

Minutes of a meeting of the Provincetown Housing Authority Board of Commissioners

Approved on 05/16/2018

MINUTES PROVINCETOWN HOUSING AUTHORITY

REGULAR MEETING

April 25, 2018: 5:17 P.M. 44 HARRY KEMP WAY - COMMUNITY ROOM

COMMISSIONERS PRESENT:

Elaine Anderson, Chair; Keith Hunt, Vice Chair; Nancy Jacobson, State
Appointee; Charlene Parris, Treasurer;
Fran Coco, Clerk

COMMISSIONERS ABSENT: None

STAFF PRESENT:

Kristin Hatch

Also present: Jenna Milne, CPA

The meeting was called to order at 5:17 by Chair Elaine Anderson

Public Statements: Maushope tenant inquired about when the garden water is turned on and about the maintenance sheds

Commissioner Hunt moved to approve minutes with correction for the April 25, 2018 meeting, Commissioner Jacobson seconded.

Vote 5-0-0

Chair Elaine Anderson reported that the ED Contract & waiver is still in process and she is in touch with DHCD. She thanked Representative Sarah Peake and her staff for their assistance with DHCD.

Fee accountant Jenna Milne, CPA went over financials and the 2018 Budget to be submitted to DHCD. Budget Summary was discussed by Commissioners, total budget Ms. Milne presented first quarter operating statements for period ending 12/31/2017

Foley House Financial Status is currently urgent due to loss of funding source. Strategies discussed. Discussion of PMR items in need of addressing and processes for TAR and A/P.

Approval of budget by Roll Call vote: Ms Parris motioned, Ms. Coco 2nd.

Anderson, Aye, Hunt- Aye, Parris- Aye, Jacobson- Aye, Coco- Aye - None opposed.

Executive Director's Report: included review and discussion of financial statements for April 2018 and review of March financials. Ms. Hatch discussed rent roll all sites, vacancy report- 2 at Foley House and 1 at Maushope. ED recommended Policy Update or Rent Collection & Cash flow. Ed recommended Bi weekly payroll. DHDC Construction Project manager met with ED to discuss plans for Septic projects at Senior and Family properties. Vacancy turnover and Unit and HOME funds inspection and recertification begun at Foley House, Grace Goveia HAC inspection and Noise remediation projects are being planned.

Request for hiring casual administrative labor and request to purchase technology for maintenance department.

Friends of Maushope needs members

Tenants Association is reforming

Approval of Vouchers - Ms. Anderson moved to approve vouchers, Ms. Coco seconded

Vote: 5-0-0

Approval of Policy changes and administrative resources- Ms. Parris moved to approve requests, Ms. Anderson seconded

Vote: 5-0-0

MOTION TO ADJOURN: At 7:35 p.m. Ms. Anderson moved to adjourn, Mr. Hunt seconded. Vote: 5-0-0