Scituate Housing Authority

791 Country Way Scituate, Massachusetts 02066 Telephone 781-545-3375 Fax 781-544-0058

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 TO BE HELD ON TUESDAY, SEPTEMBER 17, 2024, AT 6:30PM AT 791 COUNTRY WAY IN SCITUATE, MA.

Welcome Commissioner William Geary!

CALL TO ORDER TIME: 6:34pm

Roll Call Attending: Kate Leahy, Jill Caffrey, Herb Osborn, William Geary

Absent: Jill Beresford Other attendees: Dan Ouellette

1. Approve August 13, 2024 Minutes

Motion by: H. Osborne Second:

Vote: 3 In Favor and 1 Abstain (W. Geary was not present at the August meeting)

2. Approve Accounts Payable Warrant (Aug 28 and Sept 13)

Motion to Approve <u>Aug 28 Warrant</u> by H. Osborne Second: J. Caffrey Vote: Unanimous In Favor

Motion to Approved Sept 13 Warrant by: H. Osborne Second: J. Caffrey

3. Accept Monthly Financial & Reconciliation Report (July report was not present.)

N/A – not available

4. Accept September Staff Reports (Director, Leased Housing Mgr., RSC)

Motion by: H. Osborne Second: J. Caffrey Vote: Unanimous In Favor

New Business

A. Authorize E.D to sign Utility Contract for 48 months (See Email Dated 8/28)

Motion by: H. Osborne Second: W. Geary Vote: Unanimous In Favor

B. Authorize E.D. to sign contract with Secure Energy (procurement service at no cost)

Motion by: J. Caffrey Second: H. Osborne Vote: Unanimous In Favor

C. Authorize E.D Salary (\$99,035) for FY 2025 Budget. (See Calculation Worksheet)

Motion by: H. Osborne Second: J. Caffrey Vote: Unanimous In Favor

- D. Inform Board of Progress in Capital Improvement Projects (Director's Report)
- E. Review of Mass NAHRO Conference Sept 8, 9, 10, 11 (Director's Report)
- F. Budget FY 2025 highlights
- G. Review O.D. Answering Service proposal Board Approval

Motion to approve contract with OD Answering Service by: H. Osborne

Second: W. Geary Vote: Unanimous In Favor

- H. Offer Certificate of Appreciation to Jon Duane for ____ years of service to SHA

 Motion by: W. Geary Second: J. Caffrey Vote: Unanimous In Favor
- I. Authorize "Write off" in the amount of \$ 311.00

 Motion by: J. Caffrey Second: H. Osborne Vote: Unanimous In Favor
- J. Commissioner comments

Fair Housing rates and goals 18.2%

SHA Recognizes that current Chapter 667 resident minority rates do not meet the current Affirmative Action goal of 18.2%. As corrective measure, SHA has implemented procedure to attempt placement of 1 minority applicant for every 5 new leases.

Motion by: H. Osborne Second: J. Caffrey Vote: Unanimous In Favor

K. Adjourn 7:23pm

Motion by: W. Geary Second: J. Caffrey Vote: Unanimous In Favor

Executive Session: none

AFTER THE MEETING: Ongoing Sessions

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Hello Scituate Housing Residents!
This is just a reminder about tomorrow's September Fest!

Please join us at Central Field from 1pm to 4pm --- This celebration is all about YOU!

2023-2024 has been a Year of Change and we welcome our Resident Service Coordinator, Cullen Sweeney! Come hear about a few more changes soon!

Cullen has teamed up with Kelly from Council on Aging and Brian from LAUNCH for new programs and new events—to keep YOU informed and up to date!

Oh, Yea, we'll have a few speakers— and some interesting news!

Check your flier—We'll have food and entertainment,-- maybe a little dancing! You can just chat with friends or listen to the music. Just come chill

I hope to see you there so we can chat about "anything but business." It's All about YOU!