

# Minutes of a meeting of the Provincetown Housing Authority Board of Commissioners

Approved on 04/25/2018 KH, NJ 5-0-0

The PROVINCETOWN HOUSING AUTHORITY held on  
**Wednesday, March 28, 2018 beginning at 5:15** in  
the Common Room, located at 44 Harry Kemp Way,  
Provincetown, Massachusetts, 02657

The meeting was called to order at 5:15, Commissioners Elaine Anderson, Charlene Parris, Frances Coco, Keith Hunt and Nancy Jacobsen were present. Others present, Michelle Jaurusiewicz, Provincetown Housing Specialist and Nancy Swanson, tenant.

## AGENDA

- 1. PUBLIC STATEMENTS - Ms Swanson** stated the need for a larger generator to serve the elevator and heat in the event of a power outage. She also suggested that we explore a solar powered generator. She also stated the back door continues to be left open. She also has concerns about the usage of the sheds by the tenants and Staff, Her feeling is the staff is utilizing space that should be the tenants, a discussion followed.
- 2. COMMISSIONERS STATEMENTS - Ms Anderson** - We are still waiting for DHCD decision on ED hiring. There has been no decision yet, working to get answer. She is making frequent calls, which are not being returned. She has spoke with Rep Peak's office to ask for assistance.
- 3. APPROVAL OF MINUTES (Jan/Feb)** - January's were approved as presented with Ms Coco abstaining. February's were approved unanimously with all commissioners voting.
- 4. EXECUTIVE DIRECTOR'S REPORT**

### A. DEPT. OF HOUSING & COMMUNITY DEVELOPMENT

- 1. Summary report of PMR by DHCD on 2/2/18 - forwarded email to Commissioners** - The report was distributed to the commissioners via email, DHCD put us in touch with their staff to facilitate the repair of unit 38. Copies of the email are included with these minutes.
- 2. Town inspection on Aunt Sukey Way and Health and Safety inspection- no health and safety findings** - The Cited unit 42A Aunt Sukey Way, town took pictures. no violations noted, outside is still an issue
- 3. status of Executive Director hiring process with DHCD as of 3/13/18** - This issue was covered in the commissioners comments. New ED will need to do the recertification.
- 4. CIP revision update - State approval to rehab Maushope Room 38** - This project is being handled DHCD as well as revisions to the CIP.
- 5. Foley House - work update on two vacant rooms.** - The damaged room has been repainted but still needs repairs. The other vacant room will be ready in early April. This location has a negative cash flow, the board need to work to rethink/review the project.
- 6. Foley House sprinkler heads - report referred to Pat Grace** - The sprinkler heads need replacement, we need to research a solution, they were subject to an annual inspection which should have flagged this. We need to work with the inspection company to devise a solution.

**7. Power outage finding - elevator off grid. Needs to be on grid.** - The phones can not dial out in the event of a power failure. The elevator is not on the generator.

**8. Foley House inspections scheduled - April 30** - this is an annual inspection conducted by 5 point associates.

**B. Maushope—Census 23/24 (unit rehab approved)** - We do not have a timeline for the renovation of unit 38.

**C. Family—Census 9/9**

**D. Foley House—Census 8/10 (units being painted; one unit is being rehabbed)**

**1. We have a pending tenant with a voucher to move into one room at Foley House. HOWEVER *Executive Director* must execute the lease.**

**E. Grace Goveia —3/3**

## **5. NEW BUSINESS**

**A. Friends of Maushope - future fund raiser? Fran** - Looking for more people to be involved and restart this group.

- **B. Side door** - This is a security issue, no tenants have keys, as a result it may get propped open. Elaine will work on a security policy regarding tenant keys
- **C. Financial statements**, Jenna will attend to help set up budgets.

## **6. APPROVAL OF VOUCHERS**

**A. DHCD wants ED advertising bills, second search, paid by PHA, then JENNA can get the money from DHCD in the usual process they use for these reimbursements.**

**B. Monthly invoices for Alden St Condos are appearing on our emails as are Conwell Lumber and Marine Supplies.**

**7. CLOSING STATEMENT** - There were no closing statements

The meeting adjourned at 6:35.