

Scituate Housing Authority
791 Country Way
Scituate, Massachusetts 02066
Telephone 781-545-3375 Fax 781-544-0058

JON DUANE Chairperson
JILL CAFFREY
JILL BERESFORD
KATE LEAHY
HERBERT OSBORNE

Dan Ouellette
Executive Director

MEETING Minutes

FOR THE SCITUATE HOUSING AUTHORITY'S REGULAR MEETING TO BE HELD ON
TUESDAY, APRIL 9, 2024 AT 6:30 PM AT 791 COUNTRY WAY IN SCITUATE, MA.

Attending: Jill Caffrey, Kate Leahy, Herb Osborne
Absent: Jon Duanne, Jill Beresford
Other attendees: Dan Ouellette

CALL TO ORDER TIME: 6:35pm

1. Approval of March 2024 Minutes
Motion to Approve Minutes by: H. Osbourn Second: K. Leahy_ Vote: Unanimous In Favor (UIF)
2. Acknowledge receipt/approve Accounts Payable Warrant
Motion to Approve by: H. Osbourn Second: K. Leahy Vote: Unanimous In Favor
3. Reconciliation Reports
4. Monthly Financial Reports -March reports were not ready
5. Acknowledge receipt of the Director's Report of April, 2024
Motion to Acknowledge by: H. Osbourn Second: K. Leahy Vote: Unanimous In Favor
6. Authorize E.D. to publish the EOHLC Annual Plan for June 11 Public Meeting.
Motion to Authorize by: K. Leahy Second: H. Osbourn Vote: Unanimous In Favor
7. Authorize E.D. to submit the HUD 2024 Annual Plan (NOTE 5-Year Plan is due in 2025)
Move to May meeting
8. Authorize new engineering study for Central Park (under \$10,000)
Motion to Authorize by: H. Osbourn Second: K. Leahy Vote: Unanimous In Favor
9. Inform Board of Progress in Capital Improvement Projects: (See spreadsheet for more)
10. Approve the job description for Resident Service Coordinator and hire best candidate.
Motion to Approve by: H. Osbourn Second: K. Leahy Vote: Unanimous In Favor
11. Inform Board of RSC Application status. Award is Granted and ads were published
12. Inform Board of HUD authorization status (eLOCCS). Submitted 4/5//2024.
13. Request specific edits and updates to the SHA Personnel Policy.
**Motion to Authorize edits to Personnel Policy by: K. Leahy Second: H. Osbourn
Vote: Unanimous In Favor**
14. Commissioner comments
15. 7:06 pm **Motion to Adjourn by: H. Osbourn Second: K. Leahy Vote: Unanimous In Favor**

AFTER THE MEETING:

Orientation of New Director and informal conversations (no business)

NEED two Commissioners for MMDT

Will need one commissioner for HUD eLOCCs Coordinator.

Commissioner Candidates?

Development

Other pha Mgmt Agreement

Housing Development —List of sites

Wheeler Park

Public posting of Annual Plans are in EOHLC website—with link on SHA website

Hard copies will be sent to each Commissioner and placed in each laundry room with a 10th copy in the SHA office..

Public posting of HUD 1 year plan will be on SHA website and at SHA office.

Public posting of SHA meetings are at Town Hall and in SHA board (Community Room)

This practice is historic with SHA but can be changed:

Scituate town website has place for agenda – I can find out how to post meetings there.

SHA website will need to have page or tab inserted for Meeting Agendas and Minutes.

We should discuss as a board what practice we should adopt.

NOTES:

Jill recalled a developer who wanted to collaborate with SHA on development next door to Lincon Park

Bill Ohrenberger 781-545-0020

Herb mentioned issue with new windows and air conditioners. SHA provides 1x2 pvc to protect the window when new a/c is installed.

Discussions began on SHA developing new homes in Scituate:

Parish Road Rec Ctr (behind COA)

Land on Driftway (behind Lawson Green)

2 schools combining, leaving one bldg. for possible housing.

Sail Home is the town's cdc -- <https://sailhomes.org/>