

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
SEPTEMBER 30, 1999**

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A regular meeting of the Provincetown Housing Authority was called to order by Ross Sormani, Vice Chair on Thursday, September 30, 1999 at 5:25 PM in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

PRESENT: Ross Sormani, Vice Chair
Kevin Hanahan, Vice Treasurer
Eric Dray
Patrick J. Manning, Executive Director

ABSENT: Michael Bunn
Ann Maguire

AGENDA:

Provincetown Housing Partnership was not invited to BofC meeting this month as planned and BofC member Michael Bunn not present to provide Creek Road update. Agenda amended to remove 3C and 8A.

Motion by Eric Dray to accept agenda as amended, seconded by Kevin Hanahan.

VOTED: Unanimous to approve agenda as amended

PUBLIC STATEMENTS:

A. Ed introduced new officers for Maushope Tenant Association; GladysGraham, President and Gladys Johnstone, Treasurer

B. Tim Hazel, Foley House Director present at invitation of BofC. Tim reports census at 7. Tim reports census was low for past several months due to staff transitions, four out of six staff positions transitioned. Tim reports census will be at 10 by end of December. BofC member, Ross asked for future of Foley House. Tim reports state looking into: affordable vs supportive; permanent vs transitional. Tim reports PASG very committed to Foley House. BofC asked if any needs? Tim reports Foley House will need some outdoor painting in the spring.

APPROVAL OF MINUTES:

BofC member, Eric asked for correction of BofC officer titles

Motion by Eric Dray, to accept the minutes of September 2, 1999 meeting with corrections, seconded by Kevin Hanahan,

VOTED: Unanimous to approve minutes of September 2, 1999 with corrections.

FINANCIAL REPORT:

A. Ed informed BofC that Accountant clarified; Utilities #4390 "Other" does includes septic pumping and cable, septic pumping is not included in #4310 "Water & Sewer".

B. BofC reviewed FY2000 budget. BofC reviewed for corrections requested of Accountant when presented draft budget at last month BofC meeting.

Motion by Kevin Hanahan to approve FY2000 budget as presented, seconded by Eric Dray,

VOTED: Unanimous to approve FY2000 budget as presented.

C. BofC reviewed monthly financial report

Motion by Kevin Hanahan to approve monthly financial report as presented, seconded by Eric Dray

VOTED: Unanimous to approve monthly financial report as presented.

D. Ed presented BofC with new signature cards for bank accounts.

DIRECTOR'S REPORT:

I. DHCD: Ed discussed with BofC the "Public Housing Manager" training in ED contract. PHA contract with ED required this training within first year. ED informed BofC that only training available before end of ED contract on November 30th is in North Carolina, November 15th - 19th. The nearest training is in New Jersey in May. ED requested

BofC to discuss an extension of this contract requirement. BofC postponed this issue until next month BofC meeting due to BofC Chair not being present.

II. MAUSHOPE:

A. ED informed BofC that 120 day written notice was given to Maushope Tenant Association regarding PHA's intent to renegotiate the MOA. A copy of MOA with intended changes was given to TA. BofC requested ED to have MOA with intended changes to be changed from color coded to highlighted Italics for easier reading. BofC request that once changed, all tenants are provided with a copy of MOA with intended changes. BofC discussed setting up a formal committee to renegotiate MOA. BofC recommended a committee of; 2 BofC members, 2 Tenants and ED. BofC members to be decided at next BofC meeting.

Motion by Eric Dray to set up a formal committee consisting of; 2 BofC members, 2 Tenants and Ed, seconded by Kevin Hanahan,

VOTED: Unanimous to set up formal committee consisting of; 2 BofC members, 2 Tenants and Ed to renegotiate MOA.

B. Ed informed BofC that Apt. #18 has been vacated and ED is proceeding with lease up of next applicant on waiting list.

C. ED informed BofC that annual inspection and maintenance of Maushope alarm system will take place on October 6th & 7th.

III. FAMILY HOUSING:

A. ED informed BofC of information from Attorney regarding MOA for Family Tenants. Family Tenants can be; included in Maushope MOA, have own MOA or fall under State guidelines according to DHCD. If Family Tenants included in Maushope MOA then Maushope Tenant Association and Family Tenants will need to meet to agree on inclusion. BofC recommends that a letter be sent to all Family Tenants. BofC request ED to draft letter and provide to BofC in next Board meeting packets.

Motion by Ross Sormani for ED to draft letter to all Family Tenants regarding MOA to be presented to BofC at next BoC meeting, seconded by Eric Dray,

VOTED: Unanimous for ED to draft letter to Family Tenants regarding MOA to be presented to BofC at next BofC meeting.

IV. FOLEY HOUSE:

A. Ed informed BofC that Foley House Tenants could not be included in MOA due to being Federal not State funded. PHA has a lease agreement with PASG and PASG has a program agreement with each Tenant.

B. ED informed BofC that annual inspection and maintenance of Foley House alarm system would take place on October 7th.

V. OTHER:

A. ED informed BofC that cost of pager system with voicemail is billed semi-annually not quarterly. ED requests BofC to consider changing to cell phones. BofC will discuss this at next BofC meeting.

B. Ed informed BofC that 4 individuals applied for Clerk\Receptionist position at PHA. Ed will set up interview team and interview schedule.

OLD BUSINESS:

A. Ed updated BofC regarding Fire Road. Robert J. Martin Landscaping began work yesterday, Wednesday September 29th. ED informed BofC that Fire Department has provided written recommendations as a result of fire drill. BofC reviewed recommendations. BofC request ED to explore cost of each recommendation and to provide the written recommendations of the Fire Department in next BofC meeting packets. BofC instructed ED to send a thank you letter to Fire Department since not already done.

B. ED provided update regarding Pearl Street. Bids for electrical, heating and plumbing needed to be re-bid per DHCD request. DHCD anticipated bids to be under \$10,000. but they where not so a different bidding procedure needs to be done. ED is working with DHCD on bid process.

NEW BUSINESS:

VOUCHERS:

BofC reviewed vouchers.

Motion by Eric Dray to approve vouchers as presented, seconded by Kevin Hanahan,

VOTED: Unanimous to approve vouchers as presented.

ADJOURNMENT:

BofC did not set next meeting due to two BoC members not being present.

There being no further business, a motion by Ross Sormani, to adjourn the meeting, seconded by Eric Dray, it was unanimously voted to adjourn the meeting at 6:50pm.

Respectfully submitted,

Patrick J. Manning
Recording Secretary