

Scituate Housing Authority
791 Country Way
Scituate, Massachusetts 02066
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KATE LEAHY, Chairperson
JILL CAFFREY
JILL BERESFORD
HERBERT OSBORNE
WILLIAM GEARY

Dan Ouellette, CME
Executive Director

MEETING AGENDA

FOR THE SCITUATE HOUSING AUTHORITY'S REGULAR MEETING TO BE HELD ON
TUESDAY, NOVEMBER 19, 2024 AT 6:30 PM AT 791 COUNTRY WAY IN SCITUATE, MA.

CALL TO ORDER

Roll Call **Present:** Kate Leahy, Jill Caffrey, Herb Osborn, William Geary, Jill Beresford

Absent: non

Other Attendees: Dan Ouellette

1. Approve October 22, 2024 Minutes
 Motion: H. Osborn Second: J. Caffrey Vote: Unanimous In Favor
2. Approve Accounts Payable Warrants (October 29)
 Motion: W. Geary Second: H. Osborn Vote: Unanimous In Favor
3. Accept Year End reports FY 2024
 Motion: J. Beresford Second: W. Geary Vote: Unanimous In Favor
4. Accept Director's Report
 Motion: W. Geary Second: J. Caffrey Vote: Unanimous In Favor

New Business

- A. Authorize EOHLC state certifications for Year End (Top Five, Compliance, etc.)
 Motion: J. Beresford Second: J. Caffrey Vote: Unanimous In Favor
- B. Approve updates and edits to the Procurement Policy (effective December 1, 2024)
 Motion: H. Osborn Second: W. Geary Vote: Unanimous In Favor
- C. Authorize E.D. for "any and all actions related thereto" up to completion of each project.
 See grid for FISH 264091 , 264092, 2064093
 Motion: W. Geary Second: J. Caffrey Vote: Unanimous In Favor
- D. Authorize E.D. to create and complete new project: Replace two furnace systems at 689.
 Motion: J. Caffrey Second: H. Osborn Vote: Unanimous In Favor
- E. Commissioner comments:
 Kate Leahy requested plaque showing donor and artist of art displayed at Lincoln Park
 Community Room.

Herb asked about the EOHLC survey sent to tenants and Dan explained this was 3-year round. Dan said he would send the 2021 survey. (Emailed Nov 21)

--- Also emailed the FY 2025 Annual Plan and 2024 blank survey form.

F. Adjourn

Motion: J. Beresford

Second: J. Caffrey

Vote:

Unanimous In Favor

Executive Session: none

AFTER THE MEETING:

Policy Committee should new policy-

Informants (effective 45-60 days)

Review updates and edits to the Tenant Charge List (effective 45-60 days)