

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, CME
Executive Director

MEETING AGENDA

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:** _____

Roll Call

BOARD RE-ORGANIZATION

1. Approval of April 2024 Minutes
2. Acknowledge receipt/approve Accounts Payable Warrant
3. Monthly Financial & Reconciliation Reports
4. Acknowledge receipt of the Director's Report of April, 2024

New Business

- A. Authorize new office hours
- B. Authorize E.D. to submit the HUD Capital Improvement Plan
- C. Authorize E.D. to submit HUD 2024 Annual Plan
- D. Authorize implementation of rent payment restriction to "non-cash" form only.
- 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
- H. Authorize change desk phone and phone service
- I. Authorize edits and updates to the Landscape/Grounds policy.
- J. Review grant program for Retrofit Internet Access and determine next step for SHA
- K. Authorize 3 check signers for MMDT accounts
- L. Authorize renewal for MIA insurance
- M. Commissioner comments
- N. Adjourn

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

Chairperson _____ then accepts the gavel and continues the 2024 Reorganization.

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

The remaining four names are entered for consideration.

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. Remaining two Commissioners are noted as "**Member**".

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