

**A SCITUATE HOUSING AUTHORITY REGULAR MEETING WAS HELD REMOTELY ON  
TUESDAY, DECEMBER 14, 2021 AT 6:15 PM**

**Call to Order:** 6:15 PM  
**Present:** Jon Duane  
Jill Caffrey  
David Stevens  
Jill Beresford  
Herbert Osborne

**Absent:**

**Also Present:** Kathy DeMarsh, E.D., Secretary to the Board; Rich Conlon, Fee Accountant

**Bills and Communications**

On a motion by Jill Caffrey, seconded by Jill Beresford, it was unanimously

**Voted:** To accept the agenda for December 14, 2021  
Ayes: 5 Nays: 0 Abstained: 0

Fee Accountant, Rich Conlon presented and reviewed with Board members the FYE 9/30/22 Operating Budgets for Programs 400-1, 689-1 and MA049-1. Rich advised the Board to move ahead with the vote for approval on Program MA049-1 but to table the vote to approve Program 400-1 and 689-1 to the January meeting in order to wait for the new salary schedule for the Executive Director position to be issued by DHCD.

On a motion by Jill Caffrey, seconded by Jill Beresford, it was unanimously

**Voted:** To acknowledge receipt and approve the FYE 9/30/22 Operating Budget for Program MA049-1  
Ayes: 5 Nays: 0 Abstained: 0

On a motion by Jill Caffrey, seconded by Jill Beresford, it was unanimously

**Voted:** To acknowledge receipt and approve the Accounts Payable Warrant and Employee Earnings Record for November, 2021.  
Ayes: 5 Nays: 0 Abstained: 0

On a motion by Jill Caffrey, seconded by Jill Beresford, it was unanimously

**Voted:** To approve the November 9, 2021 Regular Meeting Minutes as written  
Ayes: 5 Nays: 0 Abstained: 0

On a motion by Jill Caffrey, seconded by Jill Beresford, it was unanimously

**Voted:** To acknowledge receipt of the Reconciliation Reports for November, 2021  
Ayes: 5 Nays: 0 Abstained: 0

On a motion by Jill Caffrey, seconded by Jill Beresford, it was unanimously

**Voted:** To acknowledge receipt of the Director's Report of December 14, 2021  
Ayes: 4 Nays: 0 Abstained: 0

On a motion by Jill Caffrey, seconded by Jill Beresford, it was unanimously

**Voted:** To acknowledge and approve the ED request to close the office from December 23, 2021-December 27, 2021 to accommodate staff vacation requests for the Christmas holiday.  
Ayes: 4 Nays: 0 Abstained: 0

Board members were provided information for their review and approval on the new Regional Legal Services Program created by DHCD.

On a motion by Jill Caffrey, seconded by Jill Beresford, it was unanimously

**Voted:** To acknowledge receipt and approve the Participation Agreement for the Regional Legal Services Program created by DHCD.  
Ayes: 4 Nays: 0 Abstained: 0

**OLD BUSINESS**

**NEW BUSINESS**

Jon Duane, Chairman of the SHA Board recognized the new Tenant Board member, Herb Osborne and thanked him for his willingness to serve on the Board.

**ADJOURN**

On a motion by Jill Caffrey, seconded by Jill Beresford, it was unanimously

**Voted:** To adjourn the meeting, the time being 6:59 PM  
Ayes: 4 Nays: 0 Abstained: 0

(Seal)

*Kathy J. DeMarsh*

Kathy J. DeMarsh, Secretary