

Minutes of the Provincetown Housing Authority (PHA) Meeting  
held on October 14, 2019

Commissioners present: Keith Hunt, Charlene Parris, Fran Coco & Donna Szeker  
Commissioner absent: None  
Staff present: Kristin Hatch  
Others present: None

Meeting called to order at 5:32 p.m. 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 August 5, 2019, and executive session minutes of August 5, 2019. Voted 3-0-1 in favor.

Motion by Ms. Parris & second by Ms. Coco to approve the minutes of September 23, 2019. Voted 4-0-0 in favor.

Chair's Report: Mr. Hunt said there has been no response to the letter sent to Mary Farrell, Housing Program Specialist at the Dept. of Housing & Community Development (DHCD) in regards to the ongoing issue of PHA Executive Director's compensation. We need to meet with the ED about a new contract.

Executive Directors (ED) Report: Ms. Hatch would like to provide more specific reports in the future. A separate bank account has been set up with \$60,000 reserves - \$25,000 for Grace Gouveia building. \$5000 of \$14,000 used at the Foley House. Septic permits have been issued for Pearl St. and Maushope, however the septic company still has not committed to a date. Leftover HVAC project funds have been transferred to other projects; next projects will include a kitchen upgrade at 35 Court St. B.

Maushope census – 23 of 24; Family census – 9-9; Foley House census – 10-10; Gouveia building – 3-3. So far this year there has been a 25% turnover of tenants.

Other Business: Foley House tenant vouchers are being pursued to reduce deficits.

There was further discussion about pursuing more vouchers as a way to increase number of units served.

There was also discussion about collaboration with Wellfleet and Truro Housing Authorities.

ED presented a calculation chart for local Housing Authority ED salaries found on DHCD website. ED will meet with accountant to discuss potential compensations based on these calculations as well as budget and yearend reconciliation.

New Business: Discussion about potential property expansion.

Approval of vouchers: Motion by Ms. Szeker & second by Ms. Parris to approve current vouchers. Voted 4-0-0 in favor.

Closing Statements: Ms Coco inquired about a form for client interactions, work orders so ED can schedule appointments.

The next meeting is scheduled for October 28, 2019 at 5:30 pm.

Motion to adjourn meeting at 6:58 p.m. made by Ms. Coco & seconded by Ms. Parris.