

Minutes of the Provincetown Housing Authority (PHA) Meeting
held on October 28, 2019

Commissioners present: Keith Hunt, Charlene Parris, Fran Coco & Donna Szeker
Commissioner absent: None
Staff present: Kristin Hatch
Others present: None

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

There were no Public Statements.

Commissioners' Statements: Ms. Coco will be going to the Lower Cape Housing Institute program this Wednesday.

Motion by Ms. Coco & second by Ms. Parris to approve the minutes of October 14, 2019. Voted 4-0-0 in favor.

Chair's Report: Mr. Hunt received a response to the letter sent to Mary Farrell, Housing Program Specialist at the Dept. of Housing & Community Development (DHCD) in regards to the ongoing issue of PHA Executive Director's compensation. No change – ED only approved for 16 hours. Discussion about how to move forward to resolve this issue.

Executive Directors (ED) Report: Ms. Hatch is working on Foley House exterior painting project getting rough estimates. She will request 3 quotes from contractors; sample request for proposal (RFP) presented. No need to go through state procurement process. Ms. Hatch described the accounts payable (vendors, landlords) and accounts receivable process and rules and regulations of the state. Ms. Hatch discussed making adjustments to project allocations for payment of vendors. She also provided an explanation of payments from the state. All PHA units are fully rented. Some of the family units are in need of small repairs which will come out of maintenance budget.

Other Business: Ms. Hatch is waiting for a meeting with the Aids Support Group of Cape Cod (ASGCC) to discuss Foley House issues.

There was continued discussion of ED compensation and hours and the need to present a contract soon. It was decided to add this discussion to the November 4, 2019 meeting agenda executive session. Also, on the November 4 agenda will be a meeting with the accountant.

Commissioners presented their visions for the future of the PHA: expansion, collaboration, visibility, representation and internal stability were offered as topics for further discussion and planning.

There was no New Business.

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

There were no Closing Statements.

The next meeting is scheduled for November 4, 2019 at 5:30 pm.

Motion to adjourn meeting at 7:35 p.m. made by Ms. Coco & seconded by Ms. Parris.