

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
Monday, August 20, 2012**

A regular meeting of the Provincetown Housing Authority was called to order by C. Andrews, Chair, on Wednesday August 20, 2012 at 6:00 pm in the Maushope Common Room at 44 Harry Kemp Way.

Provincetown Housing Authority Board of Commissioners:

PRESENT:

C. Andrews, Chair; Diana Fabbri, vice Chair; N. Jacobsen, State Appointee; Kristin Hatch; Molly Perdue,(7:15pm)

ABSENT:

OTHERS PRESENT: Patrick J. Manning, Executive Director; Maushope Tenants' Association: Gladys Johnstone

1. PUBLIC STATEMENTS:

G. Johnstone thanked Board for common area carpeting and for all the hard work the Board does on behalf of the Maushope residents

2. COMMISSIONERS' STATEMENTS:

C. Andrews, Chair requested that 951R Commercial Street be on next Board meeting agenda

3. REVIEW: REPORT OF THE COMMISSION FOR PUBLIC HOUSING SUSTAINABILITY AND REFORM

C. Andrews requested agenda item 3 be tabled till after agenda item 9.

Motion by K. Hatch to table agenda item 3 till after agenda item 9; seconded by N. Jacobsen;

VOTED: 4-0-0

4. APPROVAL OF MINUTES:

N. Jacobsen motioned to approve the minutes of July 23, 2012, seconded by D. Fabbri

VOTED: 3-0-1 (K. Hatch abstained)

5. FINANCIAL REPORT:

ED presented July 2012. ED informed Board of high water/sewer bill for a family unit due to an unidentified leak. The Board discussed how to detect leaks prior to water meters being read 2 times a year. C. Andrews informed the Board that the Water Dept has ability to provide monthly reports. Board discussed ED obtaining quarterly reports from Water Dept.

Motion by C. Andrews that ED obtain quarterly water usage reports for any/all PHA properties hooked up to sewer system, seconded by N. Jacobsen;

VOTED: 4-0-0

ED informed the Board that DHCD has not released the budget guidelines for FY2013. The PHA FY is October 1 to September 30. The Board scheduled a tentative meeting for September 24, 2012 at 5:15 with an agenda to meet with Fee Accountant to develop, review and approve a FY2013 budget if the budget guidelines have been released by DHCD.

Motion by N. Jacobsen to approve Financial Report, seconded by D. Fabbri;

VOTED: 4-0-0

6. DIRECTOR'S REPORT:

A. DHCD:

1. Capital Improvement Plan:

DHCD approved CIP. Board requested ED to e-mail approval letter to BOS Secretary and Town Manager

B. Maushope

1. Elevator RescuVator: ED submitted request for up to \$7,000.00 in funding from CDBG to M. Jarusiewicz, Grant Administrator. M. Jarusiewicz presented the request at the August 20, 2012 BOS meeting. The BOS unanimously approved the request for up to \$7,000.00

2. Census: 24 of 24.

C. Family

1. Census: 9 of 9.

D. Foley House

1. Census: 10 of 10

7. OLD BUSINESS:

A. ED Evaluation:

ED and Board reviewed evaluation tool used by prior PHA Boards as well as an evaluation tool utilized by another Cape Housing Authority. Board requested ED develop on evaluation tool utilizing the 2 reviewed. ED will e-mail the ED evaluation tool draft to Board. The Board set a tentative meeting for September 19th at 5:15 that would have the evaluation on the agenda.

B. ED Contract:

ED and Board reviewed current ED job description and DHCD approved contract template. Board agreed to postpone any further action regarding the ED's contract until DHCD releases the FY2013 budget guidelines and the ED evaluation has been completed.

8. NEW BUSINESS:

None

9. APPROVAL OF VOUCHERS:

motion by D. Fabbri to approve vouchers, seconded by N. Jacobsen;

VOTED: 4-0-0

M. Perdue arrived at 7:15

3. REVIEW: REPORT OF THE COMMISSION FOR PUBLIC HOUSING SUSTAINABILITY AND REFORM

Board reviewed and discussed; the Commission report, ED's report on a meeting attended by Housing Authority EDs and reports from MassNAHRO. The Board discussed contacting State Rep Peake and State Senator Wolfe regarding the Commission report. C. Andrews agreed to contact State Rep Sarah Peake and State Senator Dan Wolf regarding the Commission report.

10. CLOSING STATEMENTS:

None

The next Board meeting scheduled for Wednesday September 19, 2012. A tentative Board meeting scheduled for Monday September 24, 2012 if budget guidelines released by DHCD.

K. Hatch motioned to adjourn at 7:52 p.m., N. Jacobsen seconded.

Respectfully submitted,
Patrick J. Manning
Recording Secretary