

Minutes of the Provincetown Housing Authority Meeting  
held on April 29, 2019

Commissioners present: Elaine Anderson, Charlene Parris & Fran Coco  
Commissioner absent: Keith Hunt  
Staff present: Kristin Hatch, Executive Director  
Others present: None

Meeting called to order at 5:25 pm by Chair Anderson.

There were no Public Statements. Under Commissioners' Statements, Ms. Anderson thanked Ms. Coco for offering to take on the task from Ms. Hatch of preparing the agendas & taking the minutes for the meetings.

Motion by Ms. Coco & second by Ms. Parris to approve the minutes of the April 19, 2019 meeting. Approved 3-0-0.

Chair's Report: Ms. Anderson announced that she is not running for reelection to the Housing Authority. All present thanked her for her years of service.

Executive Director's Report

Financial Report: Discussion of Foley House Cash Flow Deficit per 9/30/18 Home Funds report. Ms. Hatch said that Mr. Hunt has been looking at the report & seems optimistic that the deficit may be able to be eliminated.

Property Report: Vacancies are 1 at Maushope & 1 at Foley House. Ms. Hatch mentioned that she will be attending the annual meeting for the Gouveia Condo where the Housing Authority owns 3 units.

Other Business: Discussion followed of Housing Authority Board of Commissioners vacancies for State representative, Tenant representative & Elected representative (for the position currently held by Ms. Anderson). Ms. Hatch suggested possible names for State rep. & said that, as far as she knows, two individuals had pulled papers for Elected rep. & that the Tenant rep. has to be elected by the Tenants' Association.

New Business: Ms. Coco mentioned 4/24/19 Cape Cod Times article on Community Preservation Act funds voted for Wellfleet Housing Authority. Ms. Hatch said that TD Bank gave online log-in with fob to her & Ms. Parris, Treasurer. Ms. Hatch reported that

(Continued on Page 2)

Minutes of the Provincetown Housing Authority Meeting  
held on April 29, 2019 (Page 2)

the Waiting List is now fully automated & that there are 368 people on our list; applicants can now log in to apply or to change their existing applications. Ms. Hatch requested to be paid an extra 8 hours per week for 2 weeks due to extra working hours required due to AHVP/Champ Live (Automated Waiting List Program)/Recertification. Motion to do so was made by Ms. Parris, seconded by Ms. Coco & voted 3-0-0. Ms. Coco asked Ms. Hatch about the town wide “Monumental Yard Sale” to take place the weekend before Memorial Day & she said that she would still like to have the tenants participate. Ms. Coco asked Ms. Hatch if there is an “Executive Director Performance Review” form since the Commissioners are required to complete it & she said that she would locate one.

Motion by Ms. Coco & second by Ms. Parris to approve vouchers. Vote 3-0-0.

Closing Statements: Ms. Hatch stated that the Town Election will take place on June 18<sup>th</sup>. The next Housing Authority meetings were scheduled for May 13<sup>th</sup> & May 28<sup>th</sup>, both at 5:15 pm.

Motion to adjourn meeting at 6:55 pm made by Ms. Parris, seconded by Ms. Coco & voted 3-0-0.