

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
DECEMBER 1, 1999**

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A regular meeting of the Provincetown Housing Authority was called to order by Michael Bunn, Chair on Wednesday December 1, 1999 at 5:20 PM in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

**PRESENT:** Michael Bunn, Chair  
Ross Sormani, Vice Chair  
Ann Maguire, Treasurer  
Kevin Hanahan, Vice Treasurer  
Eric Dray  
Patrick J. Manning, Executive Director  
Lucy Singer Farkas, Recording Secretary

**ABSENT:**

**AGENDA:**

Motion by E. Dray to accept agenda as presented, seconded by R. Sormani.

**VOTED: Unanimous to approve agenda as presented.**

**PRESENTATION by LAURA SHUFELT:**

L. Shufelt, Loan Coordinator with Cape Affordable Housing Consortium, up-dated the Board on the Creek Road project.

Preliminary assessment of the site indicates it can accommodate seven units in three buildings. The 1-1/2 acre plus site appears to have no special environmental considerations.

A concern voiced by abutters was access to the site via Creek Road. The site appears to have access by both Creek and Blueberry Roads.

Building costs are estimated at \$680,800.00, with a 10% contingency. There are numerous funding sources to support this project. Some funding sources are competitive grants. The Housing Authority would be carrying the mortgage.

To proceed further, the Housing Authority must assess the feasibility of this project in order to present a request for land transfer at Town Meeting. The PHA would need the transfer in order to gain site control for actual development.

L. Shufelt informed the Board that preliminary steps are:

1. engineer's report for site plan;
2. architectural renderings.

These steps would provide siting of buildings on the land, septic feasibility, access to property; and any recommendation regarding grading.

L. Shufelt suggested applying to the MHP for a grant for technical assistance for the engineering study and architectural renderings. Funds for these initial steps are available through the MHP via a relatively simple application process,

Once site control is granted to the Housing Authority, it can then contract with a non-profit developer.

The Board asked questions.

M. Bunn asked about funding for the preliminary septic and access Reports.

L. Shufelt informed that Home monies cannot be used, but that MHP grant monies could.

M. Bunn asked if the developer hired must have site control in order to get funding.

L. Shufelt answered no.

M. Bunn asked if the PHA needs site control before applying for funding,

L. Shufelt said yes, except for the preliminary engineering studies by MHP.

M. Bunn asked if additional land is needed for access, can housing development support monies be used.  
L. Shufelt said yes.  
E. Dray requested information regarding competitive grants.  
L. Shufelt informed that there are two rounds a year and if not ready for the first round, the PHA will likely qualify in the second round.  
R. Sormani asked if the MHP will reimburse the PHA for the preliminary engineering study.  
L. Shufelt said she was not sure.  
R. Sormani asked if there was enough road frontage for access on Creek Road.  
L. Shufelt responded that the engineer's report will address access considerations.  
R. Sormani believes there is enough time for the preliminary engineering study before the Feb. 1<sup>st</sup> deadline for Town Meeting warrants.

The Board discussed the information presented by L. Shufelt. M. Bunn asked the Board for a commitment to the project before proceeding with preliminary steps.

Motion by R. Sormani to apply forthwith for MHP funds for preliminary engineer's report, site plans, and technical assistance, seconded by A. Maguire.

**VOTED: Unanimous to make application to the MHP.**

Motion by A. Maguire to proceed with the necessary steps in order to be able to present the project at April Town Meeting, seconded by E. Dray.

**VOTED: Unanimous to proceed with plans for presentation at April Town Meeting.**

M. Bunn will E-mail MHP application to ED for completion and submission.

E. Dray will solicit engineering company.

#### **PUBLIC STATEMENTS:**

A. Barbara and Arthur Jones extended holiday greetings to the Board.

B. Gladys Graham, President of Maushope Tenant Association; thanked Lucy Farkas for a painting donated to the Maushope Common Room.

#### **APPROVAL OF MINUTES:**

Motion by R. Sormani to accept the minutes of November 3, 1999 was written, seconded by A. Maguire.

