

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
Monday, November 23, 2009**

A regular meeting of the Provincetown Housing Authority was called to order by C. Andrews, Vice-Chair, on Monday, November 23, 2009 at 5:20 pm in the Maushope Common Room at 44 Harry Kemp Way, Provincetown.

Provincetown Housing Authority Board of Commissioners:

PRESENT:

C. Andrews, Vice-Chair; N. Jacobsen; Cathy Brouillet,

ABSENT:

M. Perdue, excused.

OTHERS PRESENT:

Patrick J. Manning, Executive Director
Diana N. Fabbri, Recording Secretary

PUBLIC STATEMENTS:

None.

COMMISSIONERS' STATEMENTS:

C. Andrews suggested that the PHA Board send Molly Perdue their condolences.

BOARD VACANCY – RECRUITMENT:

No report.

BOARD REORGANIZATION:

C. Andrews is willing to serve as Chair and recommends that M. Perdue become Vice-Chair.

C. Brouillet motioned to nominate C. Andrews as Chair.

N. Jacobsen seconded.

VOTED: 3-0-0

C. Andrews motioned to nominate M. Perdue as Vice-Chair.

C. Brouillet seconded.

VOTED: 3-0-0

APPROVAL OF MINUTES:

N. Jacobsen motioned to accept the minutes of Wednesday, September 23, 2009.

C. Brouillet seconded.

VOTED: 3-0-0

2.

FINANCIAL REPORT & 2010 BUDGET:

C. Andrews motioned that the shared Secretarial staff positions, will be offered to David Ketchum and Diana Fabbri as employees.

N. Jacobsen seconded.

VOTED: 3-0-0

N. Jacobsen motioned to approve the 2010 budget.

C. Andrews seconded.

VOTED: 3-0-0

N. Jacobsen motioned to approve the October 31st monthly financial report.
C. Brouillett seconded.

VOTED: 3-0-0

DIRECTOR'S REPORT:

- I. DHCD:**
 - A. State Auditors** – ED reports that the Auditors will be here until January, 2010.
 - B. 33 Court Street** – ED suggests that we remove this item from the DHCD reports.
- II. Maushope:**
 - A. Fire Escape** – C. Brouillett suggested that there be a yearly Fire Extinguisher training with the Fire Chief, Mike Trovato.

C. Brouillett motioned to have the Fire Chief come to Maushope to review, with the residents, all fire-related drills and information including fire extinguishers.

N. Jacobsen seconded.

VOTED: 3-0-0

- B. Census** – 24 of 24.
- III. Family Housing:**
 - A. 33 Court St. – PAHTF monies** – The ED is putting together a scope with costs and will submit same to Michelle Jarusiewicz for the CHC and BoS.
 - B. Census** – 8 of 9.
- 3.
- IV. Foley House:**
 - A. Audit** – ED reports that the company from NH is a good choice. However, the audit will be postponed until after the State's auditors complete the current state audit which is in process.
 - B. Census** – 9 of 10.
- V. Other:**
 - A. E.D. Contract** – on hold.
 - B. State & Barnstable County Retirement:** - on hold.

OLD BUSINESS:

- A. 90 Shank Painter Road** – no report.
- B. 951R Commercial Street** - ED reviewed RFP process with Laura Shufelt: recommended 30 – 45 days for the RFP; central register listing; 2006 appraisal okay; P & S okay; and minimum listing \$399K
- C. CPC** – No report.
- D. CHC** – No report.

E. 46 Harry Kemp Way – Requesting written permission from owner for initial engineering assessment of property.

NEW BUSINESS:

No reports.

APPROVAL OF VOUCHERS:

C. Brouillet motioned to accept the vouchers.

N. Jacobsen seconded.

VOTED: 3-0-0

CLOSING STATEMENTS:

None.

Next meeting to be determined.

There being no further business, C. Brouillet motioned to adjourn at 6:12 pm.

Respectfully submitted,

Diana N. Fabbri
Recording Secretary