

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
Wednesday, October 30, 2013**

**A regular meeting of the Provincetown Housing Authority was called to order by C. Andrews, Chair, on Wednesday, October 30, 2013 at 5:17 pm in the Maushope Common Room at 44 Harry Kemp Way.**

**Provincetown Housing Authority Board of Commissioners:**

**PRESENT:**

C. Andrews, Chair; Diana Fabbri, Vice Chair; N. Jacobsen, State Appointee; Kristin Hatch; Stephen Del Gizzo

**ABSENT:**

**OTHERS PRESENT:** Patrick J. Manning, Executive Director

**1. PUBLIC STATEMENTS:**

None

**2. COMMISSIONERS' STATEMENTS:**

None

**3. FRIENDS OF MAUSHOPE:**

The Friends finalize By-Laws. A sub-committee was formed to draft the Articles of Incorporating to present at the next Fiends meeting. The Friends have \$625.00

**4. FY2014 BUDGET:**

Jenna Milne, Fee Accountant presented the FY2014 budget for the Board's review. The PHA FY2014 is October 1 2013 to September 30, 2014. DHCD guidelines allowed for a 9% increase for all non-salary budget lines for FY2014. The DHCD guidelines allowed a 3% salary increase. The budget guidelines are state and do not apply to Foley House.

Motion by D. Fabbri to approve the FY2014 budget as presented by Jenna Milne, seconded by N. Jacobsen

**VOTED: 5-0-0**

**5. FINANCIAL REPORT:**

Jenna Milne presented the September 2013 FY2013 end financials. PHA reserves are at 19%, DHCD recommends 20%.

Motion by N. Jacobsen to approve the September 2013 FY2013 year end financial report as presented by Jenna Milne, seconded by N. Jacobsen

**VOTED: 5-0-0**

**6. APPROVAL OF MINUTES:**

K. Hatch motioned to approve the minutes of the September 17, 2013 Special Meeting as amended, seconded D. Fabbri

**VOTED: 5-0-0**

D. Fabbri motioned to approve the minutes of September 25, 2013 Regular Meeting as amended, seconded S. Del Gizzo;

**VOTED: 4-0-1 (K. Hatch abstained)**

**7. EXECUTIVE DIRECTOR'S REPORT:**

**A. DHCD:**

**1. High Leverage Asset Preservation Program:**

E.D. informed the Board that DHCD e-mailed notification that PHA was approved for the HLAPP. DHCD awarded \$35,000.00 with an additional \$7,000.00 for pre-construction design work. The grant was awarded with the secured award of \$35,000.00 in matching funds from the Provincetown Affordable Housing Trust Fund.

**2. Capital Improvement Plan Update:**

E.D. presented the Board with the updated 5 year Capital Improvement Plan. The reviewed the plan for approval.

Motion by K. Hatch to approve the updated Capital Improvement Plan, seconded by N. Jacobsen

**VOTED 5-0-0**

**B. Maushope**

**1. 3 Phase Electric:**

No updated information presented

**2. Generator/Air Conditioners/Ceiling Fans:**

E.D. exploring with DHCD to include cost in the CIP for next year. Board discussed alternative options to electric heat.

**3. Census:**

24 of 24.

### **C. Family**

#### 1. Formula Funding – Kitchens

The kitchen and flooring for two of the family units under the Capital Improvement Plan's Formula Funding completed. Awaiting invoices for work. Invoices to be submitted to DHVD for Formula Funding.

#### 2. Census:

9 of 9.

### **D. Foley House**

#### 1. Census: 10 of 10

## **8. OLD BUSINESS:**

### **A. Community Housing Council:**

K. Hatch reported the CHC is meeting weekly with a focus on holding a Housing Summit. The CHC is hopeful to schedule the Summit in January 2014, possibly the 15 of January. The CHC will be working with John Ryan.

### **B. Community Preservation Committee Report:**

No report

## **9. NEW BUSINESS:**

### **A. Schedule Board Site visit of PHA Properties:**

The Board discussed scheduling a tour of PHA owned properties. The Board agreed to schedule a tour of PHA properties on Friday November 8, 2013 at 9:30. E.D to inform all tenant of the Board's tour and that the Board would like to access some units.

### **B. Certificate of Appreciation – Molly Perdue:**

M. Perdue unable to attend meeting. M. Perdue will be available in November & December to attend a board meeting.

## **10. APPROVAL of VOUCHERS:**

S. Del Gizzo motioned to approve vouchers as presented, seconded by K. Hatch

**VOTED: 5-0-0**

## **11. CLOSING STATEMENTS:**

None.

Board scheduled the next Board meetings for Tuesday November 19, 2013 @ 5:15pm;  
December 20, 2013 @ 12:15pm

**12. EXECUTIVE SESSION:**

The Board did not enter into Executive Session

D.Fabbri motioned to adjourn at 7:42

Respectfully submitted,

Patrick J. Manning, Recording Secretary