

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
Wednesday, January 28, 2014**

**A regular meeting of the Provincetown Housing Authority was called to order by C. Andrews, Chair, on Wednesday, January 28, 2014 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; Michelle Jarusiewicz, Provincetown Grant Administrator/Affordable Housing Specialist; Molly Perdue

**1. LETTER OF APPRICIATION: DR. MOLLY PERDUE**

C. Andrews, Board Chair presented a Letter and Certificate of appreciation to Dr. Molly Perdue for her services to the Provincetown Housing Authority

**2. REQUEST FROM TOWN OF PROVINCETOWN FOR LETTER OF SUPPORT:  
COMMUNITY DEVELOPMENT BLOCK GRANT-MAUSHOPE SEWER  
HOOK-UP & POTENTIAL EXPANSION:**

Michelle Jarusiewicz presented to the Board a requested for a letter of support for the Town's CDBG application. The CDBG application is requesting \$800,000. in funds for the sewer hook-up for Maushope and planning funds for the potential expansion of Maushope. CDBG funds have been used previously for the Maushope elevator. CDBG funds target activities for low & moderate income groups. The application for Maushope has 2 components, sewer hook-up & expansion planning. The application is due February 14, 2014. The sewer hook-up will cover all cost associated with a sewer hook-up; sewer piping, betterment cost, connection from Maushope to street, decommissioning, back flow preventor and filling old septic tanks. The BOS will hold a Public hearing on the CDBG application on February 10, 2014 @ 6p.

D. Fabbri motioned to support a Massachusetts Community Development Block Grant application for a sewer connection and all ancillary costs for that hook-up to the Maushope property and for planning funds for future Provincetown Housing Authority expansion and to provide a letter of support, seconded by N. Jacobsen

**VOTED: 5-0-0**

**3. PUBLIC STATEMENTS:**

None

**4. COMMISSIONERS' STATEMENTS:**

None

**5. FRIENDS OF MAUSHOPE:**

The Articles of Incorporation were submitted but returned for additional info. The additional info was provided and the Articles of Incorporation re-submitted. Next meeting scheduled for Sat 2/8/14 @ 10:30a

**6. FINANCIAL REPORT:**

E.D. presented the December 2013 financials.

Motion by N. Jacobsen to approve the December 2013 financial report, seconded by K. Hatch

**VOTED: 5-0-0**

**7. APPROVAL OF MINUTES:**

N. Jacobsen motioned to approve the minutes of December 17, 2013 Regular, seconded D. Fabbri;

**VOTED: 5-0-0**

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

**A. DHCD:**

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

DHCD Project Manager and Architect were on-site 1/21 to review the scope of work. Architect to submit final drawings to DHCD & PHA for approval.

## **B. Maushope**

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

No updated information presented

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

E.D. informed Board that propane heat/air units would require electricity and the HVAC person has recommending exploring a larger generator.

**VOTED: 5-0-0**

### **3. Census:**

24 of 24.

## **C. Family**

### **1. Formula Funding – Kitchens**

DHCD Project Manager and Architect where on-site 1/21 to review the scope of work. Architect to submit final drawings to DHCD & PHA for approval.

### **2. Census:**

9 of 9.

## **D. Foley House**

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

## **9. OLD BUSINESS:**

### **A. Community Housing Council:**

K. Hatch reported the CHC is meeting weekly to focus on 3 Warrant Articles for the Annual Town Meeting; a voucher program, "little" fix it program & the Housing Specialist office.

### **B. Community Preservation Committee Report:**

K. Hatch informed the Board that the CPC is recommending a change in the CPA funding to 60% affordable housing, 10 recreation, 10% historic and 20% uncommitted.

## **10. NEW BUSINESS:**

### **A. Review: Housing Summit:**

K. Hatch thanks Board and staff that attended summit. N. Jacobsen informed the Board that the summit was very informative and productive. K. Hatch informed the Board that there is a follow up on the Housing Summit on February 28<sup>th</sup>. A

few topics discussed; the success that Martha's Vineyard has had with funding and crating affordable housing, partnership with second homeowners, creating a program to match seniors who need assistance with people in need of housing who could provide the assistance needed.

**B. E.D. Evaluation Discussion:**

Postponed to next board meeting.

**C. FY2014 Staffing Budget Approval:**

E.D requested the Board approve a 2% pay increase for D. Ketchum, Secretary/Clerk. The 2% was in the FY2014 budget that the Board approved at the October Board Meeting.

Motion by S. Del Gizzo to approve a 2% pay increase for D. Ketchum, Secretary/Clerk, seconded by N. Jacobsen

**VOTED: 5-0-0**

**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 he would not be taking out papers to continue to serve on the Board.

K. Hatch informed the Board that P-TV will be doing a series on Housing and requested that Board members and staff be willing to be interviewed and provide input. K. Hatch asked if the names &/or addresses of PHA properties could be made public. E.D. informed that they could not with out permission. E.D. will draft a letter to tenants requesting their participation with P-TV's housing series.

Board scheduled the next Board meetings for Wednesday February 26, 2014 @ 5:15pm

D.Fabbri motioned to adjourn at 7:10

Respectfully submitted,  
Patrick J. Manning, Recording Secretary