

**A SCITUATE HOUSING AUTHORITY SPECIAL MEETING WAS HELD
REMOTELY ON TUESDAY, NOVEMBER 17, 2020 AT 6:00 PM.**

Call to Order: 6:05 PM

Present: Stephen Coulter
Jill Caffrey
Tamara Durante

Absent: Jon Duane

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

Bills and Communications

On a motion by Jill Caffrey, seconded by Tamara Durante, it was unanimously

Voted: To accept the agenda for November 17, 2020
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Tamara Durante, seconded by Jill Caffrey, it was unanimously

Voted: To acknowledge receipt and approve the FYE 9/30/20 Cost Comparative
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Jill Caffrey, seconded by Tamara Durante, it was unanimously

Voted: To acknowledge receipt and approve the Year End Certifications for FYE
9/30/2020 and Top 5 Compensation Form for FY2020
Ayes: 3 Nays: 0 Abstained: 0

Rich Conlon, Fee Accountant presented the Operating Budgets for FYE 9/30/2021
for Programs 667-1 and 689-1 and 49-1.

On a motion by Jill Caffrey, seconded by Tamara Durante, it was unanimously

Voted: To acknowledge receipt and approve the FYE 9/30/21 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 Jill Caffrey, seconded by Tamara Durante, it was unanimously

Voted: To acknowledge receipt and approve the FYE 9/30/21 Operating Budget for
Program 689-1, 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 Jill Caffrey, seconded by Tamara Durante, it was unanimously

Voted: To acknowledge receipt and approve the FYE 9/30/21 Operating Budget for
Program 49-1.
Ayes: 3 Nays: 0 Abstained: 0

Colleen Doherty, SHA Bookkeeper presented the Board with the request to implement remote deposit of
monthly rent checks with Rockland Trust and ACH Transfer of monthly rents from tenants. Discussion
ensued and member, Tamara Durante agreed to complete the necessary application to be the SHA
administrator for the Rockland Trust account and complete the required paperwork to activate the
processes.

Adjourn

On a motion by Tamara Durante, seconded by Jill Caffrey, it was unanimously

Voted: To adjourn the meeting, the time being 6:35 PM
Ayes: 3 Nays: 0 Abstained: 0

(Seal)

Kathy J. DeMarsh
Kathy J. DeMarsh, Secretary