

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
Wednesday, October 29, 2008**

**A regular meeting of the Provincetown Housing Authority was called to order by Bryan Green, Chair, on Wednesday, October 29, 2008 at 5:46 pm in the Maushope Common Room at 44 Harry Kemp Way, Provincetown.**

**PRESENT:** Bryan Green, Chair  
Cheryl Andrews, Vice-Chair  
Cathy Reno Brouillet, Commissioner  
Patrick J. Manning, Executive Director  
Diana N. Fabbri, Recording Secretary

Molly Perdue arrived at 5:55 pm.

**ABSENT:** Nancy Jacobsen, Commissioner, excused.

**OTHERS:** Jenna Milne, Accountant (Milne, Shaw & Robillard P.C.)

**APPROVAL OF MINUTES:**

C. Andrews motioned to accept the minutes of September 24, 2008.  
B. Green seconded.

**VOTED: 2-0-1  
Cathy Brouillet abstained.**

**FINANCIAL REPORT:**

**A. FY08 end.**

Jenna Milne presented the FY08 year end report, State Program came in under budget by \$10,518.00. Foley House over spent by \$15,323.00 due to painting exterior of building and purchase of coin-operated washers and dryers.

**B. FY09 budget.**

ED reports that the State allowed a 12 percent budget increase in FY 2008 and level funding for FY2009.

Jenna put a contingency line in the budget for a salary increase of 3 percent for Patrick. (\$858 is what 3 percent equals in a year.)

do salary increases as long as it fits in the budget.

Jenna also stated that Maintenance and Insurance/Benefits are the next two biggest costs. "Insurance and Workers' Compensation costs have

little. Health Insurance goes up every year. Foley House is a insurance vendor. Utilities increased a

little for 2009.

Water and sewer went up but will be subsidized by the State for user fees.

2.

"Maintenance materials, travel, office supplies fluctuate yearly. Operating reserves will be around 30 percent by FY2009, year-end. Operating reserves for Foley House, based on last year's figures, are healthy for FY2009 budget.

PHA can

decreased a

Federal Program with a different

C. Andrews motioned to accept Jenna Milne's Financial Report with the understanding that salaries remain as is until the Commissioners decide otherwise.

C. Brouillet seconded.

**VOTED: 4-0-0**

**EXECUTIVE DIRECTOR'S REPORT:**

**I. DHCD: A. MOD Money Contract – Court St, Septic/Sewer**

ED reports the arrival of the final DHCD check for payment of 33 Court Street and two outstanding checks for 35 Court Street for Sewer Betterment Fees.

**II. Maushope: A. Vacancy**

Unit is still vacant. Bids have been received to put in carpeting. There's a requirement to put in a person who's Under 60, Disabled, in that unit.

**B. Census:** 23 of 24.

**III. Family: A. Census:** 9 of 9.

M. Perdue motioned for PHA to go to Provincetown Community Housing Council to ask for money to rehab 33 Court Street and asked the ED to contact the Lower Cape Cod Community Development Corporation to inquire about a rehab grant.

C. Andrews seconded.

**VOTED: 4-0-0**

The Housing Council's next meeting is on November 17<sup>th</sup> @ 4 pm.

**IV. Foley House: A. HUD Inspection – no report.**

**B. Audit –** Jenna Milne refers two auditors to the PHA Board. The audit will be performed.

**C. Census:** 10 of 10.

**V. Other: A. E.D. Contract:** no report.

**B. State & Barnstable County Retirement –** no report.

3.

**OLD BUSINESS:**

**A. 90 Shank Painter Road –** C. Andrews and others of the RFP Review Committee presented their recommendations to the BoS. The next step is critical between the Town and the developer, regarding the land lease agreement.

**B. 951R Commercial Street –** ED wants boilerplate drafts for deposition of property, stating costs of \$350,000.

**C. Community Preservation Committee –** B. Green stated they the CPC is having a public hearing on November 5<sup>th</sup>, at 6 pm for the community to come and talk about changing the formula on Articles 1 & 17 for the Town Meeting. The BoS is proposing 10-10-10-70 and Barbara

Rushmore is proposing 80-10-10.

- D. Community Housing Council** – The Council voted not to support Article 1 and have done nothing about Article 17.
- E. 46 Harry Kemp Way** – ED heard from David Guertin who wondered whether PHA would be interested in getting on the sewer line? David and his presentation team would give a talk to the PHA about the sewer. PHA is not interested at this time.
- F. Brown Street** – ED wants to know if there is a clear title to that property? It's unclear whether this land is buildable.

**APPROVAL OF VOUCHERS:**

- B. Green motioned to accept Vouchers.
- C. Brouillet seconded.

**VOTED: 4-0-0**

**4.**

Next meeting is scheduled for Monday, November 24<sup>th</sup>, at 5:45 pm.  
There being no further business, B. Green motioned to adjourn the meeting at 7:30 pm.

**VOTED: 4-0-0**

Respectfully submitted,

Diana N. Fabbri  
Recording Secretary