

The Provincetown Housing Authority

held a Regular meeting of the BOARD OF COMMISSIONERS

March 15, 2021 5:30 PM

NOTE: THIS IS A REMOTE MEETING

Minutes

At 5:31PM, members Fran Coco, Charlene Parris, Donna Szeker and Ann Wood were present at Roll Call. Others present: ED Kristin Hatch, Assistant Town Manager David Gardner.

Public Statements: There were no Public Statements.

There were no Commissioner Statements.

Minutes not ready for February 15, 2021 meeting, will put on next agenda.

Special Topic: The Commissioners welcomed David Gardner, Assistant Town Manager to the meeting and thanked him for his time. He discussed with Commissioners current efforts to address the housing crisis in Provincetown and how to move forward on important projects by the Town, including Public Safety Projects, the VFW site, Harbor Hill, Jerome Smith Parcel, Inclusionary by-law and Zoning changes for the next Town Meeting. David spent almost an hour with us explaining plans for housing efforts and the impact of warrant articles for STM which was much appreciated. Commissioner gave input on topics and asked questions.

Director's Report:

Property- Discussion of rehab and funding efforts for Foley House. Possible idea of adding kitchen sink to units, discussion of Vouchers and process. Court Street kitchen is complete and looks good.

Program- 12 AHVP Vouchers have been rented up, Maushope has 1 new resident and 1 vacancy, Family program has 1 vacancy in selection and turnover, Moderate unit had dryer repair.

Commissioner Wood left the meeting at this point

Committee Reports: Community Housing Council- Member from PHA? Community Preservation Committee-Member from PHA? PHA Tenant Association and Friends of Maushope have not met.

Capital Projects: Authorizations for project documents, Final Payment for family unit kitchen, authorization for Maushope roof, HVAC for Foley House.

Capital Improvement Plan is in progress this year and ED will be presenting a copy to the Board at next meeting. Input from all is encouraged. Progress report current projects, Authorizations for project documents, Final Payment for family unit kitchen, authorization for Maushope roof, authorization for Court Street roofs, HVAC for Foley House

Commissioner Szeker moved "to approve the Certificate of Substantial Completion from Full Scope Contracting for Project 242057 for \$23,226.55. Commissioner Parris seconded. Roll Call Vote: 3-0-0

Roof Project at 667: Project #242054: FF: Replace Roof, Gutters and Downspouts, Maushope Roof Replacement

Commissioner Szeker "Moved to enter into a contract with RESCOM Architectural Inc for Project #242054: FF: Replace Roof, Gutters and Downspouts, Maushope Roof Replacement in the amount of \$12,500 for Architectural Services". Commissioner Parris seconded. Roll Call Vote: 3-0-0

Commissioner Szeker "Moved to authorize the Executive Director to make agreements, sign contracts and other documents that may arise in order to administrate Project #242054: FF: Replace Roof, Gutters and Downspouts, Maushope Roof Replacement." Seconded by Commissioner Parris. Roll Call Vote 3-0-0

Old Business: Need to re-vote the ED Salary and Contract with specifics per DHCD.

Discussion of ED Contract and the number of hours in the contract by the ED. Commissioner Szeker "Moved to approved ED Contract at 16 hours per week for an annual salary of \$38,093 plus a \$5,000 per year bonus to be taken from non State or Federal Sources; specifically, the property at the Gouveia Building as shown in the ED Salary Worksheet." Seconded by Commissioner Parris. Roll Call Vote: 3-0-0

There was no New Business.

Approval of Vouchers, Checks and online payments for February 2021. Commissioners asked questions about bills for February. Commissioner Szeker moved to approve all bills and payments, Seconded by Commissioner Parris. Roll Call Vote: 3-0-0

Performance Review, Executive Director, Kristin Hatch was postponed to next meeting.

Closing Statements- There were no closing statements. Motion to adjourn at 7:19pm by Commissioner Szeker, Second by Commissioner Parris. Meeting adjourned.

Meeting Notice:

Provincetown Housing Authority Board of Commissioners- NOTE: THIS IS A REMOTE MEETING PHA Board of Commissioners, Mon, Mar 15, 2021 5:30 PM - 7:30 PM (EDT) Please join using your phone. United States (Toll Free): 1 866 899 4679 United States: +1 (571) 317-3116 Access Code: 401-839-725