

**MINUTES OF A REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
AUGUST 23, 2017**

A regular meeting of the Provincetown Housing Authority was held on Wednesday, August 23, 2017 at Maushope Common Room, 44 Harry Kemp Way, Provincetown, MA. Meeting was called to order at 5:15 p.m. by Chair Elaine Anderson.

BOARD MEMBERS PRESENT: Elaine Anderson, Nancy Jacobson, Jenn Germack

ABSENT: Charlene Parris

OTHERS PRESENT: Barbara Thurston, Interim Executive Director
Kent Insham, Tenant
Towanda McClure, Tenant
Nancy Swanson, Tenant

PUBLIC STATEMENTS: None

APPROVAL OF MINUTES: Motion by Ms. Jacobson to approve the Minutes of July 26, 2017.
Motion seconded by Ms. Germack. Unanimous vote

OTHER BUSINESS:

Ms. Anderson provided the Board with the resume of Keith Hunt who is interested in filling the vacant seat on the Board. The Board was very impressed with Mr. Hunt's experience with affordable housing. Motion by Ms. Germack to recommend that the Selectmen approve his appointment to the Board. Motion seconded by Ms. Jacobson. Unanimous vote

Ms. Thurston provided an update on a non-smoking policy. She informed the Board that DHCD has sample policies and lease addendums available. Ms. Thurston does not have the time to implement the policy at this time. The new Executive Director will be informed that this will be a priority of the Board.

Ms. Germack commented that prior Executive Session minutes should be released if the issues are settled.

Ms. Thurston informed the Board that the accountant was not able to provide financial report due to our computer being down. She will provide all information for the next meeting.

Ms. Thurston provided the Board with the only resume received from the advertisement for the maintenance position. Tim Seaton is known to have a great reputation as a maintenance employee locally. Motion by Ms. Germack to approve hiring Mr. Seaton. Motion seconded by Ms. Jacobson. Unanimous vote

The Board discussed the State Appointee position. The request was made in February. Ms. Germack will contact State Rep and Senator to expedite the process.

Ms. Anderson stated that all Board members have signed the forms for both banks

The Board discussed times and dates for a party for Patrick Manning

Ms. Thurston recommended that we change the amount of Petty Cash from \$60 to \$100. We do not have a credit card and use the petty cash often. Motion by Ms. Germack to approve \$100 petty cash amount. Motion seconded by Ms. Jacobson. Unanimous vote.

Ms. Thurston will check with the bank to see if we can have a debit card.

Ms. Thurston provided information to the Board regarding Nauset Answering Service. They have been in business for many years and have a great reputation. Tenants will be able to call the office number after hours and speak to an operator for emergencies. Motion by Ms. Germack to approve Nauset Answering Service. Motion seconded by Ms. Jacobson. Unanimous vote

Ms. Thurston recommended that we have all accounts in one bank. We only have the revolving fund with TD Bank. If all accounts are with Seamans we can do transfers online.

Ms. Anderson provided the Board with resumes from the two applicants for the Executive Director position. Interviews will be on Wednesday, 9/6/17.

APPROVAL OF VOUCHERS:

Motion by Ms. Jacobson to approve all vouchers. Motion seconded by Ms. Germack. Unanimous vote.

APPROVAL OF EXECUTIVE DIRECTOR TIME SHEET:

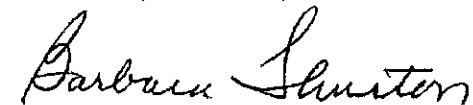
Motion by Ms. Jacobson to approve Ms. Thurston's time sheet. Motion seconded by Ms. Germack

NEXT REGULAR MEETING:

The next regular meeting is scheduled for Wednesday, September 27, 2017 at 5:15 p.m.

Motion to adjourn at 6:45 by Ms. Jacobson. Motion seconded by Ms. Germack

Respectfully submitted,



Barbara Thurston
Interim Executive Director