

**REGULAR MEETING MINUTES  
PROVINCETOWN HOUSING AUTHORITY  
MONDAY, MARCH 28, 2016**

**A regular meeting of the Provincetown Housing Authority was called to order by E. Anderson on Monday March 28, 2016 at 4:00pm in the Maushope Common Room at 44 Harry Kemp Way, Provincetown.**

**Provincetown Housing Authority Board of Commissioners:**

**PRESENT:** Nancy Jacobsen, State Appointee; E. Anderson; J. Germack

**ABSENT:** D. Fabbri, Chair, (excused) K. Hatch, Vice-chair (excused)

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

Michelle Jarusiewicz, Provincetown Affordable Housing Specialist

Robert O' Malley, Beachfront Realty

**1. PUBLIC STATEMENTS:**

Michelle Jarusiewicz informed the Board that the Town Manager, with staff have developed a draft "Housing Playbook". The Playbook assesses, reviews and recommends housing issues for Provincetown. M. Jarusiewicz is attending numerous Housing Boards, Committees and related housing groups to present the draft and request review and input from those groups. The purpose is to: list accomplished task; identify current affordable, Community, Market and leased housing units, list of accruals, identify financial resources.

G. Johnstone, Friends of Maushope thanked M. Jarusiewicz for joining the FofM. G.

Johnstone informed the Board that the FofM will begin a membership drive and invite people to the next FofM meeting on the 3<sup>rd</sup> Saturday of the month. G.

Johnstone, informed the Board that the FofM will be developing a Welcome business card and asked the Board to contact her with ideas and suggestions.

**2. COMMISSIONERS STATEMENTS:**

J. Germack thanked G. Johnstone for the FofM having a table at the Year Rounders Festival.

N. Jacobsen informed the Board of a Cape Cod times article that Truro H.A. is acquiring land to create affordable housing.

E. Anderson updated the board on the Visioning Workshop she attending that included housing.

1. J. Germack motioned to take agenda items 5 and 9 out of order, seconded by N. Jacobsen  
**VOTED 3-0-0**

**5. PROVINCETOWN HOUSING AUTHORITY EXPANSION:**

The Board discussed the expansion of the Provincetown housing authority that a grant for \$60,000.00, was submitted to the CPC. M. Jarusiewicz recommended the Board submit a letter to MHP asking for Technical Assistance. The Board agreed. J. Germack motioned to instruct the E.D. To submit a letter to MHP requesting Technical Assistance, seconded by E. Anderson; **VOTED: 3-0-0**  
E.D. will contact L. Schufelt at MHP regarding submitting the letter. The Board discussed involving Provincetown 365. E. D. to contact W., Rogers, Engineer regarding site and septic planning.

**9. NEW BUSINESS:**

**A. New Boston Ventures: 26 Alden Street:**

E.D. informed the Board that new Boston Ventures has contacted the Housing Authority regarding the purchase of 3 affordable units at 26 Alden Street. The 3 units are 80% AMI and already leased up. The units are \$15,000.00, each, total of \$45,000.00. M. Jarusiewicz informed the Board that the 3 units where originally to be purchased by the Lower Cape Partnership and that a lottery was already held and 3 tenants selected. A waiting list does exist that the Housing Authority would have to assume. R. O' Malley informed the Board that New Boston Ventures requested he attend the Board meeting to answer questions. E. Anderson asked why the original sale not proceeding forward. R. O'Malley informed the Board there was a title issue that the lenders would not accept. R. O'Malley informed the Board that several market rate units at 26 Alden Street have closed without any lender issues. The E.D. informed the Board that the units would be exempt from property taxes and be added to the PILOT tax program. M. Jarusiewicz suggested the 3 units may be exempt from property taxes and the PILOT tax program due to Provincetown's affordable housing tax exemption program.

N. Jacobsen motioned to take Agenda item 6 out of order, seconded by E. Anderson;  
**VOTED: 3-0-0**

**6. PROVINCETOWN ANNUAL TOWN MEETING MWARRENT:**

The Board reviewed and discussed the Warrant. The Articles the Board discussed and voted:

**7. Special Town Meeting:**

**Article 7:** Acquisition 48 Winslow Street. **Voted to Recommend: 3-0-0**

**Annual Town Meeting:**

**Article 6:** Creation of Year-Round Market Rate Rental Housing Trust – A Home Rule Petition: **Voted to Recommend 3-0-0**

**Annual Town Meeting Article 17-1-B:** \$339,711.00 for Community Housing; **Voted to Recommend 3-0-0**

**Annual Town Meeting Article 17-2-A:** \$224,550.00 for Community Housing Debt Service: **Voted to Recommend 3-0-0**

**Annual Town Meeting Article 17-3-D:** \$60,000.00 for Housing Authority for Expansion, Planning and design at Maushope Property;

**Voted to Recommend 3-0-0**

**Annual Town Meeting Article 17-3-E:** Community Housing Office.

**Voted to Recommend 3-0-0**

**Annual Town Meeting Article 33: Funding for Year-Round Rental Housing.**

**Voted to Recommend: 3-0-0**

**3. FINANCIAL REPORT:**

E.D. presented the January 31, 201 and February 29, 2016 Financial Report.

N. Jacobsen motioned to accept the January 31, 2016 and February 29, 2016 Financial Report, seconded by E. Anderson

**VOTED: 3-0-0**

**4. APPROVAL of MINUTES:**

E. Anderson motioned to approve the minutes of the Regular Meeting of January 29, 2016 seconded by N. Jacobsen

**VOTED: 3-0-0**

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

**A. DHCD:**

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

E.D. updated the Board that the Certificate of Completion was submitted to DHCD. DHCD will process and submit for final Formula funding reimbursement

**B. Maushope**

**1. Solar Energy Options:**

E.D. informed the Board that D., Gardner, Assistant Town Manager is the Town's contact for Solar Energy.

**2. Heat Alternatives in Case of Power Outage:**

E.D. obtain quotes for heat/air units.

**3. Non-Smoking Building:**

E.D. to schedule initial meeting for tenants with state program in the spring, early summer.

**4.Census:**

24 of 24.

**C. Family**

**1. Formula Funding – Kitchen/Baths:**

Project completed

**2. Census:**

9 of 9.

**D. Foley House**

**1. Door Entry System:**

Electrician has identified a system that will utilize resident's phones, a considerable cost savings than installing individual doorbells.

**2. Census:**

10of 10

**9. OLD BUSINESS:**

**A. Community Housing Council Report:**

E. Anderson informed the Board that she was appointed to the CHC. E. Anderson informed the Board that the CHCX had meet and voted on Annual Town Meeting Warrant Articles.

**B. Community Preservation Committee Report:**

no report

**C. Contract: Executive Director:**

Agenda item postponed

**10. APPROVAL of VOUCHERS:**

N. Jacobsen motioned to approve vouchers as presented, seconded by J. Germack

**VOTED: 3-0-0**

**11. CLOSING STATEMENTS:**

J. Germack stated she was glad to be back and able to attend Board meetings

Board scheduled next Regular Meeting for Monday April 25, 2016 at 4:00pm

E. Anderson motion to adjourn at 6:12pm

Respectfully submitted,

Patrick J. Manning, Recording Secretary