

**REGULAR MEETING MINUTES
PROVINCETOWN HOUSING AUTHORITY
WEDNESDAY, SEPTEMBER 24, 2014**

A regular meeting of the Provincetown Housing Authority was called to order by K. Hatch, Vice Chair, on Wednesday, September 24, 2014 at 5:20 pm in the Maushope Common Room at 44 Harry Kemp Way.

Provincetown Housing Authority Board of Commissioners:

PRESENT: K. Hatch, Vice Chair; N. Jacobsen, State Appointee; Elaine Anderson, Jennifer Germack

ABSENT: Diana Fabbri, Chair (excused)

OTHERS PRESENT: Patrick J. Manning, Executive Director;

1. PUBLIC STATEMENTS:

None

2. COMMISSIONERS STATEMENTS:

None

3. FRIEND of MAUSHOPE:

E.D. informed the Board the Friends have completed the 501 C3 and sent to S. Roderick for review. The Friends hope to file the 501 C3 by October 15.

4. MAUSHOPE SEWER HOOK-UP: RICHARD WALDO, DPW DIRECTOR:

Postponed

5. NON-SMOKING PUBLIC HOUSING: SEVEN HILLS BEHAVIORAL HEALTH

Presentation to Board regarding the process to explore non-smoking at PHA properties. Group presented pros and cons, scope of non-smoking, tenant survey, legal issues/questions.

6. FINANCIAL REPORT:

E.D. presented the August 2014 financial report.

Motion by E. Anderson to approve the July 2014 financial report,
seconded by N. Jacobsen **VOTED: 4-0-0**

7. APPROVAL OF MINUTES:

J. Germack motioned to approve the minutes of July 30, 2015 as amended,
seconded by E. Anderson **VOTED: 4-0-0**

E. Anderson motioned to approve the minutes of August 27, 2014,
seconded by J. Germack **VOTED: 4-0-0**

8. EXECUTIVE DIRECTOR'S REPORT:

A. DHCD:

1.High Leverage Asset Preservation Program:

DHCD rescinded the lowest bid from Plan B Construction. E.D. informed the Board the contract award needed to be rescinded by the PHA Board.

J. Germack motioned to rescind the contract award to Plan B Construction for the HLAPP for 35A Court Street, seconded by N. Jacobsen

VOTED: 4-0-0

DHCD has awarded the contract to the second lowest bidder, Carile Construction. E.D. Informed Board a voted was need to award to Carile Construction.

J. Germack motioned to award the HLAPP contract to the second lowest bidder Carile Construction, seconded by N. Jacobsen, **VOTED: 4-0-0**

2. Lead Certification:

E.D informed the Board that the DHCD required lead certification process is completed and a Board voted was required to approve the Lead Certification.

J. Germack motioned to approve the DHCD Lead Certification seconded by E. Anderson

VOTED: 4-0-0

B. Maushope

1. 3 Phase Electric:

Second electrician reviewed scope and will submit a quote

2. Solar Energy Options:

E.D presented information from the second of the three companies regarding solar options. The other third company did not provide info. K. Hatch to explore additional information on solar alternatives

3. Heat Alternatives in Case of Power Outage:

DPW Director will inform PHA if the generator at the Community Center is declared surplus property.

4. Non-Smoking Building:

Discussed/reviewed Agenda item 5

5. Maushope Sewer Hook-Up/Expansion: CDBG Award/USDA Application/CPA Application:

E.D. and Board member E. Anderson meet with DPW Director. USDA funds where not available this round. The USDA funds may be available at the end of the round from unused or returned funds. The Town will apply for funds in the next round if no funds returned at end of current round for the Sewer Hook-up for Maushope.

6. Census:

23 of 24.

C. Family

1. Formula Funding – Kitchen/Baths: Award Contract:

DHCD rescinded the lowest bid from Plan B Construction. E.D. informed the Board the contract award needed to be rescinded by the PHA Board.

J. Germack motioned to rescind the contract award to Plan B Construction for the Formula Funding for the kitchen and baths at 42A, 42B, 42 1/2A & 42 1/2B, seconded by N. Jacobsen

VOTED: 4-0-0

DHCD has awarded the contract to the second lowest bidder, Carile Construction. E.D. Informed Board a voted was need to award to Carile Construction.

J. Germack motioned to award the Formula Funding for the kitchen and baths at 42A, 42B, 42 1/2A & 42 1/2B contract to the second lowest bidder Carile Construction, seconded by N. Jacobsen, **VOTED: 4-0-0**

2. Census:

9 of 9.

D. Foley House

1. Fire Alarm Contract:

Alarm company scheduled fore 9/29 to wire the fire alarm for monitoring.

2. Door Entry System:

Electrician reviewed scope of work and to provide a quote

3. Census:

a. 10 of 10

9. OLD BUSINESS:

A. Community Housing Council Report:

K. Hatch reported that the CHC is exploring applying for CPA funds for the town's west end fire station for the possibility of creating year round affordable housing on the 2nd & 3rd floor. The CHC plans to meet with the BOS. The CPC is exploring with Town Assessors Office all possible town owned, tax title properties and owner unknown properties for identifying possible sites for affordable housing. The 2 condo units on Harry Kemp Way are ready to proceed for a lottery for affordable ownership. The sale of the Grace Gouveia Building for condominium development with 3 affordable units is moving forward. The P&S identifies the Community Development Partnership to be the owner and management of the 3 affordable units. The Right of Way to the ball park on the GG property has not been clarified as of yet

B. Community Preservation Committee Report:

K. Hatch reported the CPC Funding Round is open and applications are due by 12/4/2014. K. Hatch would encourage PHA to apply for funds regarding the expansion of Maushope.

10. NEW BUSINESS:

None

9. APPROVAL of VOUCHERS:

E. Anderson motioned to approve vouchers as presented, seconded by J. Germack

VOTED: 4-0-0

11. CLOSING STATEMENTS:

K. Hatch would like the Board to explore the expansion of PHA properties and program.

J. Germack thanked Board members for their participation and she enjoys serving with them

Board scheduled the next Board meetings for Wednesday October 29, 2014

E. Anderson motioned to adjourn at 7:38pm

Respectfully submitted,
Patrick J. Manning, Recording Secretary