

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
November 7, 2001**

A regular meeting of the Provincetown Housing Authority was called to order by Eric Dray, Chair, on Wednesday November 7, 2001 at 5:14 PM in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

PRESENT: Eric Dray, Chair
Ross Sormani, Vice Chair
Howard Burchman, Treasurer
Olga Vitello, Vice-Treasurer
Michael Bunn
Patrick J. Manning, Executive Director
Lucy Singer Farkas, Recording Secretary

ABSENT: None

AGENDA: Motion by M. Bunn to approve agenda as presented, seconded by R. Sormani.

Voted: Unanimous to approve agenda as presented.

PUBLIC STATEMENTS:
None.

APPROVAL OF MINUTES:
Motion by R. Sormani to approve September minutes as presented, seconded by H. Burchman.

VOTED: Unanimous to approve October minutes as presented.

R. Sormani and E. Dray, only two Commissioners present at the October meeting, approved October minutes. No vote required.

FINANCIAL REPORT:
Board reviewed the financial reports for August and September
Motion by M. Bunn to approve both reports as presented, seconded by R. Sormani.

VOTED: Unanimous to approve Financial Reports for August and September.

Board reviewed contract renewals for accounting firm of Milne, Shaw & Robillard for Maushope/Family and for Foley House. ED advised that increase in fees over last year is minimal.
E. Dray asked if the Authority had incurred "additional costs" last year over and beyond the contract provisions. ED said "no".
M. Bunn asked if new State requirements would require additional accounting hours.
ED advised that the Accountant has already included those requirements in her regular scope of services.
H. Burchman stated that the contract provision regarding non-discrimination be expanded to include sexual

orientation.

Motion by H. Burchman to approve both contracts with Milne, Shaw & Robillard for accounting services, with inclusion of sexual orientation in the non-discrimination clause.

VOTED: Unanimous to approve contracts with Milne, Shaw & Robillard for accounting services, with inclusion of sexual orientation in the non-discrimination clause.

EXECUTIVE DIRECTOR'S REPORT:

I. DHCD:

A. Maushope Atrium Windows—Authority still exploring various options and awaiting proposals prepared by the State so that cost factor for each proposal can be examined.

Beverly Spencer, Maushope TA President, asked for clarification on the status of the project.

ED reiterated that no decisions have yet been made; strictly at exploratory stage.

B.Spencer expressed tenant concerns about the current walkways and asked the rationale for enclosing the spaces.

ED stated that some tenants have complained of freezing walkways in winter and of water dripping from upper levels.

B.Spencer stated her particular concern was that the fresh air would be closed off. She asked if there had been a formal survey conducted of the tenants.

ED said no survey had been done but that if a plan proves financially viable the tenants will be asked to become more directly involved in the process; premature at this point.

Barbara Jones, Maushope resident, spoke against enclosing the walkways.

ED advised that a solid enclosure is not being contemplated; possibly sliding Windows would be used with permanent open louvers on the bottom.

B. Dental/Vision Insurance—Board discussed providing ED and James Turner with such coverage under the DHCH insurance plan. Authority cost for both individuals would be \$925.68 per year.

In response to a question, ED advised that the Accountant says there is money in the budget from traditionally “underspent” line items to cover the insurance costs.

R. Sormani opined that this is a well-deserved benefit for ED and Jim.

H. Burchman asked about cost comparisons with other such plans.

ED said the cost was comparable. The plan is approved by Mass NAHRO, the authorized State insurer.

Motion by R. Sormani to provide ED and James Turner with dental and vision insurance under the State plan, seconded by H. Burchman.

Voted: Unanimous to provide such coverage.

II. Maushope:

A. New Stoves—All of the first 8 stoves have been installed. The next round of 8 has been budgeted but because the State has not yet approved FY2002 budget the stoves cannot yet be ordered. Recipients of the new stoves have expressed their satisfaction with the appliance.

B. Census—Census is 24 of 24.

III. Family Housing:

A. Census is 8 of 9. Jim Turner currently working on cleaning and refurbishing the vacated 2-bedroom unit which tenant left in very poor condition. There is a likelihood that a second family unit will become available this week with the eviction of another tenant.

A dumpster has been ordered to hold discarded items left by tenant and the Authority incurred a towing

charge for an abandoned vehicle.

The wait list is being examined and prospective tenants being processed.

IV. Foley House:

- A. HUD Subsidy Increase—HUD contact person, Jim O’Neill has advised that the HUD contract for Foley House does not allow for subsidy increases.

ED to locate the original copy of the contract and suggests a conference call among himself, Jim O’Neill and H. Burchman who disagrees with O’Neill’s assessment.

H. Burchman suggested that a formal letter requesting subsidy increases be sent to HUD. In this way, should an increase be approved it can be retroactive to the date of the Authority’s letter.

- B. Interior Painting—This is on hold and not seen as a priority. Jim Turner been busy fixing up recently vacated individual rooms so the can be re-let as soon as possible. Jim may have time during winter to work on painting the common areas.

M. Bunn asked that the Routine Maintenance Schedule for FH be reviewed.

- C. Brick Patio—E. Dray advised that proposal has been given to brick supplier but no commitment of materials has been received. Will follow up.

D. Furniture Replacement—Inventory of furniture needs not yet been done. Furniture appears to be in generally satisfactory condition.

- E. Census is 7 of 10. Two applicants currently being interviewed for November tenancies.

V. Other:

- A. FY2002 Staff Pay Increases—DHCD has allowed a 4% increase in LHA budgets for staff pay raises, effective 10/1/01. This requires Board approval.

Motion by M. Bunn to approve salary increases for Authority staff as per DHCD guidelines, retroactive to Oct. 1st, seconded by R. Sormani.

VOTED: Unanimous to approve pay raises for staff as per DHCD guidelines retroactive to October 1st.

