

Minutes of the Provincetown Housing Authority (PHA) Meeting
held on December 27, 2019

Commissioners present: Charlene Parris, Donna Szeker, Fran Coco & Keith Hunt (arrived at 11:09 am)

Commissioner absent: None

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

Others present: None

Meeting called to order at 10:15 am by Vice Chair Coco.

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

Motion by Ms. Szeker & second by Ms. Parris to approve the minutes of the November 25, 2019, meeting. Voted 3-0-0.

Executive Director's Report:

1. E.D. Contract: Some information was wrong so needed to be revised but there were no substantive changes so the contract did not need to be re-signed.
2. Discussion took place about Foley House. Ms. Hatch said the insurance for the property & liability through Kaplansky Insurance is approximately \$10K & PHA does not have the funds to pay it. Ms. Szeker questioned the tax on the policies & Ms. Hatch said she would find out about this. Ms. Hatch said she would try to have a meeting with the AIDS Support Group of Cape Cod (ASGCC) about the Foley House financial situation.
3. Ms. Hatch suggested PHA hire someone (contract labor?) to do some of the office work, e.g., entering vouchers.
4. Ms. Hatch stated that the lawsuit against Dept. of Housing & Community Development (DHCD) re: E.D. salaries is going to press on 1/8.
5. Ms. Hatch suggested the PHA meet once a month but have sub-working group meetings with no more than 2 members in between.
6. Occupancy of all PHA units is 100%.

New Business:

1. Projects: Inventory has to be done on equipment (appliances, printer, TV's, etc.); Energy Audit to be done on Court St. & Foley House properties; Kitchen renovation at 35B Court St. is going out to bid, probably in Feb.; Exterior of Foley House will be painted in the Spring using Community Preservation Act (CPA) funds.
2. Paul Richardson is representing PHA pro bono in the proposed purchase of the Harry Kemp Way lot.
3. Ms. Hatch gave each Commissioner a "Performance Evaluation Form" to be completed on her job performance.

Other Business:

1. RFP: Ms. Hatch said she wrote to Laura Shufelt of MA Housing Partnership but she is on vacation.
2. Foley House: Mr. Hunt said that he met briefly with Dan Gates, ASGCC CEO, but he will be away till the beginning of January so will schedule a meeting with him & Paul Goddu, ASGCC CFO & Ms. Hatch & possibly Ms. Parris.
3. Land Purchase: Ms. Hatch said the CPA application for funds to purchase the Harry Kemp Way lot was submitted.
4. Ms. Szeker mentioned the Management Agreement (refer to 12/12/19 PHA meeting minutes) but has not received the information from Mary Farrell of DHCD. Ms. Coco volunteered to work with Ms. Szeker on this.
5. Per Ms. Hatch, the "Performance Management Review" by Mary Farrell of DHCD will take place on 1/30/20.

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

There were no Closing Statements.

The next meeting was scheduled for 1/27/20 at 5:30 pm.

Motion by Ms. Parris & second by Ms. Szeker to adjourn the meeting at 11:32 am.

Respectfully submitted by Frances M. Coco, Commissioner
Approved on February 24, 2020