

**REGULAR MEETING MINUTES
PROVINCETOWN HOUSING AUTHORITY
WEDNESDAY JANUARY 25, 2017**

A regular meeting of the Provincetown Housing Authority was called to order by K. Hatch, Chair on Wednesday January 25, 2017 at 5:16pm in the Maushope Common Room at 44 Harry Kemp Way, Provincetown.

Provincetown Housing Authority Board of Commissioners:

PRESENT: K., Hatch, Chair; Nancy Jacobsen, State Appointee; J. Germack; C. Parris

ABSENT: E. Anderson; (excused)

OTHERS PRESENT: Patrick J. Manning, Executive Director

1. PUBLIC STATEMENTS:

None

2. COMMISSIONERS STATEMENTS:

K. Hatch welcomed J. Germack back. J. Germack thanked the Board for all the work on 26 Alden Street in her absence. N. Jacobsen requested that PHA inspect the condition of the Family Units yards

3. FINANCIAL REPORT:

E.D. presented the November and December financial report.

motion by J. Germack to approve the November and December 2016
Financial Report, seconded by C. Parris

VOTED: 4-0-0

4. APPROVAL OF MINUTES:

The Board reviewed the minutes from October 26, 2016 Regular Meeting;
motion by C. Parris to approve the October 26, 2016 Regular Meeting minutes with corrections, seconded by N. Jacobsen;

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

The Board reviewed the minutes from the November 28, 2016 Regular Meeting. Motion by K. Hatch to approve the November 28, 2016 Regular Meeting minutes with corrections; seconded by N. Jacobsen

VOTED: 3-0-1 (J. Germack abstained)

5. 26 ALDEN STREET:

K. Hatch and E.D. informed the Board that PHA closed on the ownership of the 3 affordable units at 26 Alden Street on December 31, 2016. The CDP will continue to manage the 3 units until the end of January 2017 and will complete the Annual Tenant Re-certification process. PHA was informed that 2 of the tenants have rental subsidies from HAC. CDP and PHA will transfer all documentation in the month of January.

6. PROVINCETOWN HOUSING AUTHORITY EXPANSION:

E.D. informed the Board that there has been not update from MHP. PHA will develop a Working Group for the Maushope expansion.

7. EXECUTIVE DIRECTORS REPORT:

A. DHCD:

1. FY2016 Position & Compensation Schedule:

E.D. presented the Board with the Position & Compensation Schedule for approval to submit to DHCD.

Motion by J. Germack to approve the position & Compensation Schedule as presented by the E.D.; seconded by C. Parris;

VOTED: 4-0-0

2. Wait List Closure:

E.D. presented to Board the forms to request closing the Wait List for all PHA housing programs. E., D. Informed the Board the estimated wait time is 10 plus years and there are currently over 200 applications on the wait list. The Board discussed the closing of the wait list and the positive and negative effects of.

Motion by K. Hatch to close the Wait List; seconded by J. Germack;

VOTED: 4-0-0

3. Contractor Authorization Signatory:

E.D. informed the Board that DHCD is requesting the Annual renewal of the Contractor Authorization Signatory. The authorized signatory has annual been the E.D.

motion by K. Hatch to approve the E.D. as the Contractor Authorized Signatory for the PHA, seconded by N. Jacobsen

VOTED: 4-0-0

4. Regional Capital Assistance Team:

E.D. informed the Board that DHCD is no longer contracting with consultants to assist housing authorities with the Capital Improvement Plans and Formula Funding. DHCD release an RFP for the services. Taunton Housing Authority was awarded the program. NPHA will receive assistance with all Capital Improvement projects from Taunton Housing Authority.

Motion by J. Germack to approve signing the contract with Taunton Housing Authority for the Regional Capital Assistance Team, seconded by N. Jacobsen

VOTED: 4-0-0

B. Maushope

1. Heat Alternatives in Case of Power Outage:

E.D. to follow up on an exemption to DHCD only considering Housing Authorities will 100 plus units.

2 Non-Smoking Building:

E.D. to schedule initial meeting for tenants with state program.

3. 3.Tenant Termination:

E.D. informed the Board that PHA will be pursuing lease terminations with 2 elderly tenants

4. Census:

24 of 24.

C. Family:

1. Property Landscaping:

The approving driveways, walkways and landscaping for the family units on Aunt Sukey Way will begin in the spring. E.D. informed the Board that a family tenant on Aunt Sukey Way will receive a Lease Intent to Terminate due to continued problems with yard maintenance as well as

rents in array. K. Hatch inform E.D. and Board that she received a complaint about an unregistered car at 40 Pearl Street. E.D. informed the Board the issues has been addressed and resolved.

3. Census:

9 of 9

D. Foley House:

1. Mortgage:

Board requested E.D. to identify total amount owed on the Foley House mortgage as well as balance of sewer betterment for the next meeting.

4. Census:

10 of 10

7. OLD BUSINESS:

A. Community Housing Council Report:

No report available

B. Community Preservation Committee Report:

K. Hatch reported that the CPC cycle for submitting a grant proposal is open. K. Hatch reported the CPC has received proposals for: Pathway to Ownership; funding the Housing Office; Re-Painting the old Community Center

8. NEW BUSINESS:

E.D. informed the Board that he has taking a medical leave and the Board needs to consider an Interim E.D. and then advertising the E.D. position. The E.D. informed the Board that K. Hatch, chair is aware of the E.D.'s medical leave and has been stepping in to assist. The E.D. informed the Board that a waiver request could be made to DHCD that could allow the Board Chair to step in as the interim E.D. and not be in violation of the Conflict of Interest laws. The Board discussed requesting a waiver from DHCD. The Board approved requesting a waiver from DHCD regarding the Conflict of Interest for the Board Chair K. Hatch to serve as the Interim E.D.

9. APPROVAL of VOUCHERS:

E. Anderson motioned to approve vouchers as presented, seconded by J. Germack

VOTED: 4-0-0

10. CLOSING STATEMENTS:

K. Hatch informed the Board that Barbara Rushmore is planning to submit an Article for the Town warrant regarding a Fire Escape for Maushope. E.D. informed the Board that Maushope tenants have voiced their opposition to a fire escape at Maushope for safety reasons as well as the Fire Chief stating that Maushope meets all fire codes as a result of having a sprinkler system and a fire escape is not required not needed.

Board scheduled next Regular Meeting for Wednesday February 22, 2017 at 5:15pm

C. Parris motion to adjourn at 7:12pm

Respectfully submitted,

Patrick J. Manning, Recording Secretary