

Minutes of the Provincetown Housing Authority Meeting
held on May 28, 2019

Commissioners present: Elaine Anderson, Keith Hunt & Fran Coco
Commissioner absent: Charlene Parris
Staff present: Kristin Hatch, Executive Director
Others present: None

Meeting called to order at 5:16 pm by Chair Anderson.

There were no Public Statements or Commissioners' Statements.

Motion by Mr. Hunt & second by Ms. Coco to approve the minutes of the May 13, 2019 meeting. Approved 3-0-0.

Chair's Report

1. There is a meeting tomorrow with the attorney representing MassNAHRO (MA Chapter of the National Association of Housing & Redevelopment Officials) in regards to contracts for Executive Director of Local Housing Authorities & Ms. Hatch will attend.
2. Mary of Dept. of Housing & Community Development (DHCD) would like a spreadsheet from Ms. Hatch of the hours (paid & unpaid) that she spends on the job.

Executive Director's Report

1. Financial Report
 - a. Rent roll is going up because some rents are increasing due to recertifications
 - b. Update on capital projects: Maushope: The lighting project is done. Pearl St: Two contractors have been out there already & Paul Kelly, architect, will be giving input regarding scope of work, etc. Property may need to be surveyed, so Ms. Hatch will ask DHCD if they can pay for this. Ms. Hatch is trying to see if a shed can be installed as part of the septic or porch project. Aunt Sukey's Way: In process of getting bids for walkway & landscaping work.
2. Property Report
Census is 24 of 24 for Maushope, 9 of 9 for Family, 10 of 10 for Foley House & 3 of 3 for Gouveia Building.

Minutes of the Provincetown Housing Authority Meeting
held on May 28, 2019 (Page 2)

Other Business:

1. Housing Authority Board of Commissioners vacancies: Ms. Hatch stated that Donna Szeker is willing to be a write-in candidate for the elected position & that the tenant representative must be voted by the Tenants Association & Ms. Anderson stated that Sandy Wilson might be willing to apply to be the state representative. Ms. Anderson will contact the Town Clerk for information on election requirements for write-in candidates & if the Board of Selectmen can appoint a state representative in the absence of an appointment by the Governor.
2. Foley House cash flow deficit: Various solutions were proposed to erase the deficit including the use of rent vouchers (2 of the tenants have them per Ms. Hatch), fundraisers, soliciting funds from donors, grants & hiring a consultant. Several ways were discussed as to how to pay for the consultant, e.g., applying for a Community Preservation Act (CPA) grant & possible assistance from the MA Housing Partnership. Mr. Hunt will call Laura Shufelt of the Partnership & Michelle Jarusiewicz, the Town's Community Housing Specialist, for ideas.
3. Executive Director hours: Ms. Hatch stated that the E.D. hours were 24 weekly but were reduced to 16 weekly when she was hired even though there was no decrease in the number of PHA units. She informed the Board that an increase in the E.D.'s hours at the Wareham Housing Authority was recently approved.

New Business: Per Ms. Hatch, the sprinkler heads at the Foley House were recalled but the recall period has expired. The estimate to replace them is \$7300, so she will be applying for a \$10,000 grant from the Affordable Housing Trust to pay for them.

Motion by Ms. Coco & second by Mr. Hunt to approve vouchers. Vote 3-0-0.

There were no Closing Statements. The next Housing Authority meetings are scheduled for June 10th & June 24th, both at 5:15pm.

Motion to adjourn meeting at 7:06 pm made by Mr. Hunt, seconded by Ms. Coco & voted 3-0-0.