

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
WEDNESDAY, FEBRUARY 26, 2014**

A regular meeting of the Provincetown Housing Authority was called to order by D. Fabbri, Vice-Chair, on Wednesday, February 26, 2014 at 5:19 pm in the Maushope Common Room at 44 Harry Kemp Way. C. Andrews, Chair requested D. Fabbri, Vice Chair chair the meeting since C. Andrews has submitted her resignation effective May election day.

Provincetown Housing Authority Board of Commissioners:

PRESENT:

C. Andrews, Chair; Diana Fabbri, Vice Chair; N. Jacobsen, State Appointee; Kristin Hatch; Stephen Del Gizzo

ABSENT:

OTHERS PRESENT: Patrick J. Manning, Executive Director; James Turner, Maintenance Director

1. PUBLIC STATEMENTS:

None

2. COMMISSIONERS STATEMENTS:

N. Jacobsen announced she must leave at 6pm

K. Hatched motioned to take agenda item 7. A&B out of order, seconded by C. Andrews,

VOTED; 5-0-0

7. OLD BUSINESS:

A. Community Housing Council:

K. Hatch informed the Board that there will be a follow up to the Housing Summit with John Ryan on Friday February 28th 9a to 12p. C. Andrews informed the Board that she reviewed last year's candidates night and the candidates where asked about supporting Open Space. C. Andrews suggest that the CHC provide a total tally of funds spent for Open Space and on Affordable Housing.

B. Community Preservation Committee:

K. Hatch inquired as to if the Board would review the CPA proposals on the Town Warrant and take any votes. E.D. informed the Board that the Town

Warrant has been reviewed at the Board meeting prior to Town Meeting and the Board decides then if they would take any votes. The next Board meeting would be on the last Wednesday of March and is prior to Town Meeting. K. Hatch informed the board that the CPC voted 6-0-1 (A. Maguire abstained) to recommend changing the CPA funding to 60-10-10-20 from 10-10-10-70. Conservation resisted the change but did vote in the affirmative.

3. FRIENDS OF MAUSHOPE:

The Articles of Incorporation were re-submitted, no response to date. The Friends of Maushope have scheduled an Open House at Maushope for Sunday May 18, 2014. The Friends will meet with the Banner on 2/28/2014.

4. FINANCIAL REPORT:

E.D. presented the January 2014 financials.

Motion by K. Hatch to approve the January 2014 financial report,
seconded by N. Jacobsen

VOTED: 5-0-0

5. APPROVAL OF MINUTES:

N. Jacobsen motioned to approve the minutes of January 28, 2014 with corrections,
seconded by S. Del Gizzo;

VOTED: 5-0-0

6. EXECUTIVE DIRECTOR'S REPORT:

A. DHCD:

1. High Leverage Asset Preservation Program:

DHCD is requiring lead and asbestos testing of the 2 units covered by the HLAPP. A final scope of work will be submitted for DHCD approval, once approved the scope of work will be put out for bids.

B. Maushope

1. Community Development Block Grant: Maushope Sewer Hook-Up & Potential Expansion:

K. Hatch and P. Manning attended BOS meeting 2/10/2014 to voice support for the CDBG application. Grant was submitted.

2. 3 Phase Electric:

No updated information presented

2. Generator/Air Conditioners/Ceiling Fans:

E.D. exploring the capacity and cost of a larger generator.

3. Census:

24 of 24.

C. Andrews motioned to revisit Commissioners Statements for J. Turner, Maintenance Director to give a report regarding the septic at Maushope, seconded by D. Fabbri

J. Turner informed the Board that the septic system alarms had gone off the previous week. Roderick's Septic Company responded and evaluated the problem. The septic pumps working but the pipe from the tank to the leach field was cracked. The pipe was replaced and the system is working as designed. The Board discussed the need to have a back up plan in the event Roderick's is not available for an emergency. The Board requested the E.D. explore the septic alarm being hotwired as is the fire alarm system. The Board discussed the need for a protocol to be in place for Board members to be informed when there is an emergency. A Board member found out about the problem by a tenant's Facebook posting. E.D. explained that the issue happened when E.D. was away and J. Turner had informed E.D. of the issue. E.D. to develop a protocol to notify Board members in the event of an emergency.

N. Jacobsen excused from meeting at 5:59pm

C. Family

1. Formula Funding – Kitchens/Baths

DHCD is requiring asbestos testing of the 4 units being renovated with Formula Funding. A final scope of work will be submitted for DHCD approval, once approved the scope of work will be put out for bids.

2. Census:

9 of 9.

D. Foley House

1. Census: 10 of 10

8. NEW BUSINESS:

A. E.D. Evaluation Discussion:

C. Andrews motioned to table Agenda item 8A to the next Board meeting, seconded by K. Hatch,

VOTED: 4-0-0

9. APPROVAL of VOUCHERS:

K. Hatch motioned to approve vouchers as presented, seconded by C. Andrews

VOTED: 4-0-0

11. CLOSING STATEMENTS:

C. Andrews thanked D. Fabbri for chairing the meeting.

C. Andrews informed the Board that she submitted a letter of resignation effective for the day of the town elections.

S. Del Gizzo informed the Board he would not be running for re-election to the PHA Board.

K. Hatch inquired if Board members needed to take the on-line Ethics Training for State or Municipal. C. Andrews suggested that the Town Clerk be asked.

K. Hatch congratulated D. Fabbri on her retirement.

Board scheduled the next Board meetings for Wednesday March 26, 2014 @ 5:15pm

K. Hatch motioned to adjourn at 6:27

Respectfully submitted,

Patrick J. Manning, Recording Secretary