

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
Wednesday, September 28, 2011**

**A regular meeting of the Provincetown Housing authority was called to order by C. Andrews, Chair, on Wednesday, September 28, 2011 at 5:30 pm in the Maushope Common Room at 44 Harry Kemp Way.**

**Provincetown Housing Authority Board of Commissioners:**

**PRESENT:**

C. Andrews, Chair; M. Perdue, Vice Chair (5:42); N. Jacobsen, State Appointee;  
H. Gordon; T. Roberts

**ABSENT:** None

**OTHERS PRESENT:**

Patrick J. Manning, Executive Director, Diana N. Fabbri, Recording Secretary;  
Jenna Milne, Accountant

**Residents of the Maushope:** Nancy Swanson, Gladys Johnstone, Evelyn Bowes,  
Ed Laliberte

C. Andrews, Chair requested Board taking Agenda item 3, "Financials" out order to allow Fee Accountant to present to the Board first.

Motion by T. Roberts to take Agenda item 3 out of order, seconded by N. Jacobsen,

**VOTED: 4-0-0**

M. Perdue arrived 5:42

**3. FINANCIAL REPORT:**

**A. J. Milne: FY2012 Budget**

Jenna reported PHA is approaching FY2012 , October 1, 2011 – September 30, 2011. The State, DHCD is allowing a 3 percent budge increase for FY2012, about \$2,800. The increase does not include utilities, DHCD does not cap the budgeted cost of utilities. There's a downward trend in income as a result of reduced income of residents due to

unemployment and no increase for those on a fixed income. However, insurance & benefits continue to rise. PHA be getting some Capital funding from the State under Formula Funding. The budget includes a 3 percent increase for the E.D. The maintenance salary is regulated by DOS and there's no flexibility with that salary that is effective April 1 of each year. Insurance & Benefits consists of:

1. Worker's Compensation
2. State Prop Insurance
3. Federal Prop Insurance

Employee health benefits are the largest cost is insurance. PHA pays Medicare for employees. Health Insurance is through the Commonwealth of Massachusetts. Employees pay 20 percent and PHA pays 80 percent. There's travel money for the ED to attend meetings and trainings. The PHA reserves are at 11%. DHCD would like reserves at 20%.

The DHCD budget is for the PHA state programs; Elderly/Disabled and Families. Foley House is federal under HUD and funded separately. Foley House has a health reserve but cannot be utilized for state programs.

T. Roberts motioned to approve and submit the FY2012 budget, M. Perdue seconded.

**VOTE: 5-0-0**

J. Milne presented the August 2011 financial report.

N. Jacobsen motioned to approve the August 2011 Financial Report.

T. Roberts seconded.

**VOTE: 5-0-0**

J. Milne presented the FY2012 contract for the Fee Account services.

T. Roberts motioned to approve the FY2012 Fee Accountant contract for the services of J. Milne, M. Perdue seconded.

**VOTE: 5-0-0**

**1. PUBLIC STATEMENTS:** None.

**2. COMMISSIONERS' STATEMENTS:**

M. Perdue thanked Board Chair C. Andrews and ED, P. Manning for the work they've been doing on the Anniversary celebration.

**4. MAUSHOPE 25<sup>TH</sup> ANNIVERSARY – OCTOBER 16, 2011**

N. Swanson reported that many restaurants would be donating the food and drinks for the party. Volunteers are needed to decorate the inside of the tent, food pick-up, dispense the food and drink and clean up.

C. Andrews said that if people wanted to make donations toward the cost of the music, to make checks out to the Maushope Tenants Association. C. Andrews then made a donation to the Maushope Tenants Association.

H. Gordon will donate MUMs to decorate.

T. Roberts will order and donate Maushope banners

H. Gordon offered herself and T. Roberts to do the pick-up and delivery of food.

M. Perdue and N. Jacobsen will raise the \$300 for the music.

C. Andrews presented and reviewed the program for the event. There will be no rain date.

ED secured the tent permit, Special Alcohol Permit and Special Entertainment permit. PHA is on the agenda of the Licensing Board for October 11<sup>th</sup>.

**5. 26 ALDEN STREET, Reuse as Senior Housing:** No report.

**6. APPROVAL OF MINUTES:**

T. Roberts motioned to approve the minutes of August 24, 2011.

H. Gordon seconded.

**VOTE: 5-0-0-0**

**7. DIRECTOR'S REPORT:**

**A. DHCD:** No report.

**B. Maushope:** No report.

**1. Census:** 24 of 24

**C. Family**

**1. Heat System Replacement:** E.D. reported that money was received from the DHCD for payment to vender F.A Days.

**2. Vacancy –40 Pearl Street.** Cape Associates will start on Monday, October 3, 2011.

H. Gordon discussed the need to improve the timeframe to ready vacated units.

T. Roberts asked E.D. if PHA has a list of contractors. ED informed that contractors contacted did not respond, refused the job, or did not have appropriate documentation to perform the work for PHA.

M. Perdue discussed the need for the Board to create a policy that needs to be followed regarding vacancies and extensive renovations.

C. Andrews stated that PHA wants the turnover time to be as short as possible.

**3. Census:** 8 of 9.

**D. Foley House:**

**1. Audit:** There will be an audit on November 3, 2011.

**2. Census:** 10 of 10.

**8. OLD BUSINESS:**

**A. Board State Appointee:** No report.

**B. 90 Shank Painter Road – Update:** It's in the Banner

**C. 951R Commercial Street – Update:**

Consultant preparing amended RFP at reduced asking price and extended RFP period

**D. Community Preservation Committee –** H. Gordon will contact M.

Jarusiewicz regarding Open Space interest in 951R Commercial St and ask her to follow up with Open Space regarding the reduced price as well as possible application to CPC

**E. Community Housing Council:** No report.

9. **NEW BUSINESS:** None.

10. **APPROVAL OF VOUCHERS:**

M. Perdue motioned to approve the Vouchers, T. Roberts seconded.

**VOTE: 5-0-0-0**

11. **CLOSING STATEMENTS:** None.

Next Board Meeting scheduled for Wednesday, October 26, 2011 at 5:30 pm.

C. Andrews motioned to adjourn at 6:43 pm. T. Roberts seconded,  
Meeting adjourned

Respectfully submitted,

Diana N. Fabbri  
Recording Secretary