

## **Provincetown Housing Authority**

The PROVINCETOWN HOUSING AUTHORITY will hold a regular meeting on  
**WEDNESDAY, April 25, 2018 at 5:15pm**  
in the Maushope Common Room located at 44 Harry Kemp Way,  
Provincetown, Massachusetts, 02657

### **AGENDA**

1. Roll Call
2. Public Statements
3. Commissioners Statements
4. Approval of Minutes (votes may be taken)
5. Chair's Report:
  - a. Update on ED contract, waiver with DHCD
6. Financial- Fee accountant Jenna Milne, CPA
  - a. Budget Summary 2018
  - b. Quarterly Operating Statements for period ending 12/31/2017
  - c. Discussion of Foley House Financial Status
  - d. Discussion of PMR items
7. Approval of budget (votes may be taken)
8. Executive Director's Report:
  - a. Financial Report
    1. Financial Statements April 2018, March review
    2. Approval of Expenses April 2018, March review
    3. Rent roll all sites, Vacancy Report
    4. Policy Update recommendations – Rent Collection & Cash flow
    5. Policy Update recommendations – Bi weekly payroll
  - b. Property Report
    1. Maushope, Census- 23 of 24.
      - a. Property Maintenance/Septic Project
      - b. Vacancy turnover
    2. Family, Census- 9 of 9
      - a. Property Maintenance/Landscaping update Aunt Sukey's Way
      - b. Septic project Pearl Street property
    3. Foley House, Census- 8 of 10
      - a. Property Maintenance/Vacancy turnaround
      - b. HOME Fund inspection
      - c. Tenant recertification, New tenant selection
    4. Grace Goveia Building, Census- 3 of 3
      - a. Property Maintenance/HAC inspection/Noise remediation
  - c. Administration/Operations Update/Requests
    1. Office casual labor request
    2. Technology purchase approval request
9. Other Business
  - a. Friends of Maushope
  - b. Tenants Association
  - c. Community Housing Council Report
  - d. Community Preservation Committee
10. New Business
11. Approval of Vouchers (votes may be taken)
12. Approval of Policy changes and administrative resources (votes may be taken)
13. Closing Statements