

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
TUESDAY, APRIL 1, 2014**

**A regular meeting of the Provincetown Housing Authority was called to order by D. Fabbri, Vice-Chair, on Tuesday, April 1, 2014 at 5:17 pm in the Maushope Common Room at 44 Harry Kemp Way. C. Andrews, Chair requested D. Fabbri, Vice Chair, chair the meeting since C. Andrews has submitted her resignation effective May election day.**

**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:**

Jennifer Germack introduced herself to the Board, she is running for the 1 year seat on the Board

**2. COMMISSIONERS STATEMENTS:**

K. Hatch informed the Board that there is an 8 unit building for sale on Conwell Street the she and several others have scheduled to view; Michelle Jarusiewicz, Affordable Housing Specialist; Gloria McPherson, Town Planner; Erik Yingling & Tom Donegan, BOS; Ted Malone, CHR & Robert O'Malley, Realtor. The group will attempt to evaluate if the property could be purchased and rehabbed for affordable housing. The units at this time are all occupied.

**3. FRIENDS OF MAUSHOPE:**

The State has not responded to the submission of The Articles of Incorporation. The Friends of Maushope have scheduled an Open House at Maushope for Sunday May 18, 2014. The Banner will have an article regarding the Friends prior to the Open House. A sub-committee to work on the 501C3 application will meet on 4/12 and the Friends next meeting is 4/19.

#### **4. FINANCIAL REPORT:**

E.D. presented the February 2014 financials.

Motion by K. Hatch to approve the February 2014 financial report,  
seconded by N. Jacobsen

**VOTED: 5-0-0**

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

K. Hatch motioned to approve the minutes of February 26, 2014 as amended, seconded  
by N. Jacobsen;

**VOTED: 5-0-0**

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

##### **A. DHCD:**

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

Lead and asbestos testing of the 2 units covered by the HLAPP have been completed, awaiting report.

##### **B. Maushope**

##### **1. Septic Maintenance/Repair:**

E.D. informed the Board that the Maushope septic system needed a pipe replace, the work was completed at a cost of \$7,800.00 E.D. discussed with the Board options to fund the repair; AHTF funds for all or partial, or submit for Formula Funding Emergency funding to DHDC. Board requested E.D explore emergency funding from Formula Funding.

##### **2. 3 Phase Electric:**

No updated information presented

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

E.D. exploring the capacity and cost of a larger generator.

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

24 of 24.

##### **C. Family**

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

Asbestos testing of the 4 units being renovated with Formula Funding completed, awaiting report.

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

9 of 9.

##### **D. Foley House**

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

## 7. OLD BUSINESS:

### A. Community Housing Council Report:

K. Hatch informed the Board the CHC is meeting weekly regarding several articles for Town Meeting. CHC met with a representative from Habitat for Humanity regarding possible work in Provincetown. The CHC met with a representative of SSP and several residents regarding changes to fees charged for the 9 Affordable units at SSP. CHC met with Officer Lopes regarding the No Place for Hate Committee.

### B. Community Preservation Committee Report:

K. Hatch informed the Board the CPC voted unanimous for all the CPC proposals except to change the CPA split. The CHC voted 7-1-1 not to change the CPA split.

## 8. NEW BUSINESS:

### A. 2014 Town Warrant Review:

The Articles the Board discussed and voted on Town Warrant Articles:

Annual Town Meeting Article 10-1-B: \$55,000.00 for Community Housing;

Motion by N. Jacobsen to recommend, seconded by C. Andrews

**Voted to Recommend 5-0-0**

Annual Town Meeting Article 10-2-A: \$237,300.00 for Affordable Housing Dept Service;

Motion by C. Andrews to recommend, seconded by K. Hatch

**Voted to Recommend 5-0-0**

Annual Town Meeting Article 10-3-A: \$67,475.00 for Community Housing Office, Housing Specialist;

Motion by C. Andrews to recommend, seconded by K. Hatch

**Voted to Recommend 5-0-0**

Annual Town Meeting Article 10-3-G: \$30,000.00 for Provincetown "Little Fix" Program;

Motion by K. Hatch to recommend, seconded by C. Andrews

**Voted to Recommend 5-0-0**

Annual Town Meeting Article 10-3-H: \$180,000.00 for Provincetown Local Housing Voucher Program;

Motion to recommend by K. Hatch, seconded by C. Andrews

**Voted to Recommend 5-0-0**

Annual Town Meeting Article 21: General By-Law Amendment: Community Preservation By-Law;

Motion to recommend by C. Andrews, seconded by N. Jacobsen

**Voted to Recommend 5-0-0**

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

The Board review E.D. evaluations. Board set 2014 goals: develop plan for back up power during power outage; develop plan for future land use by PHA; assist the Town with the CDBG if awarded.

The Board discussed a pay raise of 2% for the ED. The Board and DHCD have approved a 2% raise in the FY2014 budget that began October 1, 2013.

Motion by K. Hatch to approve a 2% pay raise for the ED effective October 1, 2013, seconded by N. Jacobsen

**VOTED: 5-0-0**

**9. APPROVAL of VOUCHERS:**

C. Andrews motioned to approve vouchers as presented, seconded by K. Hatch

**VOTED: 5-0-0**

**11. CLOSING STATEMENTS:**

C. Andrews recommended the Board and ED develop a template to evaluate any potential properties that might come on the market for sale to assess if appropriate for affordable housing.

Board scheduled the next Board meetings for Wednesday April 30, 2014 @ 5:15pm

K. Hatch motioned to adjourn at 6:55

Respectfully submitted,  
Patrick J. Manning, Recording Secretary