

The Provincetown Housing Authority

will hold a Regular meeting of the BOARD OF COMMISSIONERS
on MONDAY, November 16, 2020 at 5:15 P.M.

Approved MINUTES

At 5:19 PM members Fran Coco, Donna Szeker, Ann Wood and Charlene Parris (5:20PM) were present at roll call. Others present: ED Kristin Hatch, Jenna Milne, CPA, PHA Fee Accountant.

Public Statements: There were no Public Statements.

Motion to take out of order year end agenda item 6 to now by Fran Coco. Second by Commissioner Szeker. Roll Call Vote: 4-0-0

6. Discussion of year end accounting and Budget for next fiscal year Jenna Milne:

State program 667 and 705 (33 units):

Fee accountant went over year end statements, beginning with the 4001 State program.

Tenant Account Receivables look good in this program said J Milne. Reserve is at 45% which is desirable and possible because revenue has increased. The PHA received about \$10,000 in COVID remediation funds by DHCD helped with costs related to COVID and for staff hazard pay which helped offset costs related to that effort. DHCD also granted \$200 per unit (\$6600) in Extraordinary Maintenance fund which was a one-time amount this year for maintenance costs. The PHA also received \$5000 in "Tech" money which the State allowed for upgrades. Energy improvement income from Hampshire Power of \$15,000 for split units at 44 Harry Kemp Way. Overall, we made \$7,200 on the 667 program which boosted PHA reserves to 45%. The State looks for 35% reserve, so we are doing very well at this level. The State program is in good shape.

HUD Federal: Foley House has been losing money for the last few years and we were in the red last year this year it is in the black. While there is still a \$27,778 loss and a mortgage on the property which is approx. \$30K. Grant funding this year helped a lot, and we hope to be in the black by the end of 2021. This does not include the reserve for the building which will build. The is a TAR of \$4,000 which is in active collection.

Gouveia Bld: 3 units in the Gouveia and reserve \$59,090. No TAR, this program makes money for the PHA and is in good shape. ED Bonus and extra COVID hours came from Gouveia income this year. Generally, runs at a profit.

AHVP: New program in beginning of August last year. Admin fee is \$50/mo. Made profit this year of \$880. This program is doing well, and number is increasing. This is assisting people in the community.

Accountant reviewed the Top 5 Salary form for the PHA with 3 employees its really the top 3, shows salaries by program. Year end is due by November 30, 2020. Next meeting, we will go over Budget for this fiscal year.

Commissioner Szeker motioned to approve the revised year-end financial report and Top 5 Salary report, Second by Commissioner Parris. Roll Call vote 4-0-0. Fee accountant Milne left the meeting and Board resumed ordered agenda.

3. Commissioner Statements: None

4. Approval of Minutes of the October 19, 2020 meeting. ED asks forgiveness for not having minutes!

5. Financial Report Discussion of money received by various sources and impact on our budget. Capital projects of the 667 roof and 705 vacancies, admin money and improvements vacancies. Use of funds from the sale of land. ACH payment capability. Future project PHA can spend money on such as new Well, patio, Carpet for Maushope and painting.

6. taken out of order.

7. Executive Director's Report: Property report, Kitchen at Court, Oven at Court, Patio estimate pending, new Well will be about \$8k, carpet for Maushope \$14K, Painting hallway at Maushope. Program AHVP doing well, Foley doing well and looking to do something about resident services and isolation is an issue, plans for Thanksgiving and donation to soup kitchen vs Turkey delivery.

Motion to make donation to SKIP for \$250 from energy money by Commissioner Wood, Second by Commissioner Szeker. Roll call vote 4-0-0

HOW has selected for a "Howie" Award and PHA is grateful for the recognition. Press release was done by Commissioner Wood on land purchase and thank you for that.

8. Committee Reports

Community Housing Council is discussing the 2 affordable ownership units for the 30 Shank Painter project under inclusionary zoning. Tenant Association has not met in awhile and ED has encouraged them to meet. Community Preservation needs a PHA member and all are welcome.

9. Authorization for Capital Projects – already occurred for vote to authorize ED to sign all documents and approvals for capital projects.

10. OLD BUSINESS- Discussion on Housing needs, ideas and potential actions or assignments. Follow up on some tenant issues, Commissioner Wood asked about status on VFW, Police station and a need for housing push with Select Board and town people.

11. New Business - Discussion about RFP for consultant for expansion. Commissioner Coco asked about policy for space heaters and other policies. ED mentioned she spoke with Cape Light Compact about replacing HVAC system for Foley House. Disposal of junk at the Foley House.

12. Approval of Vouchers, Checks and online payments. Commissioners asked questions about accounts payable.

Motion to approve vouchers as presented, second by Donna Szeker. Roll Call vote 4-0-0

13. Closing Statements none.

Motion to adjourn by Commissioner Szeker, Second by Commissioner Wood Roll Call Vote 4-0-0, meeting adjourned at 6:49pm

Meeting Notice:

Provincetown Housing Authority Board Of Commissioners Mon, Nov 16, 2020 5:00 PM

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