

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
Wednesday, October 24, 2012**

A regular meeting of the Provincetown Housing Authority was called to order by C. Andrews, Chair, on Wednesday October 24, 2012 at 5:25 pm in the Maushope Common Room at 44 Harry Kemp Way.

Provincetown Housing Authority Board of Commissioners:

PRESENT:

C. Andrews, Chair; Diana Fabbri, Vice Chair; N. Jacobsen, State Appointee; Kristin Hatch

ABSENT: Molly Perdue

OTHERS PRESENT: Patrick J. Manning, Executive Director
Jenna Milne, Fee Accountant

1. PUBLIC STATEMENTS:

None

Motion by D. Fabbri to take Agenda items 3 and 4 out of order; seconded by K Hatch;

VOTED: 4-0-0

3. FINANCIAL REPORT-2012 YEAR END:

J. Milne, Fee Accountant presented the FY2012 year end financial report. Elderly & Family state budget finished the year \$192,000 in the positive with a reserve of \$15,000. K. Hatch asked if the reserve was healthy. J. Milne informed the Board that a healthy reserve should be about \$30,000. Foley House federal finished the year \$10,022. in the positive. J. Milne explained the difference between federal and state funded housing and how federal provides funds for future capital improvement needs. J. Milne explained that federal and state housing funds must be kept separate.

Motion by K. Hatch to accepted the FY2012 year end report as presented by J. Milne, Fee Accountant, seconded by N. Jacobsen,

4. FY2013 BUDGET:

J. Milne reviewed the 2013 budget guidelines released by DHCD. The PHA FY is October 1, 2012 to September 30, 2013. DHCD budget guidelines allowed for a 6.5% cap increase for all expenses except no cap for utilities. DHCD budget guidelines recommended no more than a 3% increase for salaries. J. Milne reviewed with the Board how DHCD subsidizes the budget only if income does not meet expenses. Federal programs subsidize units monthly according to the FMR and thus federal programs are financially healthy. J. Milne reviewed the FY2013 budget with the Board.

Motion by D. Fabbri to approve the FY2013 budget as presented by J. Milne, Fee Accountant, seconded by N. Jacobsen,

VOTED: 4-0-0

Motion by K. Hatch to take agenda item #9A out of order, seconded by D. Fabbri,

VOTED: 4-0-0

9A. EXECUTIVE DIRECTOR: PROFESSIONAL EVALUATION:

C. Andrews, Chair explained to the Board the choices allowed by the Open Meeting Laws and that the options were presented to the ED. The ED opted to have the evaluation in public at the Board meeting. Board members had been given the ED evaluation tool to complete prior to the Board meeting. The Board members and ED reviewed the Board evaluations of the ED. The Board completed the evaluation of the ED. The Board agreed to postpone the review of the Performance Plan/Goals portion of the evaluation to the next Board meeting.

2. COMMISSIONERS' STATEMENTS:

N. Jacobsen informed the Board that PHA; P. Manning, ED and Robert Cabral were thanked at the ribbon cutting ceremony for 90 Shank Painter Road.

K. Hatch excused from meeting at 6:40

5. FRIENDS OF MAUSHOPE:

The "Friends" continue to focus on creating a 501C-3. The "Friends" continue to work on creating a logo and letterhead. A draft letter is being worked on to send to 5 identified groups for seed money to create the 501C-3 status.

6. APPROVAL OF MINUTES:

N. Jacobsen motioned to approve the minutes of September 25, 2012, seconded by D. Fabbri

VOTED: 3-0-0

7. DIRECTOR'S REPORT:

A. DHCD:

DHCD will implemented, in November 2012, a policy of monitoring the attendance of Board members at Board meetings. The attendance tracking will be done monthly on-line by the ED.

B. Maushope

1. Elevator RescuVator:

Work completed, awaiting invoice from the elevator company to submit to Town for reimbursement from PAHTF

2. Energy Audit:

Energy Audit by HAC completed, 7 new fridges are possible

3. 3 Phase Electric:

3 Phase electric was brought to Harry Kemp Way by OCHS. PHA can access for the Maushope elevator. ED to obtain possible cost to access 3 phase electric.

4. Census:

24 of 24.

C. Family

1. Census:

9 of 9.

D. Foley House

1. Census:

10 of 10

7. OLD BUSINESS:

A. Report of the Commission for Public Housing Sustainability and Reform:

No additional information

B. 951R Commercial Street:

MHP will work with PHA to release an RFP. MHP recommends the use of a Realtor. MHP will assist with and RFP for a Realtor is one is required.

Motion by N. Jacobsen tha a realtor be utilized for the sale of 951R Commercial Street, seconded by D. Fabbri

VOTED: 3-0-0

C. Community Preservation Committee Report:

N. Jacobsen informed the Board that the CPC has not scheduled a meeting since the last PHA Board meeting so no further info regarding reducing the number of CPC members.

10. APPROVAL OF VOUCHERS:

motion by N. Jacobsen to approve vouchers, seconded by D. Fabbri;

VOTED: 3-0-0

10. CLOSING STATEMENTS:

None

The next Board meeting scheduled for Wednesday November 28, 2012 @ 5:15.

D. Fabbri motioned to adjourn at 7:25 p.m., N. Jacobsen seconded.

Respectfully submitted,
Patrick J. Manning
Recording Secretary