

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
Tuesday, November 19, 2013**

**A regular meeting of the Provincetown Housing Authority was called to order by C. Andrews, Chair, on Tuesday, November 19, 2013 at 5:20 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; Kristin Hatch; Stephen Del Gizzo

**ABSENT:**

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

**1. PUBLIC STATEMENTS:**

None

**2. COMMISSIONERS' STATEMENTS:**

S. Del Gizzo stated he appreciated tour of PHA properties. S. Del Gizzo asked if there would be a follow up discussion regarding the tour. Board discussed scheduling a follow up at the next Board meeting in January. E.D. to develop a property list form to be utilized by Board members to provide comments regarding the units toured. K Hatch thanked the tenants that made their homes available for the Board to tour. N. Jacobsen asked about the exterior storm door that a tenant is requesting to be replaced. E.D. informed the Board the replacement was included in the scope for the renovations for that unit. Board requested E.D. explore replacing the door prior to the renovations.

**3. FRIENDS OF MAUSHOPE:**

The Articles of Incorporating were approved and are to be reviewed by S. Roderick and then submitted with the State. The Friends FaceBook page is set up.

**4. FINANCIAL REPORT:**

E.D. presented the October 2013. The budget reflects the DHCD approved 6% increase. Board postponed discussion on pay raises. Board discussed evaluating

E.D. prior to discussion of pay increases. Pay raises and E.D. evaluation to be scheduled at the January Board meeting.

Motion by D. Fabbri to approve the October 2013 financial report,  
seconded by S. Del Gizzo

**VOTED: 5-0-0**

**5. APPROVAL OF MINUTES:**

N. Jacobsen motioned to approve the minutes of October 30, 2013 Regular Meeting as amended, seconded D. Fabbri;

**VOTED: 5-0-0**

K. Hatch motioned to approve the minutes of the November 17, 2013 Special Meeting as amended, seconded N. Jacobsen

**VOTED: 5-0-0**

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

**A. DHCD:**

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

E.D. presented to the Board a contract amendment to the Formula Funding from DHCD that incorporates the additional \$7,000.00 for pre-construction design work as well as the HLAPP contract.

K. Hatch motioned to approve the Formula Funding contract amendment to include the \$7,000.00 pre-construction funds and the HLAPP contract, seconded by N. Jacobsen

**VOTED: 5-0-0**

**B. Maushope**

**1. 3 Phase Electric:**

No updated information presented

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

E.D. informed Board that agenda item is too broad. The Board discussed focusing on alternative options to electric heat in case of a power outage.

B. Andrews motioned to change the agenda item to "Heat alternative in case of a power outage, seconded by N. Jacobsen

**VOTED: 5-0-0**

**3. Census:**

24 of 24.

**C. Family**

1. Formula Funding – Kitchens

Awaiting invoices for work so invoices could be submitted to DHCD for Formula Funding reimbursement.

2. Census:

9 of 9.

**D. Foley House**

1. Census: 10 of 10

**7. OLD BUSINESS:**

**A. Community Housing Council:**

K. Hatch reported the CHC is meeting weekly to coordinate the Housing Summit. The Housing Summit is scheduled for January 10, 2014 at the VMCC and will be facilitated by John Ryan. A. Maguire elected the new Chair of the CHC with the resignation of Joe Carleo. N. Jacobsen asked if the CHC had any involvement with the issues at 90 Shank Painter Road. K. Hatch informed the Board that the CHC does not have any involvement. K. Hatch informed the Board that a sound study paid for by the developer CB would not be released by CB.

**C. Community Preservation Committee Report:**

K. Hatch informed the Board that the Provincetown Affordable Housing Specialist submitted a proposal for a Rental Assistance program. K. Hatch reported that the CPA match funds from the State would be increased this year.

**8. NEW BUSINESS:**

**A. Schedule Appreciation – Molly Perdue:**

M. Perdue unable to attend meeting. M. Perdue may be available in December to attend a Board meeting. The Board discussed and approved rescheduling the December 20, 2013 meeting to Tuesday December 17, 2013 at 5:15

**9. APPROVAL of VOUCHERS:**

N. Jacobsen motioned to approve vouchers as presented, seconded by D. Fabbri

**VOTED: 5-0-0**

**11. CLOSING STATEMENTS:**

S. Del Gizzo informed the Board that the USDA grant for the Maushope betterment fee was discussed at the 11/12/13 BOS meeting. E.D. informed the Board that an update to the meeting held on 11/7/13 with the USDA was requested and no response was received. E.D. informed the Board that the new DPW Director had stated that the USDA had no funds available but that the Town was encouraged to apply.

C. Andrews informed the Board that it was time to draft the Annual Town Report. E.D. to send the 2012 Annual Town Report to Board members for review and input for the 2013 Annual Town Report.

Board scheduled the next Board meetings for Tuesday December 17, 2013 @ 5:15pm

D.Fabbri motioned to adjourn at 6:36

Respectfully submitted,  
Patrick J. Manning, Recording Secretary