

Minutes of the Provincetown Housing Authority (PHA) Meeting  
held on February 24, 2020

Commissioners present: Charlene Parris, Donna Szeker & Fran Coco

Commissioner absent: None

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

Others present: None

Meeting called to order at 5:30 pm by Vice Chair Coco.

There were no Public Statements.

Commissioners' Statements: Ms. Coco reported that a PHA working subgroup (Ms. Szeker, Ms. Coco & Ms. Hatch) met with Dan Gates, Pres. & CEO & Paul Goddu, CFO of Aids Support Group of Cape Cod (ASGCC) on 2/7/20 to discuss Foley House issues & present financial outlook. ASGCC agreed to look into potential funding sources and/or contact for grant writing and/or consultant. All agreed on need to update management agreement & to schedule follow-up meeting in March with Jill Brookshire, ASGCC LCSW present.

Motion by Ms. Szeker & second by Ms. Parris to approve the minutes of the 12/12/19 meeting with corrections. Voted 3-0-0.

Motion by Ms. Szeker & second by Ms. Parris to approve the minutes of the 12/27/19 meeting with corrections. Voted 3-0-0.

Reviewed terms of current Commissioners & Ms. Hatch said she will speak to potential new Commissioner.

Executive Director's Report:

1. Ms. Hatch distributed 1<sup>st</sup> Quarter reports (ending Dec. 2019) which were reviewed. Tenant receivables were discussed & Ms. Hatch said she is working with PHA Accountant to clear up this item. Ms. Hatch reported that an appraiser has been engaged for the 46 Harry Kemp Way site & that she had a discussion with Louise Venden, Select Board member, regarding potential costs & use of land acquisition. Discussion ensued about modular housing & ongoing conversations with Dept. of Housing & Community Development & Laura Shufelt of MA Housing Partnership & others for guidance around types of housing potential.
2. Ms. Hatch reported that there will be a vacancy at the Foley House at the end of February & a new tenant has moved into a family unit.
3. Ms. Hatch reported that there is a low bidder for the 35B Court St. kitchen renovation & the project will start in 6 weeks. Motion by Ms. Parris, second by Ms. Coco to authorize Ms. Hatch to sign contract with this bidder. Voted 3-0-0.
4. Ms. Hatch reported that the Community Preservation Committee voted to recommend that Town Meeting approve a grant for PHA to purchase 46 Harry Kemp Way. PHA voted the same recommendation on a motion by Ms. Coco & a second by Ms. Parris. Voted 3-0-0.

Policy & Procedure Review/Update: Ms. Hatch met with the Tenants Association who had asked for clarification of the Snow Removal Policy. She presented a revised policy & a motion to approve it was made by Ms. Szeker & seconded by Ms. Parris. Voted 3-0-0.

Year Rounders Festival: Discussion about materials to bring & schedule for staffing table

Motion by Ms. Szeker, second by Ms. Parris to approve vouchers, checks & online payments as presented. Discussion about cleaning up bank accounts & adding new Seamen's Bank account to consolidate payments & add ACH electronic money transfer capability.

Motion by Ms. Szeker, second by Ms. Coco to allow Seamen's Bank to add ACH capability. Voted 3-0-0.

No new business or closing statements.

The next meeting was scheduled for 3/23/20/ at 5:15 pm.

Motion by Ms. Parris & second by Ms. Coco to adjourn the meeting at 7:10 pm.

Respectfully submitted by Frances M. Coco, Commissioner

Approved on 6/18/20