

MINUTES of a Regular meeting of the PROVINCETOWN HOUSING AUTHORITY - BOARD OF COMMISSIONERS on October 31, 2018 5:15 P.M. at 44 HARRY KEMP WAY in the COMMUNITY ROOM

COMMISSIONERS PRESENT:

Elaine Anderson, Chair, Keith Hunt, Vice Chair; Nancy Jacobson, State Appointee, Charlene Parris, Treasurer, Fran Coco, Member  
STAFF PRESENT: Kristin Hatch, Director

COMMISSIONERS ABSENT:

None  
Also present: none

The meeting was called to order by Chair Anderson at 5:17pm.

There were no public statements. There were no Commissioners Statements

Minutes from meetings from 9/25, 10/17 were reviewed. Motion to approve by Commissioner Jacobsen, seconded by Commissioner Coco. Vote 5-0-0

Chair's Report - none.

Executive Director's Report:

Financial: Financial statements were reviewed. ED is working on Year end preparation for reporting to DHCD and planning to meet with Fee Accountant in November. Turnover and extraordinary expenses were reviewed ED and Commissioners had discussion regarding Bank accounts and value of moving accounts. Recommendation to keep things as they are for now. ED asked Board for approval of paying some bills automatically via automatic payments for regular monthly bills. Commissioners agreed.

Property Report: ED reported a census of Maushope, 22 of 24. Family 9 of 9. Foley House 10 of 10. Grace Gouveia Building 3 of 3.

Report on progress of Capital Projects completion; roof & trim work, landscaping. Turnover vacancy and septic and potential future projects.

Friends of Maushope and the Tenants Association are still in need of reviving. Commissioners will find out about how to meet for the Friends and ED is working on Tenants Association with tenants.

Chair Anderson reported that the Community Housing Council had not met recently. Vice Chair Hunt reported that the CPC grant cycle has begun and applications will be due in December. Members discussed grant applications by the PHA for funds from the CPA and AHTF..

Policies and procedures update: ED presented most current Personnel Policy that could be found which was in need of update. ED presented a template policy from MassNAHRO customised to reflect PHA policies from current practices. Motion to adopt by Fran Coco, seconded by Commissioner Coco. Vote 5-0-0

Approval of Vouchers: Commissioners asked question about invoices to be paid, discussion of Retirement invoice for past Director, Capital projects invoices at Foley and tree service for family units. Motion to Approve by Elaine Anderson, second by Charlene Parris. Vote 5-0-0

There were no closing statements

MOTION TO ADJOURN:

Upon a motion duly made by Keith Hunt and seconded by Elaine Anderson, the motion was approved. vote: 5-0-0

MEETING ADJOURNED: 6:30 PM