

**REGULAR MEETING MINUTES  
PROVINCETOWN HOUSING AUTHORITY  
FRIDAY JANUARY 29, 2016**

**A regular meeting of the Provincetown Housing Authority was called to order by K. Hatch, Vice Chair, on Friday January 29, 2016 at 4:05pm in the Maushope Common Room at 44 Harry Kemp Way.**

**Provincetown Housing Authority Board of Commissioners:**

**PRESENT:** K. Hatch, Vice Chair; Nancy Jacobsen, State Appointee, E. Anderson

**ABSENT:** D. Fabbri, Chair,(excused) J. Germack (excused)

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

**1. PUBLIC STATEMENTS:**

**2. COMMISSIONERS STATEMENTS:**

N. Jacobsen informed the group she was disappointed to read in the Cape Cod Times that the affordable housing development in Eastham most like not moving forward.

**3. FINANCIAL REPORT:**

E.D. presented the December 30, 2015 Financial Report. N. Jacobsen motioned to accept the November 30, 2015 Financial Report, seconded by E. Anderson

**VOTED: 3-0-0**

**4. APPROVAL of MINUTES:**

E. Anderson motioned to approve the minutes of the Regular Meeting of December 21, 2015, seconded by N. Jacobsen

**VOTED: 3-0-0**

**5. PROVINCETOWN HOUSING AUTHORITY EXPANSION:**

K. Hatch will follow up with developer who may assist PHA to purchase 46 and 46.5 Harry Kemp Way. K. Hatch will explore a possible MOU with PHA and developer. K. Hatch had meeting with Town Manager regarding PHA plans to expand.

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

**A. DHCD:**

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

E.D. presented Board with Change Orders for project.

E. Anderson motioned to approve Change orders as presented by E.D., N. Jacobsen seconded

**VOTED: 3-0-0**

E.D. presented Board with Certificate of Substantial Completion.

E. Anderson motioned to approve the Certificate of Substantial Completion, N. Jacobsen seconded

**VOTED: 3-0-0**

E.D. presented the Board with Certificate of Completion.

E. Anderson motioned to approved the Certificate of Completion, N. Jacobsen seconded

**VOTED: 3-0-0**

**B. Maushope**

**1. Solar Energy Options:**

E.D. to contact Town's Solar Energy group

**2. Heat Alternatives in Case of Power Outage:**

E.D. to research generators for alternate heat/air source.

**3. Non-Smoking Building:**

E.D. to schedule initial meeting for tenants with state program in the spring, early summer.

**4.Census:**

24 of 24.

**C. Family**

**1. Formula Funding – Kitchen/Baths:**

Project completed

**2. Census:**

9 of 9.

**D. Foley House**

**1. Door Entry System:**

Electrician has identified a system that will utilize resident's phones, a considerable cost savings than installing individual doorbells.

2. **Census:**

10 of 10

**9. OLD BUSINESS:**

**A. Community Housing Council Report:**

K. Hatch informed the Board that the M. Jarusiewicz provide a report for 2015 to the CHC that identified 11 additional affordable units added to Provincetown's affordable housing inventory, 4 affordable ownership unit re-sold, the Little Fix It program had 1 applicant, the Voucher program received 5 applicants.

**B. Community Preservation Committee Report:**

K. Hatch informed the Board that the CPC scheduled a meeting for January 11 for all submitted proposals to be presented and reviewed. The CPC scheduled a Public hearing for February 8 for all submitted proposals to be reviewed and voted on

**10. NEW BUSINESS:**

**A. Contract, Executive Director**

K. Hatch recommended the Board postpone a review of the E.D.'s contract until a full Board is present. Board and E.D. agreed to postpone.

**B. Annual Town Report:**

E.D. presented 2015 Annual Town Report for approval. The Board reviewed and approved the report to be submitted to the Town Clerk.

**11. APPROVAL of VOUCHERS:**

N. Jacobsen motioned to approve vouchers as presented, seconded by E. Anderson

**VOTED: 3-0-0**

**11. CLOSING STATEMENTS:**

K. Hatch informed Board the Board Chair D. Fabbri doing well.

Board scheduled next Regular Meeting for Monday, February 29, 2016 at 4:00pm

K. Hatch motion to adjourn at 5:24pm

Respectfully submitted,

Patrick J. Manning, Recording Secretary