

The Provincetown Housing Authority

held a Regular meeting of the BOARD OF COMMISSIONERS
on MONDAY January 18, 2021 at 5:30 P.M.

Provincetown Housing Authority Board of Commissioners- NOTE: THIS IS A REMOTE MEETING

Minutes

At ROLL CALL at 5:30 PM members Fran Coco, Charlene Parris, Donna Szeker and Ann Wood were present at roll call. Others present: ED Kristin Hatch, Jenna Milne, CPA
There were no Public Statements.

Motion to take agenda item 5 out of order to discuss Budget for FY21. Moved by Ann Wood, Second by Commissioner Szeker. Roll call vote Commissioner Coco- aye, Commissioner Parris- aye, Commissioner Szeker- aye and Commissioner Wood aye, 4-0-0

5. Fee Accountant Milne, CPA explained the proposed budget and said that planned budget cuts by the State will not happen so the PHA will be level funded which is good news. She went over Personnel costs. Insurance costs for the State has gone up significantly but worker comp and federal insurance is about the same. Commissioners asked questions about operation costs which have been kept at the same levels as last year. Reserves for the Programs is at 45% which is higher than the State guidelines of 35%. Federal Foley program is digging out, Gouveia Building operates at a profit at this time and AHVP Vouchers provided a little administrative money for the office. Commissioners asked about income which is down this year due mostly to vacancies. We have had several this year. Capital money is registered on a separate form, the MOD report shows Capital Expenditures.

Commissioner Wood moved to approve the FY 21 budget, Second by Commissioner Parris. Roll call vote Commissioner Coco- aye, Commissioner Parris- aye, Commissioner Szeker- aye and Commissioner Wood aye, 4-0-0.

Discussion to extend Executive Director Contract to cover a five year period and the advantages and disadvantages of same. Commissioners and ED agreed that renewal of contract for a longer period as allowed by DHCD for up to five years at a time. Both agreed to move forward with a longer contract.

Motion to approve Executive Director contract for five year period by Commissioner Wood, Second by Commissioner Szeker. Roll call vote Commissioner Coco- aye, Commissioner Parris- aye, Commissioner Szeker- aye and Commissioner Wood aye, 4-0-0.

There were no Commissioner statements

4. Approval of Minutes: October 5, 2020 Joint BofS Meeting. November 16, 2020, December 22, 2020 meeting. Commissioner Coco would like to wait on Decembers. Motion to approve Minutes of October 5, 2020 and November 16, 2020 by Commissioner Szeker, Second by Commissioner Parris. Roll call vote Commissioner Coco- aye, Commissioner Parris- aye, Commissioner Szeker- aye and Commissioner Wood aye, 4-0-0.

5. Taken out of order see above

6. Special Topic: Discussion CFA Amendment #2 for additional money to complete the Septic project which needs to be voted on. Motion to approve and accept CFA #2 amendment of \$89,915.00 to Capital Project 242045 by Commissioner Wood, Second by Commissioner

Szeker. Roll call vote Commissioner Coco- aye, Commissioner Parris- aye, Commissioner Szeker- aye and Commissioner Wood aye, 4-0-0.

7. Director's Report: Cleaning out of some detritus at various properties and selection has begun for new tenants for vacant units. Kitchen at family units is in progress. Discussion of how to shorten turnover time through casual labor.

8. Committee Reports: Community Housing Council still considering a representative from the PHA and Commissioner Coco is our candidate, Community Preservation Committee is meeting. The AUP audit is ongoing as well as the PMR is scheduled for January 25, 2021. Discussion of HVAC replacement and upcoming meeting with ASGCC regarding foundation documents and follow-up on funding sources.

9. Authorization for Projects: Capital Improvement Plans, Progress report current projects, Authorizations for project documents

10. Old Business: Discussion on AUP and PMR. DHCD, Tenant Selection

11. New Business: Commissioner Coco mentioned an article she saw offering Housing Assistance by the Truro Housing Authority and the Wellfleet Housing Authority. ED explained a bit of the nature of HA's without units and the WHA and THA efforts on housing. ED suggested a joint meeting or visit to our meeting by members of the THA and WHA. ED will follow up.

12. Approval of Vouchers, Checks and online payments. ED went over bills paid in December. Vote to approve vouchers by Commissioner Szeker, Second by Commissioner Parris. Roll call vote Commissioner Coco- aye, Commissioner Parris- aye, Commissioner Szeker- aye and Commissioner Wood aye, 4-0-0.

13. Closing Statements. No Closing statements Motion to adjourn at 6:26 pm by Commissioner Wood, Second by Commissioner Parris. Roll call vote Commissioner Coco- aye, Commissioner Parris- aye, Commissioner Szeker- aye and Commissioner Wood aye, 4-0-0.

Meeting Notice:

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PHA Board of Commissioners
Mon, Jan 18, 2021 5:30 PM - 7:30 PM (EST)

Please join my meeting
United States (Toll Free): 1 866 899 4679
United States: +1 (571) 317-3116

Access Code: 339-946-501