

Minutes of the Provincetown Housing Authority (PHA) Meeting
held on November 4, 2019

Commissioners present: Keith Hunt, Charlene Parris, Fran Coco & Donna Szeker
Commissioner absent: None
Staff present: Kristin Hatch, Executive Director (ED)
Others present: Jenna Milne, CPA

Meeting called to order at 5:30 p.m. by Chair Hunt.

There were no Public Statements.

There were no Commissioners' Statements.

Motion by Ms. Parris & second by Ms. Coco to approve the minutes of October 28, 2019. Voted 4-0-0 in favor.

There was no Chair's Report.

Executive Directors (ED) Report: Ms. Hatch has been working with Ms. Milne on yearend statement and FY 2020 budget. All PHA units are fully rented.

Other Business:

a. Meeting with accountant

Ms. Milne distributed the Accountant's Compilation Report along with a draft of FY 2020 budget and yearend balance sheets for each program, and reviewed financial information. The Foley House continues to lose money and the current program is not sustainable. She pointed out that ED is working on collection of past due tenants' income and is working on increasing tenant vouchers and rent increases. There was discussion about possibility of increased section 8 vouchers and need to raise funds or take other action moving forward. Fiscal year forms and certifications reviewed and signed by commissioners.

Motion by Ms. Parris & second by Ms. Coco to accept financial statements as amended. Voted 4-0-0 in favor. Ms. Milne reviewed FY 2020 budget. The state has increased the nonutility anual costs by 10%. \$5000 in budget to be used for technology including purchase of a check scanning device. There was discussion about the Salary Calculation Worksheet and ED compensation. Budget approval was postponed pending adjustments.

Motion by Ms. Coco & second by Ms. Parris to approve FY 2019 budget for AHVP program. Voted 4-0-0 in favor.

Approval of vouchers: Motion by Ms. Parris and second by Ms. Coco to approve current vouchers. Voted 4-0-0 in favor.

Motion by Mr. Hunt and second by Ms. Coco to go into Executive Session at 6:45 pm and reconvene the regular meeting in open session following the Executive Session. Vote was by roll call and the Chair declared that an open meeting may have a detrimental effect on the negotiating position of the public body. Voted 4-0-0 in favor.

There were no Closing Statements.

The next meeting is scheduled for November 25, 2019 at 5:30 pm.

Motion to adjourn meeting at 7:35 p.m. made by Ms. Parris & seconded by Ms. Coco. Voted 4-0-0 in favor.