

**REGULAR MEETING MINUTES  
PROVINCETOWN HOUSING AUTHORITY  
WEDNESDAY, JULY 30, 2014**

**A regular meeting of the Provincetown Housing Authority was called to order by D. Fabbri, Chair, on Wednesday, July 30, 2014 at 5:15 pm in the Maushope Common Room at 44 Harry Kemp Way.**

**Provincetown Housing Authority Board of Commissioners:**

**PRESENT:** Diana Fabbri, Chair; K. Hatch, Vice Chair; N. Jacobsen, State Appointee; Elaine Anderson, Jennifer Germack

**ABSENT:**

**OTHERS PRESENT:** Patrick J. Manning, Executive Director;

**1. PUBLIC STATEMENTS:**

T. McClure provided the Board with copies of letters she has sent to local and state legislator regarding Maushope becoming a non-smoking building.

K. Scheibel informed the board that she has MS and second hand smoking effects her disease and request the Board consider Maushope becoming a non-smoking building.

L. Szczepanik informed the Board that he has a health issue and non-smoking would be beneficial and healthy for all Maushope tenants.

N. Swanson informed the Board that second hand smoke is a danger for people and pets living at Maushope and requested that Maushope become a non-smoking building.

**2. COMMISSIONERS STATEMENTS:**

E. Andersen read letter by T. McClure for the record. E. Anderson inquired as to status of maintenance position. E. Andersen encouraged tenants to have the Maushope Tenant Association involved in the smoking issue at Maushope. E. Andersen requested that the meeting minutes heading include the word Minutes. K. Hatch thanked T. McClure for copy of letter and informed tenants that other Housing Authorities are also addressing the smoking issue. K. Hatch inquired about a ventilation system. E.D. explained there is a ventilation system incorporated with the alarm system that is on a timer to assist ventilation in atrium. Additionally smoke eaters have been provided to the few tenants who smoke. J. Germack

informed Board member she enjoyed the painting task some Board members took on. E. Andersen voiced objection to Board members painting apartment and recommended a maintenance person be hired soon.

**3. FRIEND of MAUSHOPE:**

No meeting scheduled for July and August. The 501C3 form has been sent to S. Roderick for review.

**4. FINANCIAL REPORT:**

E.D. presented the June 2014 financials. E. Andersen concerned with the front page of financials that includes a lot of disclaimers. E. D. explained it was a standard cover page accepted by DHCD. Fee Accountant will attend the September or October Board meeting and will explain.

Motion by K. Hatch to approve the June 2014 financial report, seconded by N. Jacobsen **VOTED: 5-0-0**

**5. APPROVAL OF MINUTES:**

J. Germack motioned to approve the minutes of June 30, 2014 as amended, seconded by N. Jacobsen

**VOTED: 5-0-0**

**6. EXECUTIVE DIRECTOR'S REPORT:**

**A. DHCD:**

**1.High Leverage Asset Preservation Program:**

DHCD approved the lowest bid from Plan B Construction. E.D. informed the Board the contract needs to be approved by the PHA Board.

J. Germack motioned to award Plan B Construction the HLAPP for 35A Court Street, seconded by K. Hatch

**VOTED: 5-0-0**

**2. FORMULA FUNDING/HEALTH & SAFETY: DNCD CONTRACT AMENDEMNT:**

E.D presented to Board a contract amendment from DHCD. The contract amendment #2 to Capital Improvement Work Plan 5001 in the amount of \$132,867.00: FY16&17 Formula Funding = \$120,376.00; FY14 Health & Safety = \$5,500.00; HILAPP \$7,000.00;

J. Germack motioned to approve the contract amendment #2, seconded by E. Andersen

**VOTED: 5-0-0**

## **B. Maushope**

### **1. 3 Phase Electric:**

Second electrician rescheduled for September

### **2. Solar Energy Options:**

E.D presented information from one of the three companies regarding solar options. The other two companies did not provide info.

### **3. Heat Alternatives in Case of Power Outage:**

The generator company is to re-schedule. E.,D. contacted DPW Director regarding the generator at the Community Center. DPW to inform PHA if generator to be deemed surplus by the Town.

### **4. Non-Smoking Building:**

E.D. informed the Board there is a state organization that would be willing to attend a Board meeting. Board discussed scheduling the group. Board requested E.D. to schedule group for September and if possible to request materials prior to September Board meeting.

### **5. Maushope Sewer Hook-Up/Expansion: CDBG Award/USDA Application/CPA Application:**

Town notified that the CDBG application for the Sewer Hook-up and Expansion Planning for Maushope was not awarded. M. Jarusiewicz recommended PHA submit an application to CPA for Planning funds. The Town will consider submitting a USDA application for the Maushope sewer hook-up.

### **6. Census:**

24 of 24.

## **C. Family**

### **1. Formula Funding – Kitchen/Baths: Award Contract:**

DHCD approved the lowest bid from Plan B Construction. E.D. informed the Board the contract needs to be approved by the PHA Board.

J. Germack motioned to award Plan B Construction the Formula Funding for kitchens & baths at 42 A&B and 42 ½ A&B Aunt Sukey Way.

K. hatch motioned to award Plan B Construction the contract seconded by E. Andersen

**VOTED: 5-0-0**

### **2. Census:**

9 of 9.

## **D. Foley House**

### **1. Fire Alarm Contract:**

E.D. informed the Board that due to budget cuts ASGCC will no longer staff Foley House 24/7. The fire alarm is not wired for monitoring. E.D. to explore the Fire Alarm being wired for monitoring.

### **2. Door Entry System:**

E.D. to explore a door entry system so each resident of Foley House will have a unit doorbell.

### **3. Census:**

- a. 10 of 10

## **7. OLD BUSINESS:**

### **A. Community Housing Council Report:**

K. Hatch reported the July meeting cancelled. The CHC meet with L. Schefelt of MHP and MHP can offer technical assistance to the CHC.

### **B. Community Preservation Committee Report:**

K. Hatch reported the CPC did not meet

## **8. NEW BUSINESS:**

### **A. Schedule Meeting: Town Planner Gloria McPherson:**

Board discussed scheduling Town Planner and requested E.D. invite Gloria McPherson to the August board Meeting

### **B. PHA Property Management: Staffing Levels and Funding:**

Board discussed the current status of the maintenance position and if possible to expand hours. E.D. informed Board that hours are regulated by DHCD.

E.D. informed Board that additional hours maybe possible utilizing the Foley House budget.

### **C., PHA Housing Program Models and Expansion:**

Board discussed requesting assistance from MHP.

## **9. APPROVAL of VOUCHERS:**

K. Hatch motioned to approve vouchers as presented, seconded by E. Andersen

**VOTED: 5-0-0**

**11. CLOSING STATEMENTS:**

N. Jacobsen inquired about any update on Grace Gouveia or old Community Center buildings. No update as of this date. The Grace Gouveia building has not closed as of this date

Board agreed to scheduled the next Board meetings for Wednesday August 27, 2014

E. Anderson motioned to adjourn at 6:50pm

Respectfully submitted,  
Patrick J. Manning, Recording Secretary