

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
Wednesday, September 25, 2013**

**A regular meeting of the Provincetown Housing Authority was called to order by C. Andrews, Chair, on Wednesday, September 25, 2013 at 5:19 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 Del Gizzo

**ABSENT:**

Kristin Hatch

**OTHERS PRESENT:** Patrick J. Manning, Executive Director

**1. PUBLIC STATEMENTS:**

None

**2. COMMISSIONERS' STATEMENTS:**

S. Del Gizzo informed the Board that the CDBG funding for the Residential support Services would end in December. The Board discussed the current and potential future funding for the Program; CDBG, Affordable Housing Trust Fund, CPA. The Board requested the E.D. obtain funding information regarding this program from M. Jarusiewicz, Affordable Housing Specialist

**3. FRIENDS OF MAUSHOPE:**

The Friends to finalize By-Laws and submit the Articles of Incorporating to the State and then file for non-profit 501© 3 status. C. Andrews asked if an Organizational structure had been developed. S. Del Gizzo informed the Board that directors and Officers had been elected. C. Andrews suggested that Directors who may be Town employees or elected officials should file with the State's Ethics Board.

**4. FINANCIAL REPORT:**

E.D presented the August 2013 financials.

Motion by D. Fabbri to accepted the August 2013 financial report as presented, seconded by N. Jacobsen

**VOTED: 4-0-0**

## **5. APPROVAL OF MINUTES:**

D. Fabbri motioned to approve the minutes of the August 24, 2013 Special Meeting, seconded S. Del Gizzo

**VOTED: 2-0-2 (N. Jacobsen, C. Andrews abstained)**

C. Andrews motioned to approve the minutes of August 28, 2013 Regular Meeting, seconded by N. Jacobsen;

**VOTED: 2-0-2 (D. Fabbri, S. Del Gizzo abstained)**

N. Jacobsen motioned to accept the minutes of the September 17, 2013 Special Meeting, seconded by S. Del Gizzo

**VOTED: 4-0-0**

## **6. EXECUTIVE DIRECTOR'S REPORT:**

### **A. DHCD:**

#### **1. High Leverage Asset Preservation Program:**

HLAPP requires updated DHCD certifications for; top 5 highest paid staff, Lead Paint Legal Compliance. Board members present signed the DHCD certifications

#### **2. 2014 Budget Guidelines:**

DHCD has not released the 2014 budget guidelines. Fee Accountant will attend next Board meeting if 2014 budget guidelines released.

### **B. Maushope**

#### **1. 3 Phase Electric:**

Additional estimates being obtained by ED.

#### **2. Generator/Air Conditioners/Ceiling Fans:**

no updated information

#### **3. Census:**

24 of 24.

### **C. Family**

#### **1. Formula Funding – Kitchens**

The kitchen and flooring for two of the family units under the Capital Improvement Plan's Formula Funding completed.

#### **2. Census:**

9 of 9.

### **D. Foley House**

#### **1. Census: 10 of 10**

**8. OLD BUSINESS:**

**A. Community Housing Council:**

No report

**B. Community Preservation Committee Report:**

No report

**9. NEW BUSINESS:**

None

**10. APPROVAL of VOUCHERS:**

N. Jacobsen motioned to approve vouchers as presented, seconded by S. Del Gizzo

**VOTED: 4-0-0**

**11. CLOSING STATEMENTS:**

N. Jacobsen informed the Board that she had been contacted by the State and reminded that it was her duty as the Board's State Appointee to discuss with the Board the Governor's proposed legislation to create 6 regional housing authorities and to request the Board support the Governor's legislation. Board members thanked N. Jacobsen for doing her duty as the State Appointee to the Board.

Board scheduled the next board meeting for Wednesday October 30, 2013

**12. EXECUTIVE SESSION:**

C. Andrews stated the purpose to enter into Executive Session in accordance with MGL. C 30A section 21 (6) was to consider the purchase, exchange, lease or value of real property 951R Commercial Street and that to discuss in Open Session would be detrimental to the purpose. C. Andrews finds that discussion in public would be detrimental to PHA negotiations. C. Andrews announced that the Board would not reconvene in open session at the conclusion of the Executive Session.

Motion by C. Andrews to enter into Executive Session at 6:22pm;

Roll Call:

C. Andrews – yea, D. Fabbri – yea, N. Jacobsen – yea, S. Del Gizzo – yea

Respectfully submitted,

Patrick J. Manning, Recording Secretary