

Minutes of the Provincetown Housing Authority (PHA) Meeting
held on January 27, 2020

Commissioners present: Charlene Parris, Donna Szeker & Fran Coco

Commissioner absent: None

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

Others present: Bob O'Malley of Beachfront Realty

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

There were no Public Statements or Commissioners' Statements.

No minutes were presented for approval.

Chair's Report: Ms. Coco announced that (1) Keith Hunt resigned from the Housing Authority as of January 23, 2020 & notified the E.D. & the remaining Commissioners by e-mail; and (2) a meeting of a working subgroup of the PHA, attended by Ms. Szeker, Ms. Coco & Ms. Hatch, took place on 1/20/20 to discuss a possible agreement with another Housing Authority to manage PHA properties if that becomes necessary or to investigate contracting with other entities to have the PHA E.D. manage their housing units.

Executive Director's Report:

1. Census is at 100%
2. Purchase & Sale Agreement (P & S) is ready to be signed by PHA for the 46 Harry Kemp Way property.
3. A meeting of a PHA working subgroup (Ms. Szeker, Ms. Coco & Ms. Hatch) with Aids Support Group of Cape Cod staff (Dan Gates, Pres. & CEO & Paul Goddu, CFO) is scheduled for 2/7/20 at 2pm to discuss the financial status of the Foley House.

New Business:

1. Mr. O'Malley presented the proposed P & S for 46 Harry Kemp Way at \$399,750, the purchase price after he voluntarily waived his commission. The contingency provisions are still in the Agreement which is subject to the approval of funding by the Town & of construction of a minimum of 15 affordable housing units. Mr. O'Malley recommends that a property appraisal (has 2 estimates, \$600 & \$850) be done before Town Meeting & that a preliminary hazardous waste inspection under 21E Phase I (has 2 quotes by environmental firms at \$2200) be conducted. Motion by Ms. Szeker, second by Ms. Parris to approve the P & S for 46 Harry Kemp Way with a deposit of \$14,000. Voted 3-0-0. Motion by Ms. Szeker, second by Ms. Parris to approve expenditures for the appraisal & the 21E hazardous waste evaluation from the PHA's CPA grant for expansion. Voted 3-0-0.

Other Business:

1. Projects: Ready to start kitchen renovation at 35B Court St., so motion by Ms. Parris & second by Ms. Szeker to proceed with the project & to authorize Ms. Hatch to sign the contract on behalf of the PHA. Voted 3-0-0. Per Ms. Hatch, DHCD Sustainability Funds will be forthcoming to replace existing toilets with low-flow.
2. Performance Evaluations: Ms. Hatch said she will do these on the other 2 PHA employees.
3. Foley House deficit: Ms. Hatch said she received an e-mail from Jenna Milne, PHA Accountant, stating that the Foley House owes \$64,087.29 to the PHA Revolving Account & has \$15,402.60 in its checking account & approximately \$5000 in its MMDT investment account. She advises that we transfer \$15,000 from the checking to the Revolving Account & to close out the MMDT account & transfer the funds into the checking account. Ms. Milne suggested financing the property insurance premium for the Foley House rather than paying it in full & this was done per Ms. Hatch. Ms. Szeker suggested contacting Rep. Peake & Sen. Cyr to tell them PHA is looking for grant money & funding for the Foley House.
4. Per Ms. Hatch, the PHA report for the 2019 Annual Town Report was submitted.

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

Closing Statements: Ms. Szeker suggested that PHA have a table at the Year Rounders Festival to be held on Sat. 3/13.

The next meeting was scheduled for 2/24/20 at 5:30 pm.

Motion by Ms. Szeker & second by Ms. Parris to adjourn the meeting at 6:47 pm.

Respectfully submitted by Frances M. Coco, Commissioner

Approved on 6/18/20