

The **Provincetown Housing Authority** held a Regular meeting of the BOARD OF COMMISSIONERS on MONDAY April 19, 2021, at 5:30 P.M.

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

Meeting Notice: Pursuant to Governor Baker's March 12, 2020, Order Suspending Certain Provisions of the AGENDA PHA Board of Commissioners Mon, Apr 19, 2021, 5:30 PM - 7:30 PM (EDT) Please join our meeting from your phone. You can dial in using your phone. United States (Toll Free): 1 866 899 4679 United States: +1 (571) 317-3116 Access Code: 918-931-117

PHA Board of Commissioners - Mon, Apr 19, 2021, 5:30 PM - 7:30 PM (EDT)

Meeting Minutes

1. At Roll Call at 5:31 PM Commissioners Coco, Szeker, Parris and Wood were all present. Also attending: ED Kristin Hatch.
2. Commissioner Statements: Commissioner Coco said she appreciated ED inviting Commissioners to the family unit on Court St. for a mini-tour and for her help in getting things in order so that a new family could move in by June 1.
3. Executive Director reported on progress on tenant selections and renovations at Court St. HVAC contractors have been selected for the Bradford St. project. Status report for AHVP Vouchers, status report on document revision for the Foley House. ED mentioned the need for resident services, and the possibly of contracting with HPC for access to services and activities. ED said she will pursue.
4. Approval of Minutes: Motion to Approve with corrections by Commissioner Parris, second by Commissioner Wood. Roll call vote 4-0-0.
5. Discussion of the Roof replacement project at 44 Harry Kemp Way and accepting the bid for Capital Project #242054. Commissioners and ED discussed process and low bid is in. Motion to Approve the low bid in the amount of \$90,800 by JJ's Universal Construction Company and Alternatives, or Capital Project 242054, by Commissioner Wood, Seconded by Commissioner Parris. Roll call vote 4-0-0.
6. Discussion of Court St. kitchen project. Substantial and Final Completion with Full Scope Contracting Inc. for Kitchen Replacement 242057 at Court St. Final Completion was approved by the PHA's ED & RCAT Team. The Certificate of Substantial & Final Completion from Full Scope Contracting for Project 242057 for \$23,226.55, with an additional \$1,222.45 for administrative costs, was moved to approve by Commissioner Wood, Seconded by Commissioner Parris. Roll call vote 4-0-0.
7. Special Topic: Responses to RFP for Development Consultant are in and ED will open the sealed packets with Commissioner Parris this week. Creating a committee that would assist the PHA in decisions and ideas for the project was discussed.

8. Director reviewed the Capital Plan with Commissioners. The 5-year Capital Plan includes: Proposed Capital Improvement Plan (5-year), Proposed Maintenance and Repair Plan, Current Operating Budget, Responses to the Performance Management Review (PMR) findings, List of housing authority policies, and a list of waivers from governing regulations from the Department of Housing and Community Development (DHCD).
9. Foley House discussion of rehab and funding efforts. Commissioner Szeker and ED will meet next week and report back. Commissioner Wood made a motion to form a Subcommittee to rewrite the discussed plan for the Foley House draft to present it to the rest of the Commissioners later. She thanked Kristin for her work. Motion was Seconded by Commissioner Parris. Roll call vote 4-0-0.
10. ED Review: Discussion and Review of performance of Executive Director, Kristin Hatch. Lots of discussion about the many different aspects of the job. Aggregate review forms from the commissioners were presented and discussed. Her scores were high, and she agreed that she would try to get documents to the Commissioners sooner. Motion to accept the 2021 aggregate review form for ED Kristin Hatch by Commissioner Wood, Second by Commissioner Szeker. Roll Call Vote 4-0-0.
11. Approval of vouchers, checks and online payments. Discussion and questions for AP/AR for March 2021. Motion to Approve vouchers by Commissioner Szeker, second by Commissioner Wood. Roll Call Vote 4-0-0.

Discussion of representative to the CHC and CPC from the PHA. Candidate has been found if they are not required to be a Commissioner. State Appointee position also discussed.

Next meeting set for May 17, 2021.

Motion to adjourn by Commissioner Szeker, Second by Commissioner Parris. Meeting Adjourned at 6:56PM

approved by PHA 07192021