

**REGULAR MEETING MINUTES
PROVINCETOWN HOUSING AUTHORITY
MONDAY, NOVEMBER 24, 2014**

A regular meeting of the Provincetown Housing Authority was called to order by D. Fabbri, Chair, on Monday, November 24, 2014 at 10:10 am in the Maushope Common Room at 44 Harry Kemp Way.

Provincetown Housing Authority Board of Commissioners:

PRESENT: D. Fabbri, Chair; K. Hatch, Vice Chair; N. Jacobsen, State Appointee; E. Anderson; J. Germack

ABSENT:

OTHERS PRESENT: Patrick J. Manning, Executive Director; J. Miln, Fee Accountant

1. PUBLIC STATEMENTS:

None

2. COMMISSIONERS STATEMENTS:

E. Anderson stated she felt the DART process was very productive and the options for the pier were good. K. Hatch also participated in the DART process and felt it was not as productive as she expected. K. Hatch did support the Rt 6 parking ideas. D. Fabbri did not support the loss of parking at the pier. K. Hatch informed the Board she stayed and listened to the Finance Committee and BOS Joint meeting and they recommended purchasing market rate condo to convert to affordable housing.

3. FRIEND of MAUSHOPE:

No report

Motion by D. Fabbri to postpone Agenda Item 4 & 5, J. Milne delayed, seconded by K. Hatch, **VOTED: 5-0-0**

motion by K. hatch to postpone Agenda Item 6 to next Board meeting, seconded by E. Anderson, **VOTED: 5-0-0**

7. EXECUTIVE DIRECTOR'S REPORT:

A. DHCD:

1.High Leverage Asset Preservation Program:

Pre-construction site meeting was held Friday November 21

2. Capital Improvement Plan:

E.D. presented the next 5 year Capital Improvement Plan. The Board reviewed and discussed the CIP.

Motion by K. Hatch to approve the Capital Improvement Plan as presented by E.D., seconded by D. Fabbri **VOTED: 5-0-0**

B. Maushope

1. 3 Phase Electric:

Quote from second electrician who reviewed scope did not submit a quote

2. Solar Energy Options:

E.D. informed the Board that new legislation supports lower electrical cost for Housing Authorities and that power companies are soliciting housing authorities and solar energy is included. E.D. informed the Board that E.D.s for housing Authorities are meeting together regarding this issue and E.D. will update the Board as information is available.

3. Heat Alternatives in Case of Power Outage:

E.D. is obtaining information regarding cost to upgrade/replace generator and heat/air source

4. Non-Smoking Building:

E.D. to schedule informational meeting after first of the year.

5. Maushope Sewer Hook-Up/Expansion:

Board discussed Joint meeting with BOS regarding sewer capacity. Board will wait for capacity information to be available in February.

6. Census:

23 of 24.

C. Family

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

Pre-construction site meeting held Friday November 21.

2. Census:

9 of 9.

D. Foley House

1. Door Entry System:

Electrician has not provide a quote

2. Census:

10 of 10

4. FY2015 BUDGET: JENNA MILNE

J. Milne presented the Board with the budget guidelines released by DHCD, 5 month late. The budget guidelines allow a 3% increase for all non-utility lines. The 3% increase include staff positions; ED, bookkeeper and receptionist., The maintenance staff regulated by the DL&I and rates release in March. The budget if approved by the Board is then submitted to DHCD for approval. DHCD will be implementing a required annual audit but have not released any info on funding for the annual audit. J. Milne reviewed budget sections: contract cost; electrician, plumber, generator contract, elevator contract, alarm contract sprinkler contract: utility cost; electric, propane, water, sewer. J. Milne projects a \$42,000. subsidy from DHCD for FY2015. J. Milne reviewed Formula Funding, Computer Initiative funds, and High Asset Leverage fund.

Motion by K. Hatch to approve the FY2015 budget as presented by Fee Accountant J. Milne, seconded by E. Anderson

VOTED: 5-0-0

J. Milne presented the September 30, 2014 FY2014 year end financial report. DHCD provided funds in FY2014 for snow removal due to excessive snow storms in 2014. DHCD approved emergency Formula Funding funds for the septic repairs at Maushope. PHA came in \$11,172. 00 under budget for FY2014.

Motion by K. Hatch to approve the FY2014 year end financial statement as presented by J. Milne, seconded by D. Fabbri

VOTED: 5-0-0

5. FINANCIAL REPORT:

J. Milne presented the October 2014 financial report.

Motion by D. Fabbri approve the October 2014 financial report, seconded by N. Jacobsen

VOTED: 5-0-0

8. OLD BUSINESS:

A. Community Housing Council Report:

K. Hatch reported the CHC and BOS held a Joint Meeting. CHC is developing a Housing survey for the business community regarding housing. The Finance Committee and BOS may develop and release a housing survey for the business community also. The CHC may submit a CPA application for; housing units at the west end Fire House, the Little Fix It Program, the Housing Specialist office and a Subsidy Program.

B. Community Preservation Committee Report:

K. Hatch reported no meeting of the CPC but reminded the Board of the December 4th deadline to submit application..

9. NEW BUSINESS:

A. Community Preservation Act Application:

The Board discussed submitting an application for: Maushope expansion planning, purchase of Hawthorne property funds for a new generator for heat/air alternative for Maushope. The Board discussed the heat/air alternative could be a 50% match if DHCD funds could be obtained for the heat/air units. The Board decided the heat/air alternative would be best option since ready to proceed and is a request for matching funds.

Motion by E. Anderson to submit a CPA application for 50% matching funds for a generator at Maushope, seconded by J. Germack

VOTED: 4-0-1 (K. Hatch abstained)

10. APPROVAL of VOUCHERS:

D. Fabbri motioned to approve vouchers as presented, seconded by E. Anderson

VOTED: 5-0-0

11. CLOSING STATEMENTS:

E. Anderson requested update on 951R Commercial Street., ED informed Board no update to provide, realtor did not request to be on agenda.

J. Germack asked about farewell for J. Turner. ED informed farewell to be planned after first of year.

Board scheduled the next Board meetings for Monday December 29, 2014 at
10am

K. Hatch motion to adjourn at 12:33pm

Respectfully submitted,
Patrick J. Manning, Recording Secretary