

MINUTES OF A REGULAR MEETING OF THE PROVINCETOWN HOUSING AUTHORITY  
(PHA) HELD ON FEBRUARY 28, 2018

The meeting took place at Maushope Common Room, 44 Harry Kemp Way, Provincetown, MA and was called to order at 5:15 pm by the Elaine Anderson, Chairman.

**Commissioners present:** Elaine Anderson, Charlene Parris & Frances Coco

**Commissioners absent:** Keith Hunt & Nancy Jacobsen

Others present: Michelle Jarusiewicz, Provincetown Housing Specialist/Grants Administrator  
Nancy Swanson & Towanda deNagy McClure, tenants

**Public Statements:** Ms. Swanson asked about the keys to the exterior door leading to Aunt Sukey's Way & said that some tenants are leaving the door open if they don't have a key. She also asked about the storage sheds attached to the building & said that Tim is using these for maintenance items but they're supposed to be for storage for the tenants. She also mentioned the smell of smoke in the building & thought it might be from either medical marijuana or something burning such as plastic or toast. Ms. McClure said that she has secondhand smoke on her floor. She also brought up the subject of the new storage shed & said that someone wants to take it over for equipment when it's supposed to be a garden shed for the tenants. Ms. Anderson suggested the possibility of having a policy of edibles only for medical marijuana & said she will talk to Tim about the attached sheds & the exterior door keys.

**Commissioners' Statements:** Ms. Anderson welcomed Ms. Coco as a Commissioner with a temporary appointment by the Board of Selectmen. Ms. Parris said she does not have to run in the May election because her term is not up yet. Ms. Anderson said that Ms. Coco & Mr. Hunt will be on the May 1<sup>st</sup> ballot.

**Approval of Minutes:** Minutes from the prior meeting were not available.

**Executive Director's Report:** (1) Ms. Anderson, as Acting Director, said she has been in touch with the MA Dept. of Housing & Community Development (DHCD) which did the PMR in February. The Maushope apartment where the tenant was evicted was inspected by DHCD & they will be in charge of the process of renovation. PHA received approval for the CIP revisions. Mary of DHCD recommended getting a tablet for their program to track maintenance done & Jenna said PHA will get a technology grant to buy it. (2) There is a problem with garbage in the yard of Unit 42A on Aunt Sukeys Way. A prior DHCD inspection resulted in 8 citations including a detached smoke detector, blocked egress in the basement apartment & missing electrical outlet covers. Tim was given 48 hours to correct the most serious problems. DHCD suggested having the local Police & Health Departments do an inspection, so Ms. Anderson spoke with Morgan Clark, Health Dept. Director, who said she will send a letter to the tenant. Pat Grace, State-appointed PHA attorney, suggested waiting until a new Executive Director (E.D.) is appointed to handle this. (3) Regarding the status of the Executive Director, Ms. Anderson has been in contact by e-mail with Mary Farrell of DHCD who requested signatures on additional documents from PHA & Kristin Hatch, the chosen candidate for the position, so that was done & the signed documents were mailed to DHCD. PHA has filed for & is waiting for approval of a 3-month (Mar. to May 2018) waiver of the requirement that Ms. Hatch be off the PHA for 1 year from her date of resignation to her appointment as E.D. (4) CIP revisions were approved & now include Maushope Apt. 38 renovation. (5) PHA just received approval today for replacement of a cesspool by a septic system for Pearl St. property. (6) In regards to the eviction in Apt. 38, the tenant was supposed to be out on a Monday, but the Sheriff requested an extension to Wednesday. The tenant actually moved out the prior Friday & anything left behind is considered abandoned according to the Sheriff. (7) The front door keys for Maushope were changed & given to the tenants. The side door keys were changed but not distributed due to security issues. The latter is acceptable because Mary of DHCD said that the building only needs 1 egress.  
Provincetown Housing Authority

**Maushope Census:** 23 out of 24 units are occupied per Ms. Anderson.

**Family Census:** 9 out of 9 units are occupied per Ms. Anderson.

**Foley House Census:** There are 2 vacancies per Ms. Anderson. One unit has been cleaned up & the other needs minor work, e.g., painting.

**New Business:** Ms. Anderson announced that a successful joint Board of Selectmen/Provincetown Housing Authority meeting was held to appoint Ms. Coco to the PHA.

Ms. Parris moved, Ms. Coco seconded, and the Commissioners voted 3-0 to approve the vouchers presented by Ms. Anderson.

**Closing Statements:** None

Ms. Parris moved, Ms. Coco seconded, and the Commissioners voted 3-0 to adjourn the meeting at 6:15 pm.

Respectfully submitted,

Frances M. Coco, Commissioner

Approved on March 28, 2018