

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
Wednesday, August 29, 2007**

A regular meeting of the Provincetown Housing Authority was called to order by Bryan Green, Chair, on Wednesday, August 29, 2007 at 5:20 pm in the Maushope Common Room at 44 Harry Kemp Way, Provincetown.

PRESENT: Bryan Green, Chair
Cheryl Andrews, Vice-Chair
Nancy Jacobsen, Commissioner
Cathy Reno Brouillet, Commissioner

Patrick J. Manning, Executive Director

ABSENT: George Bryant, Vice-Treasurer (Non-excused)

OTHERS: Towanda de Nagy
Molly Perdue

PUBLIC STATEMENTS:

Towanda de Nagy thanked the Board for the Smoke-Eater installed in a unit as a test. Ms. de Nagy informed the Board the smoker eater has been a positive improvement. Ms. de Nagy asked if all units with smokers would have smoke eaters installed. The Board and E.D discussed budgeting issues as well as the need for a longer test period. The Board deferred any decision until after the Accountant presents the FY08 budget at the next Board meeting.

APPROVAL OF MINUTES

Motion by C. Andrews to accept minutes of June 27, 2007, seconded by N. Jacobsen.

**VOTED: 3-0-1
ABSTAIN: Cathy Reno Brouillet**

The Board discussed if minutes should record the time of arrival if Board members arrive late and if the minutes should record an absence as excused or not excused. The Board requested that the minutes record the arrival of Board members if they arrive after the meeting has been called to order and to record absences as excused or not excused.

FINANCIAL REPORT

ED informed the Board that the Accountant, Jenna Milne of Milne, Shaw & Robillard, P.C. will attend the next Board meeting to present the FY08 budget. The budget guidelines have been released by DHCD.

Motion by C. Andrews to accept the Financial Report, seconded by N. Jacobsen.
VOTED: 4-0-0

DIRECTOR'S REPORT

- I. DHCD: A. Site visit by DHCD John Gannon on September 12th.
- II. Maushope: A. Smoke Eater: tenant report, quiet, no heat and eliminates majority of smoke
B. Census: 23 of 24.
- III. Family Housing: A. Tenant complaint: ED to follow up.
B. Sewer Hook-up: Sewer hook-up at 33 and 35A Court Streets. Town has verbally agreed to provide assistance to hook these properties up to sewer system. ED has requested written agreement to present to DHCD in order to receive funds to pre-pay half of betterment cost. 35A Court Street, Unit #2 has been approved by health Inspector as a 3 bedroom.
- IV. Foley House: A. Census: 8 of 10.
- V. Other: A. ED Contract: C. Andrews requested ED draft a contract for review.

OLD BUSINESS

A. 90 Shank Painter Rd. – ED informed the Board that the RFP should be received by the end of the month. S. Connelly of MHP would like to schedule a meeting within the first 2 weeks of September. The Board deferred scheduling a meeting until the RFP is actually received. The Board discussed the need to develop a process for input from the various community housing groups.

B. 951R Commercial St. – ED to obtain engineering bids for preliminary site review to be funded by the \$3,000 TAP funds.

C. CPC – B. Green updated the Board on the Sandy Hill development. The condo documents will include language to assure year round residency.

D. Community Housing Council – M. Perdue provided the Board with update. CHC in process of developing Policies and Procedures. Estimate 2 years to be fully functioning with on-going reports to BOS regarding progress. Consultant hired with TAP grant monies to develop a brochure of existing housing programs. A new development proposed in the West End is consuming a lot of the CHC's time.

6E Development

1. Court Street – ED informed Board the abutting property to 33 Court Street is under agreement. ED informed Board there is a property abutting 35A Court Street with development potential.

NEW BUSINESS

The Board of Commissioners has no Treasurer with the resignation of Harry Opshal-Gee.

Motion by C. Andrews to appoint Cathy Reno Brouillet as Treasurer, seconded by B. Green.

VOTED: 3-0-1
ABSTAIN: Cathy Reno Brouillet

APPROVAL OF VOUCHERS

Motion by C. Andrews to approve vouchers, seconded by N. Jacobsen.

VOTED: 4-0-0

The next Regular Meeting of the Board was set for **Wednesday, September 26, 2007 at 5:15 pm** in the **Common Room at Maushope**, 44 Harry Kemp Way. There being no further business,

Motion by B. Green to adjourn the meeting,
seconded by N. Jacobsen.

**VOTED: Unanimous to adjourn
at 7:20 pm.**

Respectfully submitted,

Patrick J. Manning
Recording Secretary