

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
Wednesday, February 23, 2011**

A regular meeting of the Provincetown Housing Authority was called to order by C. Andrews, Chair, on Wednesday, February 23, 2011 at 5:34 pm in the Maushope Common Room at 44 Harry Kemp Way.

Provincetown Housing Authority Board of Commissioners:

PRESENT:

C. Andrews, Chair; N. Jacobsen, State Appointee; H. Gordon

ABSENT:

M. Perdue, Vice Chair; excused

OTHERS PRESENT:

Patrick J. Manning, Executive Director, Recording Secretary

I. PUBLIC STATEMENTS:

A Maushope tenant informed Board that an issue with an other tenant that was resolved a year ago has started up again. The tenant informed the Board that the Police and PHA ED provided support and direction to address the issue. Board offered assistance if need.

G. Johnstone informed Board that she and other tenants unaware that the tenant issue started up again.

II. COMMISSIONERS STATEMENTS:

C. Andrews updated Board regarding follow up to tenant concerns brought to last Board meeting regarding pedestrian safety on Harry Kemp Way and Conwell Street. Letter sent to BOS requesting to be on a BOS meeting agenda for Harry Kemp Way concerns. C. Andrews and R. Chauvette, TA Chair did a site visit to Conwell Street and submitted to be on agenda of Traffic Hearing on March 15th. ED informed Board the COA van will provide transportation to Traffic Hearing. C. Andrews requested that Board members inform ED if plan to attend Traffic Hearing in order to post a meeting if a quorum would be present.

C. Andrews updated the Board regarding PHA appointment to the CHC. M. Perdue appointed by BOS so not PHA Rep on CHC and PHA is the Board that appoints the PHA Rep to the CHC.

III. BOARD APPLICANT INTERVIEW:

Tom Roberts introduced. Tom Roberts submitted application to BOS for appointment to PHA Board. ED informed Board that Joint Meeting with BOS changed to Monday February 28th from March 14th to appoint Tom Roberts..

IV. APPROVAL OF MINUTES:

N. Jacobsen motioned to accept the minutes of January 26, 2011,
H. Gordon seconded.

VOTED: 3-0-0

V. FINANCIAL REPORT:

ED presented January report.

ED clarified; Foley House: “Allowance for Doubtful Accounts”, 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.

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

VOTED: 3-0-0

VI. DIRECTOR’S REPORT:

1. DHCD:

A. CONTRACTS:

ED presented amendment to DHCD Work Plan 1010, Project #242020. Amendment to increase by \$3,450 the approved \$40,950 to \$44,400. for five 705 Family Units heating system replacement,

Motion by N. Jacobsen to approve the amendment to DHCD Work Plan 1010 to increase to \$44,400. seconded by H. Gordon,

VOTED: 3-0-0

ED presented amendment to DHCD Work Plan 242021009 to increase by \$8,450. the approved \$4,680. to \$13,130. for WARP Design Contract,

Motion by N. Jacobsen to approve the amendment to DHCD Work Plan 242021009 to increase to \$13,130., seconded by H. Gordon

VOTED: 3-0-0

ED presented the bid results for the WARP contract. Frank A. Days & Sons, Inc was lowest of the 3 bids received. Two other local companies did not submit bids. Ed recommended the Board vote to approve awarding the contract to F.A. Days & Sons.

Motion by N. Jacobsen to award the WARP contract to Frank A. Days & Sons, Inc., seconded by H. Gordon,

VOTED: 3-0-0

2. Maushope:

A. Tenant Association: Tenant concerns regarding pedestrian safety on Conwell Street scheduled for Traffic Hearing March 15, 2011. Pedestrian safety concerns on Harry Kemp Way to be scheduled for a BOS meeting.

B. 3 Phase Electric: ED informed the Board that OCHS is exploring 3 Phase electric and inquired if PHA interested. OCHS is considering for 2013 and at this time has not cost estimates. Board inquired that if 3 Phase electric on Harry Kemp Way would PHA be able to tap into at a later time. ED to clarify with NSTAR

C. SEWER: H. Gordon updated Board on information from J. Roderick and D. Gurtin regarding sewer hookup. J. Roderick estimates the Maushope septic system is 26 y/o and the lifespan is 25 years. J. Roderick estimates the cost to replace the Maushope septic to be about \$180,000. D. Gurtin from DPW informed that a letter of interest does not commit PHA to a sewer hookup but supports the need for the area to be serviced by the sewer.

C. Andrews questioned that if a "letter of intent" really does not commit PHA to a sewer hookup. C. Andrews asked that more information be obtained; the figures utilized to calculate betterment fee, user cost fees, hook up cost, cost to replace Maushope septic system.

3. Family Housing:

A. 33 Court Street: rehab will be complete by end of month. Lease up will be internal move for over-housed family. Lease up beginning of month.

B. Heat System Replacement: Board voted to approve contract to F. A. Days & Sons

C. Sewer- Pearl Street: J. Roderick recommends the septic system for Pearl Street should be replaced or Pearl Street be hooked up to the sewer system.

D. ED obtained electric cost from the 2 family units that heat by electric. Board request ED to explore possible grants to convert electric heat to propane or oil heat.

E. Census: 8 of 9

D. Foley House: **A. Audit:** ED to schedule audit
B. Census: 9 of 10

OLD BUSINESS:

A. 90 Shank Painter Road: C. Andrews provided new and future members of issue regarding washer/dryers and garbage disposals. C. Andrews recommend the CHC follow up on issue

B. 951 Commercial Street: the RFP is listed in the Central Register and ads placed in local papers. A flyer distributed to local Realtor. The RFP is available at PHA as well as at the Town Clerk's office.

C. Community Preservation Committee: N. Jacobsen report the proposal for Hawthorne Barn is for \$181,000. out of a total cost of \$300,000. The CPC concerned of awarding a large amount to a private person. The Board discussed that possibility of deed restricting the property. N. Jacobsen reports that the CPC will be able to award about \$300,000. and there are request totaling \$330,000.

D. Community Housing Council: no report,
C. Andrews motioned to appoint Harriet Gordon as the PHA Rep to the CHC for a term to expire December 31, 2012, seconded by N. Jacobsen,

VOTED: 3-0-0

E. 47 Harry Kemp Way: no report

NEW BUSINESS:

A. State Appointee: Ed informed the Board that N. Jacobsen's term as the State Appointee expires June 30, 2011. Board discussed reappointment of N. Jacobsen. N. Jacobsen agreed to apply for reappointment as State Appointee.

B. PHA Board Appointee: Joint meeting with BOS scheduled for Monday February 28, 2011. ED posted Joint meeting.

APPROVAL OF VOUCHERS: N. Jacobsen motioned to approve the vouchers, H. Gordon seconded,

VOTED: 3-0-0

CLOSING STATEMENTS: C. Andrews thanked T. Roberts for attending the PHA Board meeting and his willingness to serve on the PHA board.

The Board agreed to schedule the next meeting for March 30, 2011 at 5:30pm.

H. Gordon motioned to adjourn at 7:35 pm.

Respectfully submitted,
Patrick J. Manning
Recording Secretary