

Minutes of the Provincetown Housing Authority (PHA) Meeting
held on December 12, 2019

Commissioners present: Keith Hunt, Donna Szeker & Fran Coco

Commissioner absent: Charlene Parris

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

Others present: None

Meeting called to order at 5:36 pm by Chair Hunt.

There were no Public Statements or Commissioners' Statements or Chair's Report.

No minutes were presented for approval.

Executive Director's Report:

1. Property Report: Occupancy of all units is 100%.
2. The Maushope septic project is almost finished, just needs to be sealed & have the fencing removed, and the 40 Pearl St. septic project is due to start next week. The 35B Court St. kitchen renovation will be started soon. PHA will be receiving Sustainability Funds to replace all the toilets at Maushope with low-flow ones.
3. In regards to the vacant lot on Harry Kemp Way for possible PHA expansion, Ms. Hatch said that she met with Bob O'Malley, Real Estate broker & Morgan Clark, Health Dept. Director & Anne Howard, Building Commissioner & Michelle Jarusiewicz, Community Housing Specialist & the Acting Town Planner (name unknown) & Ellen Battaglini, Permit Coordinator. It was determined that there appears to be no problem warranting a MA Endangered Species Act (MESA) review. Ms. Coco asked if we can add to the existing septic system to include the units which may be built on this lot & Ms. Hatch said that she has spoken with Paul McPartland, the Dept. of Housing & Community Development (DHCD) building expert about this. Ms. Hatch also stated that the Community Preservation Act (CPA) application for funds to purchase this lot is due by 12/19/19.

New Business:

1. Motion by Ms. Coco & second by Ms. Szeker to approve the E.D. salary at \$38,093 as determined by the DHCD "Local Housing Authority Executive Director Calculation Worksheet" plus a \$5000 bonus funded from the Grace Gouveia budget. Voted 3-0-0.
2. Motion by Ms. Coco & second by Ms. Szeker to approve the revised FY2020 Budget as prepared by the PHA Accounting firm. Voted 3-0-0.

Other Business:

Per Ms. Hatch, the E.D. contract must be submitted to DHCD by 12/15/19. She suggested that the Commissioners start working on a potential management agreement (DHCD has a template for this) with another Cape Cod Housing Authority because it may take 3 months or more to get DHCD approval of the E.D. contract.

Motion by Ms. Coco & second by Ms. Szeker to approve the vouchers as presented. Voted 3-0-0.

Ms. Hatch had to leave the meeting early but gave the Commissioners a list she had composed of "Urgent Issues Facing the PHA" as follows: Foley House plan; E.D. Contract or Management Agreement, Ongoing Capital Projects, Regulatory Examinations (AUP, PMR, Home Fund); Expansion Plans; DHCD Lawsuit. Three of the issues were then discussed by the Commissioners. It was decided that (1) Ms. Coco would contact Ms. Jarusiewicz for possible assistance with a Request for Proposals to hire a development consultant to create a plan for expansion; (2) Mr. Hunt will call Dan Gates, the new CEO for the AIDS Support Group of Cape Cod re: the Foley House operating deficit; and (3) Mr. Hunt will e-mail the E.D. contract to the other Commissioners so that it can be reviewed & submitted to DHCD.

There were no Closing Statements.

The next meeting was scheduled for 12/27/19 at 10:00 am.

Motion by Ms. Szeker & second by Ms. Coco to adjourn the meeting at 7:30 pm.

Respectfully submitted by Frances M. Coco, Commissioner

Approved on February 24, 2020