

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

JON DUANE Chairperson  
JILL CAFFREY  
JILL BERESFORD  
KATE LEAHY  
HERBERT OSBORNE

Dan Ouellette, CME  
Executive Director

**MEETING MINUTES**

FOR THE SCITUATE HOUSING AUTHORITY'S REGULAR MEETING TO BE HELD ON  
**TUESDAY, JUNE 11, 2024 AT 6:30 PM AT 791 COUNTRY WAY IN SCITUATE, MA.**

**CALL TO ORDER**                      **TIME: 6:30 pm**

**Roll Call**

Attending:                      Kate Leahy, Jill Beresford, Jill Caffrey  
Absent:                          Jon Duanne, Herb Osborne  
Other attendees:              Dan Ouellette

**BOARD RE-ORGANIZATION (SEE PAGE TWO)**

1.      Approval of May 2024 Minutes  
   **Motion by:**    Jill Caffrey                      **Second:** Jill Beresford                      **Vote: Unanimous In Favor**
2.      Acknowledge receipt/approve Accounts Payable Warrant  
   **Motion by:**    Jill Caffrey                      **Second:** Jill Beresford                      **Vote: Unanimous In Favor**
3.      Monthly Financial & Reconciliation Reports  
   **Motion by:**    Jill Caffrey                      **Second:** Jill Beresford                      **Vote: Unanimous In Favor**
4.      Acknowledge receipt of the Director's Report of June, 2024  
   **Motion by:**    Jill Caffrey                      **Second:** Jill Beresford                      **Vote: Unanimous In Favor**

**New Business**

- A.      Authorize E.D. to submit the EOHLC Annual Plan  
   **Motion by:**    Jill Caffrey                      **Second:** Jill Beresford                      **Vote: Unanimous In Favor**
- B.      Authorize E.D. to submit the EOHLC Capital Improvement Plan  
   **Motion by:**    Jill Caffrey                      **Second:** Jill Beresford                      **Vote: Unanimous In Favor**
- C.      Approve E.D. restructure in office setting  
   **Motion by:**    Jill Caffrey                      **Second:** Jill Beresford                      **Vote: Unanimous In Favor**
- D.      Inform Board of Progress in Capital Improvement Projects:
- E.      Inform the Board of new hires: Resident Service Coordinator and Leased Housing Mgr.
- F.      Inform the Board about HOTMA updates (Webinar Call June 11<sup>th</sup>)
- G.      Authorize renewal for General Liability insurance  
   **Motion by:**    Jill Caffrey                      **Second:** Jill Beresford                      **Vote: Unanimous In Favor**
- H.      Commissioner comments
- I.      Adjourn  
   **Motion by:**    Jill Caffrey                      **Second:**                      **Vote: Unanimous In Favor**

Executive Session: none

**SCITUATE HOUSING AUTHORITY  
REORGANIZATION OF OFFICERS  
JUNE 11, 2024**

Election of Chair -- The Vice Chair (J. Caffey) requested 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.

1. The New Acting Chairperson sought nomination for the office of **Chairperson**

All five names were entered for consideration.

Commissioner: Jill Caffrey Nominee: Kate Leahy (Accepted )

Motion By: Jil Caffrey Seconded: Jill Beresford Vote: Unanimous In Favor

Chairperson, Kate Leahy, then accepted the gavel and continued the 2024 Reorganization.

2. Chairperson Kate Leahy accepted nomination for the office of **Vice Chairperson.**

The remaining four names were entered for consideration.

Commissioner: Jill Beresford Nominee: Jill Caffrey (Accepted )

Motion By: Jill Beresford Seconded: Kate Leahy Vote: Unanimous In Favor

3. New Chairperson accepted nomination for the office of **Treasurer.**

The remaining three names were entered for consideration.

Commissioner: Jil Beresford Nominee: Herb Osborne (Accepted )

Motion By: Jill Beresford Seconded: Jill Caffrey Vote: Unanimous In Favor

4. Remaining two Commissioners are noted as “**Member**”.

The June meeting continued with Agenda as noted in the Minutes.