

**A SCITUATE HOUSING AUTHORITY REGULAR MEETING WAS HELD ON
TUESDAY, NOVEMBER 19, 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

Bills and Communications

On a motion by Jon Duane, seconded by Jill Caffrey, it was unanimously
Voted: To accept the agenda for November 19, 2019
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 Accounts Payable warrant and Payroll
Journal for October, 2019
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Jill Caffrey, seconded by Jon Duane, it was unanimously
Voted: To approve the October 22, 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
October, 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 September, 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 Year End Top 5 Compensation Form
for FYE 9/30/19
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 Year End Certifications for FYE
9/30/19
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 Executive Director's request to donate
sick time to be charged to her accrued time per the Personnel Policy. The
donated sick time will be credited to Margie Carr.
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 6:20 PM
Ayes: 3 Nays: 0 Abstained: 0

(Seal)

Kathy J. DeMarsh
Kathy J. DeMarsh, Secretary