

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
Wednesday, July 31, 2013**

A regular meeting of the Provincetown Housing Authority was called to order by C. Andrews, Chair, on Wednesday, July 31, 2013 at 5:21 pm in the Maushope Common Room at 44 Harry Kemp Way.

Provincetown Housing Authority Board of Commissioners:

PRESENT:

C. Andrews, Chair; Diana Fabbri, Vice Chair; N. Jacobsen, State Appointee; Stephen DelGizzo

ABSENT:

Kristin Hatch

OTHERS PRESENT: Patrick J. Manning, Executive Director

1. PUBLIC STATEMENTS:

None

2. COMMISSIONERS' STATEMENTS:

None

3. FRIENDS OF MAUSHOPE:

S. DelGizzo reported that the sub-committee set a deadline to complete a final draft for Incorporation of August 3, 2013. The Friends will then file for the 501C3 tax exempt status. The Provincetown Magazine did a great write up on the Friends. C. Andrews asked about friends structures. S. DelGizzo informed Board there is a Friend's Board and officers have been elected. C. Andrews offered the Friends to be included in the Annual Town Report that is submitted annually by PHA for Town Meeting. Next Friends meeting August 24th @ 10:30a. ED to post next Friends meeting due to 3 BofC members to attend and participate.

4. FINANCIAL REPORT:

E.D presented the June 2013 financials. ED reported a large reimbursement to ED for charge on personal charge card to expedite ordering & delivery of kitchen supplies. PHA does not have a credit card. Board discussed possible negative implications that could result from this practice. Board requested ED to explore alternate sources for ordering supplies/materials.

Motion by C. Andrews that no PHA staff to use personal credit cards for PHA business purposes, seconded by S. DelGizzo

VOTED: 4-0-0

Motion by d. Fabbri to accepted the June 2013 financial report as presented, seconded by S. DelGizzo

VOTED: 4-0-0

5. APPROVAL OF MINUTES:

C. Andrews motioned to approve the minutes of the June 24, 2013 Joint Meeting with the Board of Selectman with amendments and corrections, seconded by N. Jacobsen

VOTED: 4-0-0

N. Jacobsen motioned to approve the minutes of June 26, 2013 Regular Meeting, seconded by D. Fabbri

VOTED: 4-0-0

6. EXPANSION of MAUSHOPE with POSSIBLE SEWER HOOK-UP:

Board reviewed the site plan and septic plan for Maushope and the site plans for the abutting properties. C. Andrews stated that any sewer hook-up for Maushope must have a back flow preventer. Board reviewed e-mail from DPW Director regarding Maushope sewer hook-up. Board requested ED send e-mail to Town manager requesting any update on application to USDA from Town regarding Maushope sewer hook-up.

7. DIRECTOR'S REPORT:

A. DHCD:

1. High Leverage Asset Preservation Program:

DHCD site visit schedule for August 7, 2013 to review project. DHCD to announce awards on August 19, 2013

B. Maushope

1. 3 Phase Electric:

Additional estimates requested but not received by Board meeting

2. Generator:

ED informed Board that other Cape HA do not provide air conditioners and do not have generators for all properties and those with generator do

not power individual apartments. ED informed Bioard that individual heat/air units for apartments would still require electricity. Board requested ED add ceiling fans to next agenda.

3. Census:

24 of 24.

C. Family

1. Census:

9 of 9.

D. Foley House

1. Census:

9 of 10 with lease up by end of month

8. OLD BUSINESS:

A. Report of the Commission for Public Housing Sustainability and Reform:

C. Andrews informed Board that a serious of hearing have been scheduled throughout the state. C. Andrews has e-mailed Rep. Sarah Peake requesting any additional information. C. Andrews and ED to draft letter for next Board meeting.

B. Community Housing Council:

1. PHA Representative Report:

No report

2. Request for Funding:

ED informed Board that the request submitted to the CHC for \$35,000.00 for match funds for the HLAPP was approved by the CHC.

C. Community Preservation Committee Report:

No report

D. 16 Harry Kemp Way:

No additional information. Item to be removed from agenda.

9. NEW BUSINESS:

A. Energy Alternatives for PHA Properties:

ED contacted Lower Cape Partnership regarding installation of solar panels on LCP properties in Provincetown. Information not available at time of meeting

10. APPROVAL of VOUCHERS:

D. Fabbri motioned to approve vouchers as presented, seconded by S. DelGizzo

VOTED: 4-0-0

12. CLOSING STATEMENTS:

C. Andrews will draft a thank you letter for Molly Perdue for her service to PHA.

C. Andrews presented to the Board an option to explore working on an amendment to the Zoning By-Laws to have presented to Town Meeting in the Spring regarding the issue of corner lots that would impact 951R commercial Street. The Board agreed to explore the matter. The Board agreed no reason to enter into Executive Session.

Board scheduled next Board meeting for Wednesday August 28, 2013

Motion by D. Fabbri to adjourn, meeting adjourned at 6:53

Respectfully submitted,

Patrick J. Manning

Recording Secretary