

**REGULAR MEETING MINUTES
PROVINCETOWN HOUSING AUTHORITY
WENESDAY FEBRU7ARY 22, 2017**

A regular meeting of the Provincetown Housing Authority was called to order by K. Hatch, Chair on Wednesday February 22, 2017 at 5:15pm in the Maushope Common Room at 44 Harry Kemp Way, Provincetown.

Provincetown Housing Authority Board of Commissioners:

PRESENT: K., Hatch, Chair; Nancy Jacobsen, State Appointee; J. Germack; C. Parris

ABSENT: E. Anderson; (excused)

OTHERS PRESENT: Patrick J. Manning, Executive Director

1. PUBLIC STATEMENTS:

None

2. COMMISSIONERS STATEMENTS:

K. Hatch informed the Board that she invited Michelle Jarusiewicz to attend the Board meeting regarding the Expansion of Maushope, unsure if she will attend.

3. FINANCIAL REPORT:

E.D. presented the January financial report. E.D informed the board that the Reserves are low due to outstanding reimbursement due from DHCD and the Town's Affordable Housing Trust Fund. E.D. informed the Board that Contracted maintenance line over budget due to increased need for plumbing and electrical work. Prior maintenance person was a licensed plumber reducing the cost of these services to PHA. The budget line will be increased the next budget round.

motion by J. Germack to approve the January 2017 Financial Report,
seconded by C. Parris

VOTED: 4-0-0

4. APPROVAL OF MINUTES:

The Board reviewed the minutes from January 25, 2017 Regular Meeting;

motion by J. Germack to approve the January 25, 2017 Regular Meeting minutes with corrections, seconded by N. Jacobsen;

VOTED: 4-0-0

5. 26 ALDEN STREET:

E.D. informed the Board that two of the three tenants at 26 Alden Street have rental subsidies with HAC and new lease documents to be sent to PHA from HAC. Unit #2 and #3 have door issues that are covered by the builder's warranty. Unit #4 needs to be accessed by builders contractor for a warranty issue, insulation into the ceiling.

6. PROVINCETOWN HOUSING AUTHORITY EXPANSION:

K. Hatch informed the Board that Laura Schufelt from MHP is scheduled to be at PHA on Friday March 10th regarding developing a time line and plan for the Expansion of Maushope

7. EXECUTIVE DIRECTORS REPORT:

A. DHCD:

1. Regional Capital Assistance Team:

E.D. informed the Board that RCAT contract with the Taunton Housing Authority has been signed.

2. EXECUTIVE DIRECTOR WAIVER:

E.D. informed the Board that the documentation required by DHCD regarding a waiver of the Conflict of Interest has been submitted. The waiver request for a Board member to act as Interim E.D. to replace current E.D. who is out on medical leave.

B. Maushope

1. Heat Alternatives in Case of Power Outage:

E.D. to follow up on an exemption to DHCD only considering Housing Authorities will 100 plus units.

2 Non-Smoking Building:

Initial meeting for tenants with state program to be scheduled.

3. 3.Tenant Termination:

E.D. informed the Board that PHA will be pursuing lease terminations with 2 elderly tenants

4. Census:

24 of 24.

C. Family:

1. Property Landscaping:

The landscaping to be scheduled in the Spring

3. Census:

9 of 9

D. Foley House:

1. Mortgage:

E.D. provided the Board with the Foley House mortgage and sewer betterment information requested: mortgage = \$47,136.26 @ 4.6% interest; sewer betterment = \$17,195.20, @ 2.4% interest.

4. Census:

10 of 10

7. OLD BUSINESS:

A. Community Housing Council Report:

K. Hatch provided report. The CHC has requested that the \$20,000.00 annually granted to the Homeless Prevention Program from CPA funds be funded by the Town's Human Services grant program.

B. Community Preservation Committee Report:

K. Hatch provided a report. The CPC completed this year's grant cycle. The CPC approved: \$50,000 for Pathway to Ownership; \$122,000 for the Housing Office, the CPC has recommended 50% of the Housing Office be funded by the Town budget and if passes at Town Meeting then only ½ of the \$122,000 will be funded by the CPA; \$50,000 to re-Paint the old Community Center; \$50,000 for housing for Autistic persons in Orleans; \$17,000 for bike racks.

3. State Appointee Position:

E.D. informed the Board that all the documentation for Fran Coco to replace Nancy Jaccobsen as the State Appointee on the Board has been submitted to the Governor's office and DHCD.

8. NEW BUSINESS:

1. K. Hatch informed the Board that an Article will be on the Town Warrant by Barbara Rushmore regarding a fire Escape. E.D. informed the Board that when Barbara Rushmore presented this idea at a Maushope Tenant's Association meeting

several years ago the tenants rejected the idea for safety reasons. Additionally, the Fire Chief has informed the tenants that the Maushope building is very safe regarding fire safety with the Sprinkler system installed after the 1996 fire. The Board recommended a survey of the tenants. The survey will be done within a week by K. Hatch and J. Germack

2. Town Clerk, D. Johnstone has informed PHA that DHCD will be implementing a new Board position, a tenant elected by tenants. The policy and guidelines have not been released as of yet. The Elections Commission is therefore eliminating 1 Town elected PHA Board position. The 2 terms that would currently be up for election will not appear on the Town election ballot. The 2 position may be left vacant till DHCD releases the new policy and guidelines. E.D. has asked Town Clerk to clarify since C. Parris was appointed to the Board as a tenant representative.

9. APPROVAL of VOUCHERS:

C., Parris motioned to approve vouchers as presented, seconded by
N. Jacobsen

VOTED: 4-0-0

10. CLOSING STATEMENTS:

None

Board scheduled next Regular Meeting for Wednesday March 22, 2017 at 5:15pm

C. Parris motion to adjourn at 7:05pm

Respectfully submitted,

Patrick J. Manning, Recording Secretary