

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
Wednesday, January 26, 2011**

**A regular meeting of the Provincetown Housing Authority was called to order by C. Andrews, Chair, on Wednesday, January 26, 2011 at 5:30 pm in the Maushope Common Room at 44 Harry Kemp Way.**

**Provincetown Housing Authority Board of Commissioners:**

**PRESENT:**

C. Andrews, Chair, N. Jacobsen; N. Taylor, H. Gordon  
M. Perdue, Vice-Chair arrived 6pm

**ABSENT:**

**OTHERS PRESENT:**

Patrick J. Manning, Executive Director, Recording Secretary

**PUBLIC STATEMENTS:**

Roger Chauvette, Chair, Maushope Tenant Association presented a letter to the Board regarding tenant safety concerns as pedestrians walking on Harry Kemp Way and Conwell Street. The concerns listed; Harry Kemp Way: lighting crosswalk entry/exit, snow removal; Conwell Street: shrubbery/flowerbeds blocking sight of pedestrians/autos, posting of speed limit & pedestrian traffic. The Board discussed assisting the Maushope TA with concerns by bringing issues to Town Manager &/or BOS. Board agreed to write BOS to request the Maushope TA concerns be a BOS meeting agenda.

**COMMISSIONERS STATEMENTS:**

N. Taylor informed Board members he would be resigning from the PHA board and this would be last meeting

**951R COMMERCIAL STREET:**

Consultant L. Shufelt unable to make meeting. ED presented RFP for sale of property. Board reaffirmed minimum sale price of \$299,000.

**APPROVAL OF MINUTES:**

H. Gordon motioned to accept the minutes of November 17, 2010,  
N. Taylor seconded.

**VOTED: 3-0-1 (C. Andrews abstained)**

**FINANCIAL REPORT:**

ED presented November & December report.

H. Gordon requested clarification of, Foley House: “Allowance for Doubtful Accounts”, ED clarified it is balance of potentially prepaid/uncollectible funds; “A/R – Tenants”, Ed clarified positive/negative balance of tenant rents; State account: “Non-dwelling Rentals”, Ed clarified any/all rental income except tenant rent – inclusive of cable charge.

H. Gordon motioned to accept financial reports, N. Taylor seconded.

**VOTED: 4-0-0**

M. Perdue arrived 6pm

**DIRECTOR’S REPORT:**

**1. DHCD:**

**A. CONTRACTS:**

ED presented DHCD Work Plan 1010, Project #242020 for \$40,950 for five 705 Family Units heating system replacement,

Motion by H. Gordon to approve DHCD Work Plan 1010 for \$40,950. seconded by N. Taylor,

**MOTION: 5-0-0**

ED presented DHCD Formula Funding Work Plan 5001, Project # 242019 for FY2012, FY2013 & FY2014 for \$143,597.

Motion by N. Jacobsen to approve DHCD Work Plan 5001, Project #242019, seconded by H. Gordon,

**MOTION: 5-0-0**

**2. Maushope:**

**A. Elevator:** BOS approved repair cost reimbursed from Town CDBG of \$7,305. received.

**B. SEWER:** Ed presented cost associated with sewer hookup; \$270,000. betterment fee, \$7,644. user fee 2010. Board identified funding as potential problem and possible Maushope expansion if sewer hookup approved. H. Gordon to obtain additional hookup info, ED to obtain info regarding possible expansion

**B. Census:** 24 of 24

**C. Family Housing:**

**A. 33 Court Street:** flooring material arrived, scheduled to be installed

**B. Heat System Replacement:** engineering firm to bid out project

**C. Census:** 8 of 9

- D. Foley House:**
- A. Audit:** Orleans HA received waiver for Audit, ED to obtain cost of single PHA audit
  - B. HUD Renewal:** funding renewal approved as part of Cape Cod Homeless Continuum of Care funding
  - C. Census:** 9 Of 10

**OLD BUSINESS:**

- A. 90 Shank Painter Road:** M. Perdue reports Community Builders may change income guidelines, CB doing limited soil testing, CB reorganizing funding in order to start development
- B. 951 Commercial Street:** consultant preparing RFP, legal ads and flyers
- C. Community Preservation Committee:** N. Jacobsen reports no quorum last meeting. CPC to review submitted proposals, majority of proposals are historic, approximately \$300,000. in funding this year
- D. Community Housing Council:** M. Perdue reports no meetings scheduled
- E. 47 Harry Kemp Way:** no report

**NEW BUSINESS:**

- A. NON-PROFIT DEVELOPMENT OPTIONS:** Board and ED to explore options for proceeds of sale of PHA surplus property.
- B. JOB DESCRIPTION REVIEW:** Board reviewed job descriptions of; ED, PHA maintenance & Town Affordable Housing Specialist for better understanding of roles and responsibilities. H. Gordon requested Town Affordable Housing Specialist be invited to next PHA Board meeting.

**APPROVAL OF VOUCHERS:** M. Perdue motioned to approve the vouchers, N. Jacobsen seconded,

**VOTED: 5-0-0**

**CLOSING STATEMENTS:** M. Perdue informed Board she will be resigning from the CHC. Board discussed replacement of M. Perdue as PHA rep on the CHC. Motion by C. Andrews that effective upon the resignation of M. Perdue H. Gordon will be appointed to the CHC as the PHA rep, seconded by N. Jacobsen,

**VOTED: 5-0-0**

The Board agreed to schedule the next meeting for February 23 at 5:30pm.  
N. Jacobsen motioned to adjourn at 7:40 pm.

Respectfully submitted,

Patrick J. Manning  
Recording Secretary