

Scituate Housing Authority
791 Country Way
Scituate, Massachusetts 02066
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KATE LEAHY, Chairperson
JILL CAFFREY
JILL BERESFORD
HERBERT OSBORN
JON DUANE

Dan Ouellette, CME
Executive Director

MEETING MINUTES

FOR THE SCITUATE HOUSING AUTHORITY'S REGULAR MEETING HELD ON
TUESDAY, AUGUST 13, 2024 AT 6:30 PM AT 791 COUNTRY WAY IN SCITUATE, MA.
CALL TO ORDER TIME: 6:30 PM

Roll Call Attending: Kate Leahy, Jill Caffrey, Herb Osborn, Jon Duane
 Absent: Jill Beresford
 Other attendees: Dan Ouellette

1. Approval of July 16, 2024 Minutes
 Motion to Approve by: H. Osborn Second By: J. Caffrey Vote: Unanimous In Favor
2. Acknowledge receipt/approve Accounts Payable Warrant
 Motion to Approve by: H. Osborn Second By: J. Duane Vote: Unanimous In Favor
3. Monthly Financial & Reconciliation Reports (June is Third Quarter was presented.)
 Motion to Approve by: J. Caffrey Second By: H. Osborn Vote: Unanimous In Favor
4. Acknowledge receipt of the Director's Report of August, 2024
 Motion to Acknowledge by: J. Duane Second By: H. Osborn Vote: Unanimous In Favor

New Business

- A. Authorize E.D to sign Cert of Final Completion for Fire Alarm Project (FISH 264081)
 Motion to Authorize by: H. Osborn Second By: J. Caffrey Vote: Unanimous In Favor
- B. Authorize E.D. to sign Cert of Completion for Wheeler Park Porch Renovations (FISH 264075)
 Motion to Approve by: J. Duane Second By: J. Caffrey Vote: Unanimous In Favor
- C. Approve Clarifications/ Amendments to the Personnel Policy (Director's Report)
 Motion to Approve by: H. Osborn Second By: J. Duane Vote: Unanimous In Favor
- D. Inform Board of Progress in Capital Improvement Projects (Director's Report)
- E. Appoint Commissioners to Policy Committee
 Motion to Authorize the Chair to appoint two Commissioners by: H. Osborn
 Second By: J. Caffrey Vote: Unanimous In Favor
- F. Appoint Commissioner as HUD eLOCCs Coordinator to replace Jon Duane
 Motion to appoint Chair Kate Leahy as HUD eLOCCs Coordinator by: H. Osborn
 Second By: J. Duane Vote: Unanimous In Favor
- G. Support Re-appointment of Jill Caffrey to SHA Board
 Motion to Support J. Caffrey's re-appointment by: J. Duane
 Second By: H. Osborn Vote: Unanimous In Favor
- H. Review possible commissioner candidate (William Geary)
 Motion to Support appointment of William Geary to SHA Board by: J. Duane
 Second By: H. Osborn Vote: Unanimous In Favor
- I. Commissioner comments: Chair Kate Leahy expressed gratitude to Jon Duane for his service and
 commitment to SHA as Commissioner and as Chair. Herb Osborne and Jill Caffrey echoed their
 appreciation. Dan Ouellette thanked Jon Duane for his support and extra-HUD duties during Dan's
 first year.
- J. Adjourn
 Motion to Adjourn by: J. Duane Second By: H. Osborn Vote: Unanimous In Favor

Executive Session: none

AFTER THE MEETING:
Ongoing Sessions