

**A SCITUATE HOUSING AUTHORITY REGULAR MEETING WAS HELD REMOTELY ON MONDAY,
NOVEMBER 21, 2022 AT 6:00 PM**

Call to Order: 6:00 PM
Present: Jon Duane
Kate Leahy
Herbert Osborne
Absent: Jill Caffrey
Jill Beresford

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

Bills and Communications

On a motion by Herbert Osborne, seconded by Kate Leahy, it was unanimously

Voted: To accept the agenda for November 21, 2022
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Kate Leahy, seconded by Herbert Osborne, it was unanimously

Voted: To acknowledge receipt and approve the Accounts Payable Warrant and Employee
Earnings Record for October, 2022.
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Herbert Osborne, seconded by Kate Leahy, it was unanimously

Voted: To approve the October 11, 2022 Regular Meeting Minutes as written
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Herbert Osborne, seconded by Kate Leahy, it was unanimously

Voted: To acknowledge receipt of the Reconciliation Reports for October 31, 2022
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Kate Leahy, seconded by Herbert Osborne, it was unanimously

Voted: To acknowledge receipt of the Director's Report of November 21, 2022
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Herbert Osborne, seconded by Kate Leahy, it was unanimously

Voted: To acknowledge receipt and accept the Fee Accountant Contract and Engagement Letter
for the period 10/1/22 to 9/30/25.
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Herbert Osborne, seconded by Kate Leahy, it was unanimously

Voted: To acknowledge receipt and approve the FYE Financial Report (Cost Comparative) for
period October 1, 2021 to September 30, 2022 and the Results of Operations for Fiscal
Year Ended September 30, 2022 for Program MA49-1
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Kate Leahy, seconded by Herbert Osborne, it was unanimously

Voted: To acknowledge receipt and approve the FYE Financial Report (Cost Comparative) for
period October 1, 2021 to September 30, 2022 and the Results of Operations for Fiscal
Year Ended September 30, 2022 for Program State
400-1
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Herbert Osborne, seconded by Kate Leahy, it was unanimously

Voted: To acknowledge receipt and approve the FYE Financial Report (Cost Comparative) for
period October 1, 2021 to September 30, 2022 and the Results of Operations for Fiscal
Year Ended September 30, 2022 for Program State
689-1
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Herbert Osborne, seconded by Kate Leahy, it was unanimously

Voted: To acknowledge receipt and approve the Year End Certifications for FYE 9/30/2022 including the Top 5 Compensation Form FY 2022
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Kate Leahy, seconded by Herbert Osborne, it was unanimously

Voted: To acknowledge receipt and approve the Executive Director Salary Calculation Worksheet and the new annual salary amount of \$94,506.00.
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Herbert Osborne, seconded by Kate Leahy, it was unanimously

Voted: To acknowledge receipt and approve the FYE 9/30/23 Operating Budget for the Federal Program MA49-1 with the Executive Director's total salary of \$94, 506.
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Kate Leahy, seconded by Herbert Osborne, it was unanimously

Voted: To acknowledge receipt and approve the FYE 9/30/23 Operating Budget for the State Program 400-1 with the Executive Director's total salary of \$94, 506.
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Herbert Osborne, seconded by Kate Leahy, it was unanimously

Voted: To acknowledge receipt and approve the FYE 9/30/23 Operating Budget for the State Program 689-1 with the Executive Director's total salary of \$94, 506.
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Herbert Osborne, seconded by Kate Leahy, it was unanimously

Voted: To acknowledge receipt and approve execution of the ARPA (American Rescue Plan Act) Contract for Financial Assistance (CFA) 4001 in the amount of \$248,311.00. These funds are meant as a supplement to available Formula Funding for each authority.
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Herbert Osborne, seconded by Kate Leahy, it was unanimously

Voted: To acknowledge receipt and approve the Certificate of Substantial Completion for Project 264068, Lincoln Park Bathroom Fan Installation.
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Kate Leahy, seconded by Herbert Osborne, it was unanimously

Voted: To acknowledge receipt and approve the Certificate of Final Completion and Application for payment No. 3 in the amount of \$4,205.00 for Project 264068, Lincoln Park Bathroom Fan Installation.
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Herbert Osborne, seconded by Kate Leahy, it was unanimously

Voted: To award and authorize the Executive Director to enter into a contract with Vareika Construction, Inc. for the Building Entrance Doors and Sidelight Replacement at Central Park. The contract will be in the amount of \$153,700.00.
Ayes: 3 Nays: 0 Abstained: 0

ADJOURN

On a motion by Kate Leahy, seconded by Herbert Osborne, it was unanimously

Voted: To adjourn the meeting, the time being 6:56 PM
Ayes: 3 Nays: 0 Abstained: 0

(Seal)

Kathy J. DeMarsh

Kathy J. DeMarsh, Secretary