

Minutes of the Provincetown Housing Authority meeting of January 31, 2018

The PROVINCETOWN HOUSING AUTHORITY held a regular meeting open to the public on **WEDNESDAY, January 31, 2018 called to order at 5:15** in the Maushope Common Room located at 44 Harry Kemp Way, Provincetown, Massachusetts 02657.

In attendance were: Keith Hunt, Nancy Jacobsen, Elaine Anderson, Guests were Michelle Jarusiewicz and Fran Colo

1.PUBLIC STATEMENTS - *There were no public statements*

2.COMMISSIONERS STATEMENTS - *There were no commissioners statements*

3.FINANCIAL REPORT - *There was no financial report*

4.APPROVAL OF MINUTES- JANUARY 24 - *approved unanimously, minutes of 1/17 were approved with one change*

5.PHA BOARD REORGANIZATION DUE TO THE RESIGNATION OF AN OFFICER - *Jenn has resigned creating a vacancy she has acted as Vice Chair. The board voted to reorganize with Elaine Anderson as Chair, Keith Hunt as Vice Chair and Charlene Parris as treasurer. The votes for all were unanimous*

6.EXECUTIVE DIRECTOR'S REPORT

A. ON CALL FOR MAINTENANCE COORDINATOR - *This item was discussed and it was decided it was best addressed by the new ED once they were in place.*

B. CHANGE OF ANSWERING SERVICE - *a change in answering service was discussed and it was decided it was best addressed by the new ED once they were in place.*

C. COMPUTER LOCK OUT - *Elaine is working with Sean the computer guy to resolve lockout issues*

D. EVICTION OF MAUSHOPE TENANT- WEDNESDAY, JAN 31, 2018 - *The eviction of the tenant has been completed.*

E. LOCK CHANGE SCHEDULED AT MAUSHOPE - *Due to the eviction a change of locks was required, the locks have been changed and key distributed to the tenants*

F. TENANT WARNING NOTICE TO CLEAN UP YARD BEFORE FEB2 DHCD VISIT. - *The tenant has been notified. Elaine will meet with the Site visit team on 2/2/18.*

G. HIRING PACKETS TO DHCD - MAILED 1/25/18 - OFFER ACCEPTED BY KRISTIN PENDING DHCD DECISION. - *DHCD will be reviewing the package shortly, Elaine is the point person, Elaine reviewed the status and next steps. We are waiting for the approval from DHCH.*

H. PHA MINUTES ARE NOW POSTED ON TOWN WEBSITE WITH THE EXCEPTION OF OCT & NOV. 2017 - *Elaine is collecting and arranging for the posting of current minutes on the town website.*

I. RESTORATION MONEY FOR UNIT AT MAUSHOPE IS A CIP PROCESS. PHA MUST GET AN ESTIMATE FOR JOB. - *We reviewed this situation and decided it would be a priority for the new ED*

J. SEARCH CLASSIFIED ADS INVOICES SENT TO DHCD FOR PAYMENT, JENNA NOTIFIED REGARDING BUDGET ADJUSTMENT. - *2 out of the 3 bills have been sent to DHCD for payment. We have not received the last bill.*

K. TWO VACANCIES AT FOLEY HOUSE. REHAB IN THE WORKS. AIDS SUPPORT HAS TWO CANDIDATES AS SOON AS ROOMS ARE READY.

7. CENSUS

- A. MAUSHOPE 23/24**
- B. FAMILY 9/9**
- C. FOLEY HOUSE 8/10**
- D. Alden Street 3/3**

8. OLD BUSINESS

- A. Community Housing Council - *Michelle presented a report about housing and the current status of the Harbor Hill acquisition***
- B. Community Preservation Committee - *Keith is representing the PHA on the CPC***

9. NEW BUSINESS

A request to appoint Fran Colo to the PHA was approved to be sent to the Board of Selectmen

10. APPROVAL OF VOUCHERS - *Vouchers were approved 3-0, Keith moved, Nancy seconded*

11. CLOSING STATEMENTS -*The meeting adjourned at 6:20*