

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, MAY 21, 2024 AT 6:30 PM AT 791 COUNTRY WAY IN SCITUATE, MA.

CALL TO ORDER **TIME: 6:30 pm**

Roll Call

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

1. Approval of April 2024 Minutes
 Motion to Authorize by: H. Osbourn Second: K. Leahy Vote: Unanimous In Favor
2. Acknowledge receipt/approve Accounts Payable Warrant
 Motion to Acknowledge by: Second: H. Osbourn Vote: Unanimous In Favor
3. Monthly Financial & Reconciliation Reports
 Motion to Accept by: H. Osbourn Second: Vote: Unanimous In Favor
4. Acknowledge receipt of the Director's Report of April, 2024
 Motion to Acknowledge by: Second: H. Osbourn Vote: Unanimous In Favor

New Business

- A. Authorize new office hours proposed.
 Motion to Authorize by: Second: H. Osbourn Vote: Unanimous In Favor
- B. Authorize E.D. to submit the HUD Capital Improvement Plan
 Motion to Authorize by: H. Osbourn Second: Vote: Unanimous In Favor
- C. Authorize E.D. to submit HUD 2024 Annual Plan **AND related Certificates**
 Motion to Authorize by: Second: H. Osbourn Vote: Unanimous In Favor
- D. Authorize implementation of rent payment restriction to "non-cash" form only.
 Motion to Authorize by: H. Osbourn Second: Vote: Unanimous In Favor
- E. Inform Board of Progress in Capital Improvement Projects:
- F. Inform the Board of new hires: Resident Service Coordinator and Leased Housing Mgr.
- G. Authorize change payroll contract
 Motion to Authorize by: H. Osbourn Second: Vote: Unanimous In Favor

H. Authorize change desk phone and phone service

Motion to Authorize by: H. Osbourn

Second:

Vote: Unanimous In Favor

I. Authorize edits and updates to the Landscape/Grounds policy.

Motion to Authorize by: H. Osbourn

Second:

Vote: Unanimous In Favor

J. Review grant program for Retrofit Internet Access and determine next step for SHA

No Motion. Board consensus was the project did not warrant further SHA energies.

K. Authorize 3 check signers for MMDT accounts

Motion to Authorize by: H. Osbourn

Second:

J. Duane

Vote: Unanimous In Favor

L. Authorize renewal for MIIA insurance

Motion to Authorize by: H. Osbourn

Second:

Vote: Unanimous In Favor

M. Commissioner comments

N. Adjourn **Motion to Adjourn by: H. Osbourn**

Second:

Vote: Unanimous In Favor

AFTER THE MEETING:

Commissioner Candidates?

Informal conversation about Scituate Town housing status (no business)

**SCITUATE HOUSING AUTHORITY
REORGANIZATION OF OFFICERS
MAY 21, 2024**

Election of Chair -- The Chair (J. Duane) requests that the Board Secretary (Executive Director) take the gavel as Acting Chairperson to allow for five nominees and five voters. For every nomination, the Secretary confirms the nominee will accept the position.

Possible: Any Commissioner can nominate the Current Slate with Second and Vote.

If not, then the following begins:

1. The New Acting Chairperson seeks nomination for the office of **Chairperson**

All five names were entered for consideration.

| | | |
|---------------|----------|--------------------------|
| Commissioner: | Nominee: | (Accepted) |
| Motion By: | Seconded | Vote: Unanimous In Favor |

Newly Elected Chairperson _____ accepted the gavel and continued the 2024 Reorganization.

2. New Chairperson accepted nomination for the office of **Vice Chairperson.**

The remaining four names were entered for consideration.

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|---------------|-----------|--------------------------|
| Commissioner: | Nominee: | (Accepted) |
| Moved By: | Seconded: | Vote: Unanimous In Favor |

3. New Chairperson accepts nomination for the office of **Treasurer.**

The remaining three names were entered for consideration.

| | | |
|---------------|-----------|--------------------------|
| Commissioner: | Nominee: | (Accepted) |
| Moved By: | Seconded: | Vote: Unanimous In Favor |

4. New Chairperson accepts nomination for the office of **Assistant Treasurer.**

The remaining two names were entered for consideration.

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|---------------|-----------|--------------------------|
| Commissioner: | Nominee: | (Accepted) |
| Moved By: | Seconded: | Vote: Unanimous In Favor |

Remaining Commissioners are noted as “**Member**”.

The May meeting continued with (second Roll Call ?) Agenda as noted in the Minutes.