

MINUTES of a Regular meeting of the  
PROVINCETOWN HOUSING AUTHORITY - BOARD OF COMMISSIONERS  
on November 28, 2018 5:15 P.M. at 44 HARRY KEMP WAY in the COMMUNITY ROOM

COMMISSIONERS PRESENT

Elaine Anderson, Chair  
Nancy Jacobsen, State Appointee  
Keith Hunt, Vice Chair, Charlene  
Parris, Fran Coco

STAFF PRESENT:

Kristin Hatch, Director

COMMISSIONERS ABSENT: None

Also present: Fee Accountant, Jenna Milne, CPA

Meeting was called to order at 5:16 PM by Chair Anderson with all Commissioners present at Roll Call.

PUBLIC STATEMENTS: None

COMMISSIONER STATEMENTS: Commissioner Jacobsen stated that she was optimistic about the possibility recently in the news that the Truro Air Base may be used for housing. All agreed this would be a much needed development. Chair Anderson reported that she and Vice Chair Hunt had attended the Economic Development meeting at Town Hall and the dire need for housing was a large part of the discussion for remaining a vibrant community with workforce housing as an important part of the town housing needs. They report it was a very positive discussion and look forward to future sessions.

DIRECTORS REPORT:

Financial Reports were distributed for the annual fiscal year end certification and discussion of the state of the PHA finances occurred. Expenses and income were reviewed and Ms. Milne said the PHA's State programs are in good shape and went over the year end figures with the group. Capital reserves augmentation provided by DHCD this year brings up our State reserves. The PHA's area of concern financially is its federal property with the loss of a large grant two years ago. The group discussed options for increased funding and opportunities, grants and where to cut costs. Work on applying for grants to cover extraordinary costs of recent emergency damage caused to the building has begun. Discussion of work in the long range plan has begun with a strategy to increase rental income on the property and look for other sources of income.

MOTION TO CERTIFY YEAR END FINANCIAL STATEMENT:

Motion duly made by Commissioner Hunt and seconded by Commissioner Coco, the motion was approved by the following vote: 5-0-0 Year-end documentation was certified and signed by all Commissioners.

Commissioner Coco left the meeting at 6:45 PM

Property report by the director included a census for 667 program of 32 of 34, Federal Census 10 of 10, moderate census 3 of 3. Future project of repainting the interior hallways at our 667 property was discussed with enthusiasm.

OTHER BUSINESS:

Commissioners agreed a deadline of January to put forth an RFP for a consultant to assist in increasing the number of units under PHA ownership and management. They also discussed grant applications to the Affordable Housing Trust Fund and the Community Preservation Committee.

A review of policy and procedures were distributed to board members for future vote.

MOTION TO APPROVE VOUCHERS:

Upon a motion duly made by Commissioner Parris and seconded by Commissioner Hunt, the motion was approved by the following vote: 4-0-0

New Business: Work is complete on rehab of unit at Maushope. Motion to approve completion and appoint ED as final signatory. Upon a motion duly made by Commissioner Hunt and seconded by Commissioner Coco, the motion was approved by the following vote: 5-0-0

MOTION TO ADJOURN:

Upon a motion duly made by Commissioner Parris and seconded by Commissioner Hunt, the motion was approved by the following vote: 4-0-0 MEETING ADJOURNED: 7:00 PM