

**MINUTES OF A REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
WEDNESDAY, July 26, 2017**

A regular meeting of the Provincetown Housing Authority was held on Wednesday, July 28, 2017 at Maushope Common Room, 44 Harry Kemp Way, Provincetown, MA. Meeting was called to order at 5:15 p.m. by Chair Elaine Anderson.

BOARD MEMBERS PRESENT: Elaine Anderson, Nancy Jacobsen, Jen Germack, Charlene Parris

ABSENT: None

OTHERS PRESENT: Barbara Thurston, Interim Executive Director

PUBLIC STATEMENTS: None

COMMISSIONERS STATEMENTS:

Ms. Jacobsen mentioned an article in the CC Times regarding groundbreaking for affordable housing at Canal Bluffs in Bourne. Funding from several sources including MHP.

FINANCIAL REPORT: Ms. Thurston informed the Board that the accountant was not able to complete financial reports for May due to a broken foot and vacation. She will provide that information next month.

APPROVAL OF MINUTES:

Motion by Ms. Germack to approve the minutes of June 28, 2017. Motion seconded by Ms. Jacobsen. Unanimous vote

Ms. Germack made a motion to go out of order for votes on re-organization of the Board. Motion seconded by Ms. Jacobsen. Unanimous vote

Ms. Jacobsen moved to appoint Elaine Anderson as Chairman. Motion seconded by Ms. Germack. Roll call vote ayes= 4, nays = 0. Unanimous vote.

Ms Jacobsen moved to appoint Ms. Germack for Vice Chairman. Motion seconded by Ms. Parris. Roll call vote ayes = 4, nays = 0. Unanimous vote

Ms. Jacobsen moved to appoint Ms. Parris to Treasurer. Motion seconded by Ms. Germack. Roll call vote ayes = 4, Nays = 0. Unanimous vote.

OTHER BUSINESS:

Ms. Anderson stated that the Housing Specialist suggested to wait for the new Executive Director to move forward with the expansion.

Ms. Thurston updated the Board regarding two evictions. She went to court with Attorney Grace and obtain judgements for possession on both tenants.

The Board discussed the appointment of the State appointee. We have heard nothing. Ms. Thurston will look into it.

APPROVAL OF VOUCHERS:

Motion by Ms. Germack to approve all vouchers. Motion seconded by Ms. Jacobsen. Unanimous vote

EXECUTIVE DIRECTOR REPORT:

Ms. Thurston discussed Capital Improvement Plan (CIP) that is a list of all open construction projects with DHCD. She will provide a copy for the Board at the next meeting.

Ms. Thurston informed the Board that unit # 3 Alden St. passed the re-inspection

Ms. Thurston provided the Board with a copy of the ad for the maintenance position that will become vacant as of July 31, 2017. The current maintenance employee has taken on a new job and will not be able to work during the required hours of operation.

Ms. Thurston informed the Board that Unit #23 is vacant and a current tenant will be transferring to that unit.

Ms. Thurston provided the Board with the Capital Improvement Plan showing all projects that are active.

Ms. Thurston informed the Board of the Meet & Greet that was held on 7/3/17. Nine tenants attended and she had an opportunity to hear their concerns.

Ms. Thurston informed the Board that she was invited to attend the Friends of Maushope meeting on July 24th.

Ms. Thurston informed the Board that she is having difficulty find a computer tech. The computer keeps freezing up.

Ms. Thurston provided the Board with notification from DHCD that the budget has been approved.

Ms. Thurston provided the board with training information that is coming up. Leo Dower in September and Board Certification training.

Ms. Thurston provided the Board with her time sheets.

The next Regular Meeting is scheduled for Wednesday, August 23, 2017 at 5:15 p.m.

Motion by Ms. Germack to adjourn at 6:05 p.m. Motion seconded by Ms. Jabobsen

Respectfully Submitted,



Barbara Thurston

Interim Executive Director