Durante, it was unanimously

Voted: To acknowledge receipt of the Reconciliation Reports for December, 2017
Ayes: 4 Nays: 0 Abstained: 0

On a motion by Michael Collins, seconded by Jon Duane, it was unanimously

Voted: To acknowledge receipt of the Monthly Financial Reports-Cost Comparatives for November 30, 2017
Ayes: 4 Nays: 0 Abstained: 0

On a motion by Jon Duane, seconded by Michael Collins, it was unanimously

Voted: To acknowledge receipt of the Director's Report of January 9, 2018.
Ayes: 4 Nays: 0 Abstained: 0

On a motion by Michael Collins, seconded by Jon Duane, it was unanimously

Voted: To acknowledge receipt and approve the request for a rate increase for Capital Improvement Consultant, Richard Mahoney from \$45.00 per hour to \$50.00 per hour.
Ayes: 4 Nays: 0 Abstained: 0

Board members were asked to discuss the MassNAHRO survey on Town Election of Tenant Board Members.

Board members were provided with the Summary of Conflict of Interest Law and asked to acknowledge receipt.

On a motion by Jon Duane, seconded by Michael Collins, it was unanimously

Voted: To acknowledge receipt and approve the Certificate of Substantial Completion for Project 264048, Replacement of Boilers, by Riverdale Plumbing & Heating
Ayes: 4 Nays: 0 Abstained: 0

On a motion by Michael Collins, seconded by Tamara Durante, it was unanimously

Voted: To acknowledge receipt of PHN 2018-01 Local Housing Authority Executive Director Salary and Qualifications Schedule

Ayes: 4 Nays: 0 Abstained: 0

On a motion by Jon Duane, seconded by Tamara Durante, it was unanimously

Voted: To acknowledge receipt of PHN 2018-02 Local Housing Authority Budget Guidelines

Ayes: 4 Nays: 0 Abstained: 0

On a motion by Jon Duane, seconded by Tamara Durante, it was unanimously

Voted: To award and authorize the Contract Officer to sign a Contract for the Design and Contract Administration for the Phase II Window Replacement at Central Park.

Ayes: 4 Nays: 0 Abstained: 0

Old Business

Water/Sewer Bills Update-none

Lawson Green Apartments Development -

Chairman Coulter provided a brief update on the project:

The Grantham Group application for a comprehensive permit is scheduled to be on the agenda for the ZBA January 25, 2018 at 7PM.

The DHCD has invited the Grantham Group to apply for the spring funding round of LIHTC.

Board members received a request for a revision to the Agreement Providing Affordability Consulting Services from Joe Armstrong, of Multifamily Capital Resources.

On a motion by Michael Collins, seconded by Tamara Durante, it was unanimously

Voted: To acknowledge receipt and approve a revision to the Agreement to Provide Affordability Consulting Services between Multifamily Capital Resources, Inc. and the Scituate Housing Authority related to the Lawson Green Development Project.

Ayes: 4 Nays: 0 Abstained: 0

New Business

None

On a motion by Stephen Coulter, seconded by Tamara Durante, it was unanimously

Voted: To adjourn the meeting, the time being 7:10PM

Ayes: 4 Nays: 0 Abstained: 0

(Seal)

Kathy J. DeMarsh

Kathy J. DeMarsh, Secretary