

Scituate Housing Authority
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Scituate, Massachusetts 02066
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JON DUANE
Chairperson
JILL CAFFREY
JILL BERESFORD
KATE LEAHY
HERBERT OSBORNE

Dan Ouellette
Interim Executive Director

MEETING MINUTES

FOR THE SCITUATE HOUSING AUTHORITY'S REGULAR MEETING TO BE HELD ON
TUESDAY, MARCH 12, 2024 AT 6:30 PM AT 791 COUNTRY WAY IN SCITUATE, MA.

CALL TO ORDER

TIME: 6:30 PM

ROLL CALL

PRESENT: J. Duane, H. Osbourne, K. Leahy

ABSENT: J. Beresford, J. Caffrey

ALSO PRESENT: Dan Ouellette

Bills and Communications

1. Approval of past Meeting Minutes

Motion to Approve Minutes by: H. Osbourne Second: K. Leahy Vote: Unanimous In Favor

2. Acknowledge receipt/approve Accounts Payable Warrant

Motion to Approve by: K. Leahy Second: H. Osbourne Vote: Unanimous In Favor

3. Reconciliation Reports

Motion to Approve by: H. Osbourne Second: K. Leahy Vote: Unanimous In Favor

4. Monthly Financial Reports

Motion to Approve by: H. Osbourne Second: K. Leahy Vote: Unanimous In Favor

5. Acknowledge receipt of the Director's Report of March, 2024

Motion to Acknowledge by: K. Leahy Second: H. Osbourne Vote: Unanimous In Favor

6. Inform Board of Progress in Capital Improvement Projects: (see Director's Report)

a. Booster replacement at Central Park (HUD)

b. Window Replacement at Wheeler Park (FISH 264083)

c. ADA Walk-in shower at Wheeler Park (FISH 264082)

d. ARPA Fire Alarm upgrade at Lincoln Park (FISH264081)

e. ADA ramps at Curt Merit Bldg. (689—FISH 264080) **See Director's Memo**

7. Request Board authorization to sign next CFA (Contract for Financial Assistance) for \$261,862

Motion to authorize ED. Sign the CFA by: H. Osbourne Second: K. Leahy

Vote: Unanimous In Favor

8. Request Board permission to "write off" \$2261 in tenant debts. (death & eviction)

Motion to authorize Write Off by: K. Leahy Second: H. Osbourne

Vote: Unanimous In Favor

9. Request Board authorization to contract and repair the Central Park column (DCAMM Waiver)

Motion to authorize ED. Contract for emergency repairs by: H. Osbourne

Second : K. Leahy Vote: Unanimous In Favor

10. Request Board authorization to solicit proposals and sign 5-year contracts for services after expiring vendor contracts:

Motion to authorize 5 year contracts by: H. Osbourne

Second: K. Leahy Vote: Unanimous In Favor

11. Request board authorization to contract for AUP.

Motion for AUP Contract by: H. Osbourne Second: K. Leahy Vote: Unanimous In Favor

12. Request board approval of updated job description for Leased Housing Mgr.

Motion to approve updated job description by: K. Leahy

Second: H. Osbourne Vote: Unanimous In Favor

13. Inform Board of RSC Application status. No news

14. Inform Board of HUD authorization status (eLOCCS). No progress – \

15. Review updates to SHA Personnel Policy (last updated 2016)

See below for updates 1, 2, 3, 4, 5

16. Inform the Board of upcoming AUP, PMR, and EOHLC Annual Plan (PMR was held 2/ 29)

17. Commissioner comments: Board Chair J. Duanne reminded us that he will not seek re-election and is asking other Commissioners to help encouraged a replacement Commissioner candidate ASAP.

18. Adjourn

Motion to Adjourn by: H. Osbourne Second: K. Leahy Vote Unanimous In Favor

AFTER THE MEETING:

Orientation of New Director and informal conversations (no business)

- 1- All references to DHCD shall be edited to EOHLC
- 2- Holiday – include Juneteenth (II C 1.)
- 3- Hiring will be by E.D. (I B. 1. – refer to E.D. contract and DHCD Commissioner Handbook)
- 4- Suggested – PT staff receive PT vacation and Sick time benefits (II B)
- 5- Suggested – Sick Leave Buy Back (II C 3.)
[20% for retirees and 20% (or --- hours max?) for departing employees]