**VOTED: Unanimous to accept minutes as written.**

#### **FINANCIAL REPORT:**

A. ED clarified last month's financial report by the Board. Foley House grounds fees are deleted; \$500.00 allocated for septic pumping at Foley House.

B. Board reviewed the formal written report of the accountant.

Motion by A. Maguire to accept report as presented, seconded by K. Hanahan.

**VOTED: Unanimous to approve monthly financial report as presented.**

C. ED informed the Board that the accountant has identified unexpended DHCD monies from fiscal year '98. ED distributed accountant's expense analysis of the monies. accountant seeking approval to spend dollars on what the Board identifies as the needs. The Board identified:

1. FAX machine
2. Computer desk
3. Hallway mats
4. Snow blower
5. Safe
6. Fire Dept. recommendations

#### **APPROVAL OF VOUCHERS:**

A. ED reported various money transfers :

1. Transfer of \$10,000.00 from investment account to operations,

2. Closing of fire account.
3. Transfer of funds from Foley House development account to FH operations. Development Account to be closed.
4. Sect. 8 subsidiary accounts transferred from Foley House to operations, to be reimbursed once payments are received from other Housing Authorities.

M. Bunn questioned the FAX charges billed by the PHA bookkeeper.

Motion by A. Maguire to approve vouchers as presented, seconded by K. Hanahan.

**VOTED: Unanimous to approve vouchers as presented.**

## **DIRECTOR'S REPORT:**

### **I. DHCD:**

- A. ED advised the BOAST response is expected within 30-60 days.
- B. Budget was submitted by John Gannon on 11/9/99 for financial review.

### **II. MAUSHOPE:**

- A. New color-coded MOUs are completed and will be distributed to residents prior to the next Tenants' Association meeting.
- B. ED will follow-up on the Fire Dept. recommendations.
- C. Contractor Rbt. Peterson is currently getting permits for the A/C for the Common Room.
- D. SMOC will pay for refrigerators, but money will not be available until January.
- E. Two outdoor walkway lights, to replace the original units which are not repairable, will cost app. \$1700.00.
- F. A snow blower is to be priced.
- G. Current census for Maushope is 24 of 24.

### **III. FAMILY HOUSING:**

- A. ED recently learned of an existing MOU by the Family Tenants' Association and will review same.
- B. Money from SMOC for refrigerators will be available in January.
- C. A second heating system is to be installed Dec. 15.
- D. Contractor Peterson is currently securing permits for door replacement.
- E. Pin hole leaks at Aunt Sukey's Way no longer seem problematical. Funds allocated to correct problem will be held should problem re-arise.
- F. Current census is 7 of 9 , including Pearl Street.

### **IV. FOLEY HOUSE:**

- A. Census is 7 of 10. (ED presented incorrect census of 8 last month.)

### **V. OTHER:**

- A. Cell phones for ED and Jim Turner have been purchased through Bell Atlantic and are to be delivered Dec. 3.
- B. Lucy Farkas, the new clerk/receptionist, was introduced to the Board.
- C. Board asked to consider an increase in work hours for Jim Turner, from 16-20 per week, and providing benefits, effective Jan. 2000.  
Board asked ED for cost of increased hours and benefits for next Board meeting.
- D. ED's contract has been signed for renewal.
- E. ED will attend Public Housing Mgt. Training in April in Connecticut.

## **OLD BUSINESS:**

- A. Fire Road—area has been cleared and planted and work is complete.
- B. 40 Pearl Street—the contract for electrical work has been signed. Work has begun on plumbing/heating. Bids coming in re. Carpentry and sheet rocking. ED reports no money left for this project.
- R. Sormani questioned if funds from the PHA reserves could be used.

It was suggested that Habitat volunteers might be used for some tasks, thus minimizing costs.

**NEW BUSINESS:**

None.

**ADJOURNMENT:**

Next Board meeting set for Tuesday, January 4<sup>th</sup> at 5:15 p.m. in the Maushope Common Room.

There being no further business a motion by R. Sormani to adjourn the meeting was made, seconded by M. Bunn. Unanimous to adjourn the meeting at 7:15 p.m.

Respectfully submitted,

Lucy Singer Farkas,  
Recording Secretary