

Minutes of the Provincetown Housing Authority (PHA) Meeting
held on November 25, 2019

Commissioners present: Keith Hunt, Charlene Parris, Fran Coco & Donna Szeker (arrived at 5:40 pm)

Commissioner absent: None

Staff present: Kristin Hatch, Executive Director (E.D.)

Others present: None

Meeting called to order at 5:34 pm by Chair Hunt.

There were no Public Statements or Commissioners' Statements.

Motion by Ms. Coco & second by Ms. Parris to approve the minutes of the November 4, 2019, regular meeting with corrections. Voted 4-0-0. Motion by Ms. Coco & second by Ms. Parris to approve the minutes of the November 4, 2019, Executive Session. Voted 4-0-0.

Chair's Report: In response to a 11/11/19 e-mail from Ms. Hatch, Mr. Hunt asked if it was required that the Commissioners take the online Board Member Training again if we have already done it. Ms. Hatch said that the Ethics Training must be done every 2 years but she is not sure about the Board Member Training so will find out & e-mail us that information along with the Training Manual.

Executive Director's Report:

1. Property Report: Occupancy of all units is 100%.
2. The septic excavation at Maushope started on 11/18 & the Pearl St. septic project will start in about 2 weeks & will take about 2 weeks to complete.
3. Ms. Hatch stated that PHA has 2 investment accounts with MA Municipal Depository Trust (MMDT).

Other Business:

1. Ms. Hatch stated that the FY20 Budget is to be submitted with the E.D. contract to the Dept. of Housing & Community Development (DHCD). She suggested that the Board discuss a possible management contract in lieu of an Executive Director at the next meeting. Motion by Mr. Hunt & second by Ms. Parris to approved the FY20 budget reflecting changes including those in the E.D. contract. Voted 4-0-0. Motion by Mr. Hunt & second by Ms. Coco to approve the E.D. contract to reflect the new hours of 18 per week with a health insurance stipend to be funded by the surplus income from the PHA's Grace Gouveia units. Voted 4-0-0.
2. Regarding the Special Town Meeting (STM) article on the VFW site, Mr. Hunt said that the article prohibits housing from being erected on this lot. Motion by Mr. Hunt & second by Ms. Parris that the PHA does not support this STM article. Voted 4-0-0.

Motion by Ms. Coco & second by Ms. Parris to approve the vouchers as presented. Voted 4-0-0.

Closing Statements: Ms. Hatch suggested that "New Business" be added to the Agenda.

The next meeting was scheduled for 12/9/19 at 5:30 pm with the possibility of another meeting on 12/30/19 at 5:30 pm.

Motion by Ms. Parris & second by Mr. Hunt to adjourn the meeting at 7:29 pm.

Respectfully submitted by Frances M. Coco, Commissioner

Approved on December 27, 2019