OLD BUSINESS:

- A. 27 Nelson Avenue—Board asked to approve contract with LCCCDC for PHA management of Nelson Avenue property. Newly clarified duties discussed. The contract is for one year from 11/15/01 (if approved) to 11/15/02, and can be renewed. ED advised that no additional staff required to assume new duties. Also, stated that there is a likelihood of future control of the property by the Authority from the LCCCDC.

M. Bunn asked about insurance liability on the part of the PHA.

ED stated that this should be covered under the Authority’s current liability insurance provided by the State, H. Burchman advised that the addition of other locations to the policy should not incur added premium costs.

ED to clarify.

E. Dray asked how the contract fee was calculated. Also, feels the liability question be clarified before Board approves contract. What is time table?

ED responded that fee based on PHA staff’s hourly rate and number of current family units. The LCCCDC wants contract as soon as possible.

Motion by M. Bunn to approve contract with the LCCCDC for PHA management of 27 Nelson Avenue, pending increase in fee to the Authority should additional insurance costs be incurred,

seconded by
H. Burchman.

VOTED: Unanimous to approve contract pending management fee increase should additional insurance costs be incurred by the Authority.

M. Bunn asked if there had been any formal discussion about the LCCCDC transferring the property to the Authority.

ED replied “nothing specific” but based on conversations with Cheryl Gayle of that agency feels this may be a likely future move. Control of the property may well require increased staff. State would approve increase in staff costs for additional units.

E. Dray requested ED to prepare a memo on the State formula for LHA staff increases.

R. Sormani asked how many new units would it take to get additional and/or full-time staff.

B. Creek Road—Prior to discussion on this topic, Michael Bunn recused himself from meeting and left the room.

E. Dray advised that there has not yet been a transfer of the property from the Town to the PHA.

Remediation of the site’s water problems has been delayed due to more pressing Town concerns. He is to meet next week with Ted Malone of Community Housing Resources regarding possible use of Ted’s architectural plans which may be applicable for Creek Road.

H. Burchman reported on his conversation with Ann Houston of the MHP re. a feasibility study for the property and a not-for-profit development firm. The preliminary study will address such issues as constructibility and zoning; if the study shows development to be viable then additional studies will be undertaken to address egress, traffic, environmental, and market issues. A bidding process must be used to hire someone to conduct the study. The Authority must complete an application for the MHP to apply for a grant for the study. Another possible money source is via a secured pre-development loan; this is not a grant but a secured loan.

Monies spent on the preliminary feasibility study are “forgiveable” even if the site proves untenable for development.

E. Dray asked if the Authority has control over the choice of firms who would conduct the study. Also asked if ownership of the property by the Authority is a critical element in securing the grant for the study. Suggests writing the Town Administrator and Dave Guertin of the DPW for an up-date on site control issue and to advise that the Authority is to apply for the MHP grant.

R. Sormani asked if a needs assessment was the next step in the process.

E. Dray stated that the PHA must provide MHP with directives re. needs.

H. Burchman said the needs assessment is integral to the feasibility studies which will determine what sort of development is appropriate for the site.

O. Vitello reported that she has contacted a number of local agencies and individuals re. housing needs for the area and affordable housing projects currently in the works or in planning stages. She, also, reported that according to a report from the Town Administrator, Provincetown “lost” 13.6% of its year-round rental apartments from 1990-2000.

ED said that the low turnover of affordable housing discourages people from applying.

E. Dray said the next step in process is to complete the MHP application and send out the letters re. site control.

H. Burchman suggested that review and approval of the completed application be the goal for the next Creek Road sub-committee meeting.

C. Affordable Housing Trust Fund—E. Dray reported that the Land Bank Bill continues to be stuck in the Legislature and it is unlikely that the bill will be acted on this year. Suggested that the Authority write letters of support of the bill to the appropriate Legislative Committees. Also feels there needs to be a “bridge” built between the proponents of open space and the proponents of affordable housing.

Relative to Creek Road, R. Sormani asked if the MHP could consider hiring development companies outside of area.

E. Dray says preliminary studies do not have to be done locally.

R. Sormani asked what are the options?

E. Dray will obtain a list of companies from Laura Shufelt.

NEW BUSINESS:

M. Bunn returned to meeting. He reported that the LCCDC and the Town of Provincetown were recently honored at a reception and received awards for their efforts o/b/o affordable housing. Also reported that Sen. O’Leary is seeking support for the Community Preservation Act.

E. Dray opined that many see this Act as identical to the Land Bank legislation and are reluctant to vote for additional monies for open space. Feels that O’Leary should better support the Housing Trust Fund. This requires no voter approval once enacted legislatively.

M. Bunn reported a catch-22 in the Land Bank Bill relative to the allocation of Land Bank funds for affordable housing. As written, the Town cannot build on designated open space land and cannot purchase land with open space funds on which there is an existing structure of any kind.

APPROVAL OF VOUCHERS:

Board reviewed vouchers and checks presented for signature.

ED reported that the Authority is hosting a fourth Sect.8 client and that recent legislation may likely increase hosting possibilities. The Authority is paid a fee for host services, which includes arranging for the initial inspection and an annual rent review.

ED noted charges added to the check register for the Sheriff relative to various services of subpoenas.

Motion by M. Bunn to approve vouchers as presented, seconded by

R. Sormani.

VOTED: Unanimous to approve vouchers as presented.

The next regular meeting of the Board is scheduled for Wednesday, December 5, 2001 at 5:15 p.m. in the Maushope Common Room. There being no further business a motion by M. Bunn to adjourn the meeting was made, seconded by E. Dray. Unanimous to adjourn at 7:02 p.m.

Respectfully submitted,

Lucy Singer Farkas,
Recording Secretary

