

**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 HELD ON TUESDAY,  
JANUARY 14, 2025 AT 791 COUNTRY WAY IN SCITUATE, MA.

**CALL TO ORDER                      TIME: 6:50**

**Roll Call**      Attending:                      Jill Caffrey (by Zoom), Herb Osborne, William Geary  
                 Absent:                                  Jill Beresford, Kate Leahy  
                 Other attendees:                  Dan Ouellette

1.      Approve November 19, 2024 Minutes  
                Motion: W. Geary                      Second: J. Caffrey                      Vote: Unanimous In Favor
2.      Approve Accounts Payable Warrants  
                Motion: W. Geary                      Second: J. Caffrey                      Vote: Unanimous In Favor
3.      Accept Monthly Financial & Reconciliation Reports  
                Motion: J. Caffrey                      Second W. Geary                      Vote: Unanimous In Favor
4.      Accept Director's Report January 2025  
                Motion: J. Caffrey                      Second: W. Geary                      Vote: Unanimous In Favor

**New Business**

- A.      Annual authorizations for E.D.
  - a.      Sign upcoming CFA Amendments and inform Board at next meeting
  - b.      Implement regulatory changes (HUD, EOHLC, etc.) and inform Board at next meeting .  
                Motion: W. Geary                      Second: J. Caffrey                      Vote: Unanimous In Favor
- B.      Policy update to Tenant Charge list for tenant damages.  
                Motion: W. Geary                      Second: J. Caffrey                      Vote: Unanimous In Favor
- C.      Policy update: Smoking Policy to include Informant Reporting Policy  
                Motion: W. Geary                      Second: J. Caffrey                      Vote: Unanimous In Favor
- D.      Authorize new Lease for home on First Parish Road.  
                Motion: J. Caffrey                      Second: W. Geary                      Vote: Unanimous In Favor
- E.      Inform Board - Social Security payment schedules have changed.
- F.      Request Authorization to sign RetroFit contract (bid for grant funds) at \$0 net cost.  
                Motion: W. Geary                      Second: J. Caffrey                      Vote: Unanimous In Favor
- G.      Mass NAHRO Legislative Day—and 2025 Priorities
- H.      Board meeting schedule—Third Thursday preferred (No Motion )
- I.      Commissioner comments:
- J.      Adjourn --      Motion: W. Geary      Second: J. Caffrey      Vote: Unanimous In Favor

Executive Session: none

Next Meeting February TBA

AFTER THE MEETING:      – none for January

