

## The Provincetown Housing Authority

will hold a Regular meeting of the BOARD OF COMMISSIONERS Thursday, Jun 18, 2020 5:30 PM located at 44 HARRY KEMP WAY in the COMMUNITY ROOM

**NOTE: THIS IS A REMOTE PARTICIPATION MEETING**

### MINUTES

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The Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Provincetown Housing Authority Board will be conducted via remote participation. To join us PHA Board of Commissioners

Thursday, Jun 18, 2020 5:30 PM - 6:30 PM (EDT)

#### PHA Board of Commissioners

Thu, Jun 18, 2020 5:30 PM - 7:00 PM (EDT)

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Present were Commissioners Fran Coco, Charlene Parris and Donna Szeker

There were no public statements

- Commissioner Report/Statements

Commissioner Szeker was thankful for the work of staff during the current health crisis. PHA staff have continued to work onsite since March.

- Approval of Minutes

Approval for January 27, 2020 - Move: Donna Szeker, second Charlene Parris 3-0-0

Approval of Minutes February 4, 2020 Move: Donna Szeker, second Charlene Parris 3-0-0

- Upcoming Election for Commissioners discussion

Commissioners discussed the upcoming election and the need to write-in Commissioner Parris in the upcoming election. This is due to the time constraints of the pandemic in pulling papers and the fact that she is actually the Tenant Representative, but State election rules have not yet been put in place regarding this issue.

- Executive Director's Report:

Budget not yet approved by DHCD as they are asking for more information regarding staffing and ED contract and our various programs. The budget will likely be approved by the next meeting as it is an integral part of the now required Annual Plan for the PHA which puts together all aspects of operations in one report. The Annual Plan is subject to a public process and hearing for input and then needs to be approved by the Board in its final form.

- Financial Report

ED reported the PHA finances are in good shape at this point in the fiscal year. Capital Project financials for Septic Projects at Pearl Street and Harry Kemp Way are active and ongoing and about half way done at this time. New generator has been installed. Payments Upcoming Capital projects are the roof replacement which was delayed by a month at 44 Harry Kemp Way, We expect to go out to bid sooner than later on that project.

- Federal units funding

Federal property grant discussion all Commissioners agreed that funding for the house was a welcome relief for the house and will allow plans for the future.

Move to accept grant for the Foley House by Charlene Parris, second by Donna Szeker 3-0-0

- Capital Project Administration Funds allocation

ED presented Invoice for hours spent working on Septics project over the last two and a half years. Now that project is 50% complete, the invoice for hours in the amount of \$15,000 was invoiced for ED work on the jobs.

Move to approve: Donna Szeker, second Charlene Parris 3-0-0

- Property Report:

Family Units - Fencing at Pearl Street and beautification money from Admin funds for Septic discussion. General discussion and agreement that using admin funds to enhance capital projects is a good use of funds.

Senior Units - Staff continues a regime of sanitization of high touch points at Maushope. Staff is also working on the turnover of vacant unit which was in poor condition. Additional paving not specified to be done at 44 Harry Kemp way as well as landscaping features as a change order to the septic jobs.

Federal units - One vacancy at the Foley House. Interior energy work was delayed due to COVID restriction and ban on interior work. Once allowed we plan to refinish the floor in vacant unit before renting it.

Moderate Units Gouveia - One vacancy at this time tenant selection in process.

Director mentioned her appreciation for staff David Ketchum and Tim Seaton during this time and their dedication to our residents health and safety. We are also thankful for the residents and Board members in helping to keep our residents safe at all our properties. The PHA has a good supply of masks which are available to all at the office.

- Committee Reports

CPA update since Town Meeting was delayed this year the seller of 46 Harry Kemp Way has granted an extension on the Purchase and Sale Agreement until Town Meeting happens. ED received reimbursement from the CPA Grant received by the PHA for expansion for funds spent on due diligence on 46 Harry Kemp Way. Stated goal of building supported housing for seniors on 46 Harry Kemp Way and discussion about the nature of the building. Discussion of planning and RFP for consultant for next steps in development.

- Annual Plan, Policy and Procedure Review/ Update

Discussion of Annual Plan which includes the PHA Capital Improvement Plan, Performance Management Review, Budget and Maintenance Spending etcetera. ED explained the process for a Public Hearing in July. Getting all of the materials together is an added constraint on ED's time.

- DHCD, COVID 19 Response and efforts by PHA, Status update and discussion.

ED has participated in bi-weekly calls with DHCD regarding COVID precautions and response. Steam guys are sanitizing Senior buildings regularly. Hopefully funds will come from DHCD for these expenses.

- New Business Discussion about Foley House funding efforts and revising of documents and the need for assistance in this matter. ED will go to Housing Assistance Corporation for assistance in the effort.
- Approval of Vouchers, Checks and online payments.

Commissioners asked questions about bills and payments Move to approve by Charlene Parris, second by Donna Szeker Vote 3-0-0

- Closing Statements None, Motion to adjourn by Charlene Parris, second Donna Szeker at 6:49pm