

Minutes of the Provincetown Housing Authority (PHA) Meeting
held on July 15, 2019

Commissioners present: Keith Hunt, Charlene Parris & Fran Coco;
Donna Szeker arrived at 5:20 pm
Commissioners absent: None
Staff present: Kristin Hatch, Executive Director
Others present: None

Meeting called to order at 5:15 pm by Chair Hunt.

There were no Public Statements.

There were no Commissioners' Statements.

Motion by Ms. Parris & second by Ms. Coco to approve the minutes of the 6/10/19 meeting.
Voted 3-0-0 in favor. (Note: Ms. Szeker arrived after this vote was taken.)

Executive Director's Report

1. Update on Capital Projects: Ms. Hatch provided the following updates: (a) the fencing/landscaping project at the Family Units on Aunt Sukey's Way has been started; (b) a bill for \$14,000 for the new boiler at Maushope was received from F.A. Days along with reimbursement from the Dept. of Housing & Community Development (DHCD); the ad for bids for the septic project (Pearl St. & Maushope) is expected to be published by the end of August with a projected start date in September; (c) she will get an estimate for a kitchen update in 2020 on the 2nd floor of 35A Pearl St.; (d) the sprinkler system replacement at Foley House has been completed.
2. Property Report: Census is 23 of 24 for Maushope, 9 of 9 for Family, 10 of 10 for Foley House & 3 of 3 for Gouveia Building.

Other Business:

1. Foley House cash flow deficit: Ms. Hatch said that there are no grants or subsidies for the Foley House & suggested that the Commissioners vote to authorize an "inter-agency" loan from the PHA to the Foley House for their deficits.
2. Executive Director hours: Ms. Hatch said that she ran into Rep. Sarah Peake who said that she had written a letter to DHCD on Ms. Hatch's behalf regarding her allotted hours of work. Motion was made by Mr. Hunt & seconded by Ms. Parris to authorize the payment of \$3000 in Administrative Fees to Ms. Hatch towards the rehabilitation of Unit 38 with the remaining balance through 6/30/19 to be addressed at a subsequent meeting. The motion was approved 4-0-0. Mr. Hunt asked Ms. Hatch if there are extra paid hours for her required training. When she said no, Ms. Szeker suggested adding training hours & pay to the budget. Motion was made by Ms. Parris & seconded by Ms. Coco to approve 10 paid hours for Ms. Hatch to attend a training session in Falmouth this Friday. The motion was approved 4-0-0.

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New Business: Ms. Hatch informed the Commissioners that she & Mr. Hunt attended this afternoon's meeting of the Community Housing Council (CHC) which controls the Affordable Housing Trust. She is the Chair of the CHC as well as the representative from the CHC to the Community Preservation Committee (CPC) & that Mr. Hunt is the Vice Chair of the CHC as well as the representative from the PHA to the CHC & the CPC.

Motion by Mr. Hunt & second by Ms. Parris to approve vouchers. Voted 4-0-0 in favor.

There were no Closing Statements.

The next meeting was scheduled for 8/5/19 at 4:00 pm.

Motion by Ms. Parris to adjourn meeting at 6:15 pm, seconded by Mr. Hunt & voted 4-0-0.

Minutes approved on 9/23/19.