

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

A regular meeting of the Provincetown Housing Authority was called to order by K. Hatch, Vice Chair on Wednesday May 25, 2016 at 5:02pm in the Maushope Common Room at 44 Harry Kemp Way, Provincetown.

Provincetown Housing Authority Board of Commissioners:

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

ABSENT: D. Fabbri, Chair,(excused)

OTHERS PRESENT: Patrick J. Manning, Executive Director
Michelle Jarusiewicz, Provincetown Affordable housing Specialist

1. PUBLIC STATEMENTS:

None

2. COMMISSIONERS STATEMENTS:

None

N. Jacobsen motioned to take agenda items 5,6,7,&8 out of order, seconded by E. Anderson
VOTED 4-0-0

5. PROVINCETOWN HOUSING PLAYBOOK: MICHELLE JARUSIEWICZ

M. Jarusiewicz presented to the Board the current updated version. M. Jarusiewicz discussed with the Board that the current updating is not the final version and requesting Board members provide feedback for on-going updating. M. Jarusiewicz informed the Board that a ULI workshop/presentation will be June 8 & 9 and encouraged Board and staff to attend.

6. CPA GRANT AGREEMENT: MICHELL JARUSIEWICZ

M. Jarusiewicz presented the Board the grant agreement for the approved CPA grant. The Board and M. Jarusiewicz reviewed the grant agreement. E.D. to provide; deed information, scope of planning/site review and timetable for quarterly reports. Motion by J. Germack to approve CPA grant agreement with additional information incorporated and E.D. to sign grant agreement, seconded by N. Jacobsen,

VOTED: 4-0-0

7. AHTF GRANT AGREEMENT: MICHELL JARUSIEWICZ

M. Jarusiewicz presented to the Board the the AHTF grant agreement for 35A Court Street. The Board reviewed the grant agreement motion by J. Jermack to approved the AHTF grant agreement with the E.D to sign the grant agreement, seconded by K. Hatch

VOTED: 4-0-0

8. PROVINCETOWN HOUSING AUTHORITY EXPANSION:

The Board and M. Jarusiewicz the process to begin the expansion planning. E.D. to submit a letter to MHP requesting technical assistance. E.,D. To contact local engineer W. Rogers who as offered assistance. Provincetown 365 is interested in providing assistance. A meeting to be scheduled in July inviting parties who have voice interest to assist to attend. The CPA grant will be in affect July 1, 2016.

3. FINANCIAL REPORT:

E.D. presented the April financial report motion by N. Jacobsen to approve the April 2016 Financial Report, seconded by J. Germack,

VOTED: 4-0-0

4. APPROVAL OF MINUTES:

The Board reviewed the minutes from the March 28, 2016 Regular Meeting motion by E. Anderson to approve the March 28, 2016 minutes with corrections, seconded by N. Jacobsen

VOTED: 4-0-0

9. EXECUTIVE DIRECTORS REPORT:

A. DHCD:

1.Capital Improvement Plan/Formula Funding 2018:

E.D. informed the Board that DHCD has approved the Capital Improvement Plan/Formula Funding for 2018 as submitted by PHA

B. Maushope

1. Solar Energy Options:

E.D. to contact D. Gardner, Assistant Town Manager who is the Town's contact for Solar Energy.

2.Heat Alternatives in Case of Power Outage:

E.D. informed the Board that DHCD is considering releasing funds for alternate heat systems for buildings currently heated by electric.

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. Census:

9 of 9

D. Foley House:

1. Door Entry System:

Electrician and E.D. Have identified a system that utilizes individual phones; land and cell phones. A deposit of \$1,000.00 requested by electrician to purchase the system. E.D. informed the Board that an invoice and check is with the vouchers this month.

2. Census:

10 of 10

10. OLD BUSINESS:

A. Community Housing Council Report:

E. Anderson informed the Board that the CHC has a new member, Paul Richardson. E. Anderson attend the LCP meeting and provided a report for the CHC regarding; where housing has been, where housing is currently and where housing is going. M. Jarusiewicz presented the Provincetown Housing Playbook to the CHC. E. Anderson attended ma ,meeting of Provincetown m365. Provincetown 365 is focusing on; the Community Center, the VFW property and he location of the new Police station at the Jeroum Smith Road parking/Tree area. E. Anderson informed the Board that the Town Planner would like to maximize the number of housing units at the VFW property.

B. Community Preservation Committee Report:

K. Hatch informed the Board that the CPC is reviewing the application process to explore accepting application off cycle.

11. NEW BUSINESS:

N. Jacobsen informed the Board that she would be submitting her resignation as the State Representative on the PHA Board. N. Jacobsen informed the Board that it is time to take a break after 11 years serving as the PHA Board's State Representative. The Board discussed possible replacements

12. APPROVAL of VOUCHERS:

N. Jacobsen motioned to approve vouchers as presented, seconded by J. Germack

VOTED: 3-0-0

13. CLOSING STATEMENTS:

N. Jacobsen informed the Board that Dennis is building 4 - 425 Sq Ft housing units for disabled persons

14. EXECUTIVE SESSION:

No Executive session called

Board scheduled next Regular Meeting for Wednesday June 29, 2016 at 5:00pm

E. Anderson motion to adjourn at 7:08pm

Respectfully submitted,

Patrick J. Manning, Recording Secretary