

Scituate Housing Authority
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KATE LEAHY, Chairperson
JILL CAFFREY
JILL BERESFORD
HERBERT OSBORNE
WILLIAM GEARY

Dan Ouellette, CME
Executive Director

MEETING MINUTES

FOR THE SCITUATE HOUSING AUTHORITY'S REGULAR MEETING HELD ON TUESDAY,
OCTOBER 22, 2024 AT 6:30 PM AT 791 COUNTRY WAY IN SCITUATE, MA.

CALL TO ORDER

Roll Call Attending: Kate Leahy, Jill Caffrey, Herb Osborn, William Geary, Jill Beresford
Absent: none
Other attendees: Richard Conlon (Marcum) Dan Ouellette

1. Approve September 17, 2024 Minutes "as amended"
Motion to Approve: J. Caffrey Second: H. Osborne Vote: Unanimous In Favor
2. Approve Accounts Payable Warrants (Sept 30 & Oct 15)
Motion to Approve: J. Caffrey Second: W. Geary Vote: Unanimous In Favor
3. Accept Monthly Financial & Reconciliation Reports (July, August, & Year End reports)
Motion to Approve: J. Caffrey Second: W. Geary Vote: Unanimous In Favor
- Accept Director's Report
Motion to Approve: W. Geary Second: J. Caffrey Vote: Unanimous In Favor

New Business

- A. Approve Federal and State Budget submittal FY 2025 (Presented by Marcum)
SEE EOHLC FORMS
Motion to Approve: H. Osborne Second: W. Geary Vote: Unanimous In Favor
- B. Authorize EOHLC state Subsidy Contract. SEE EOHLC FORMS
Motion to Approve: H. Osborne Second: J. Caffrey Vote: Unanimous In Favor
- C. Approve HUD Certification 52574 (Budget form Board Vote)
Motion to Approve: H. Osborne Second: W. Geary Vote: Unanimous In Favor
- D. Authorize "proprietary specification" for project # 264084 Heat Valves
Motion to Approve: J. Caffrey Second: H. Osborne Vote: Unanimous In Favor
- E. Inform Board of the 2024 HUD Environmental Report (prepared for HUD 5 Year CFP)
Motion to Approve: H. Osborne Second: J. Caffrey Vote: Unanimous In Favor
- F. Request Board approval of HUD Five Year CFP (Capital Fund Plan)
Motion to Approve: W. Geary Second: J. Caffrey Vote: Unanimous In Favor
- G. Authorize Certificates of Final Completion for projects #264080 (Ramps) and #264075 (Porches)
Motion to Authorize: J. Caffrey Second: J. Beresford Vote: Unanimous In Favor

H. Commissioner comments:

1. Herb Osborne asked about Commissioner Liability Insurance. Dan Ouellette and Richard Conlon responded with general guidelines. Herb requested a copy of the Director's Insurance policy. Dan will provide to all Commissioners.

2. Commissioners also discussed the need to move SHA Board meetings one week each month to improve financial report access, in consult with Rich Conlon.

Herb Osborn made Motion to reschedule monthly meetings on the Third Tuesday beginning November 19. J. Caffrey Seconded. The vote was Unanimous In Favor.

NOTE: SHA will schedule monthly meetings on the third Tuesday of each month, beginning November 19, 2024.

I. Adjourn Motion to Adjourn: H. Osborne Second: J. Caffrey Vote: UIF

Executive Session: none

AFTER THE MEETING:

Policy Committee should review list.