

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
Wednesday, February 6, 2002**

A regular meeting of the Provincetown Housing Authority was called to order by Eric Dray, Chair, on Wednesday, February 6, 2002 at 5:25p.m. in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

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

ABSENT: Ross Sormani, Vice-Chair
Michael Bunn

AGENDA: H. Burchman noted that guest speakers Tim Hazel, Director of Foley House, and Jim Pipilas, ED of PASG, were present to discuss the Foley House census and this issue should be changed on the agenda and that guests be presented first.

Motion by H. Burchman to amend agenda for guest speakers , seconded by O. Vitello.

VOTED: Unanimous to approve agenda as amended.

PUBLIC STATEMENTS: None.

APPROVAL OF MINUTES:

Motion by H. Burchman to approve minutes of January 2, 2002, seconded by O. Vitello.

**VOTED: Unanimous to approve
Minutes of Jan. 2, 2002 as
presented.**

GUEST SPEAKERS:

Tim Hazel, Director of Foley House, and Jim Pipilas, ED of the PASG, appeared to discuss Foley House census and possible strategies for maintaining full occupancy.

E. Dray noted that census averaged 8 of 10 over a two year period.

T. Hazel advised it was not uncommon for residents to move out during fall and winter months when other housing in town was more readily available; usually census picks up as spring approaches.

E. Dray asked if it would be easier to maintain full occupancy if FH were transitional rather than permanent housing.

T. Hazel said there were pros and cons either way. More applicants might meet admission criteria but others would be forced to leave at end of transitional period.

J. Pipilas said that as set up, applicants must go through a formal admission process; no luxury of filling empty rooms on an as-need and availability basis.

E. Dray asked if FH residents could apply for other subsidized housing while in residence.

ED said it depends on what type of housing is involved. The applicant would not be considered homeless and would not be eligible for AHVP , as, in effect, they would be moving from permanent housing to transitional.

T. Hazel advised that he is seeing more referrals from areas further away from Provincetown than previously; attributes this trend to growing shortage of housing State-wide. Also, not unusually, an applicant will move in for the summer

months and then leave after the season.

E. Dray asked about admission criteria.

T. Hazel said must be over age 18, HIV positive and in need of support services, homeless, or in imminent likelihood of becoming homeless, as documented by an authorized authority. Applicant must, too, meet income guidelines and have no major, or unresolved, criminal history.

E. Dray asked if the varying census is “normal”; could it be higher.

T. Hazel said unrealistic to expect 100% occupancy all the time. Residents die, move out unexpectedly, etc. and the processing of new applicants can be time consuming. This process can take up to three months.

J. Pipalas added that the FH population often requires the resolution of a number of side issues before admission to the program, further delaying admission.

H. Burchman asked who requires the CORI checks.

ED said the State requires CORIs on all State Housing Authority individuals and the PHA recently included FH in this requirement.

J. Pipalas advised that a “bad” CORI will not automatically disqualify an applicant; some discretion allowed the Director of program.

T. Hazel cites as an example an applicant with minor offense history going back five years. Any open cases and outstanding warrants must, however, first be resolved.

E. Dray asked if there is something the Board should be doing to assure greater utilization of FH.

T. Hazel said “nothing specific”; feels system generally works well.

J. Pipalas iterated that the nature of FH, a congregate living facility, does not work for everyone. This is not always readily apparent. Says there is added stress on other residents and staff if a resident is not suitable for this atmosphere.

O. Vitello asked if an applicant can be self-referred.

T. Hazel said “yes” but that most often referrals are via a client advocate or case manager.

H. Burchman asked if the program requires an HIV disability. Can program accept non-HIV persons who present great risk for HIV?

T. Hazel said must be reviewed by the DPH in order to establish appropriate support services other than those provided by the PASG.

J. Pipalas said that State appears to be in a transitional period due to program cuts. Feels it is worth pursuing a “creative conversation” with the State to discuss modification of admission criteria.

T. Hazel advised that FH should be at full census by end of month. Currently three persons are being considered for admission.

E, Dray thanked T. Hazel and J. Pipalas for their input, based on which he feels no specific action by the Board is warranted at this time.

J. Pipalas thanked the Board for their interest and lauded the good partnership among the Board, FH and the PASG.

FINANCIAL REPORT:

H. Burchman asked about the cash balances in the non-interest bearing accounts,

ED advised that the two accounts at Seamen’s Bank and the Foley House account do earn interest; the accounts at CCB & T do not.

H. Burchman asked where the income from the Seamen’s accounts is shown in the Financial Report.

ED said “not sure”. Bills are paid from the Revolving Account so monies in that account move in and out quickly. The MOD Account no longer exists. The Section 8 Account will likely be placed in an interest bearing account.

Motion by H. Burchman to approve the Financial Report as presented, seconded by O. Vitello.

VOTED: Unanimous to approve

Financial Report as presented.

DIRECTOR'S REPORT:

I. DHCD:

A: Atrium Windows- - DHCD architect to examine redoing walkways rather windows but has not yet been able to fit work in his schedule.

then

B: State Audit--Still in progress.

C. State Inspections--Done every two years. Units inspected were generally verbal report of inspector; awaiting written evaluation.

fine, as per the

II. MAUSHOPE:

A: Census is 24 of 24.

B. Elevator--Incurred major problem as elevator "dropped" to basement. No at the time.

one on board

E. Dray asked if warranty covered repairs.

ED said supposedly not within the scope of the maintenance contract but will check further with company. Elevator was installed in 1997 and is by company, as per the contract.

inspected regularly

III. FAMILY HOUSING:

A. Status of Vacant Units--The administrative move of a former 3 bedroom tenant to a 2 bedroom unit is completed. Cleaning and refurbishing the empty two and three bedroom units are in progress.

O. Vitello asked who is responsible for paying for damages done to a unit.

Does the PHA have any recourse to assess and collect for damages?

ED said the tenant can be brought to Court but process is costly and generally the tenant does not have the means to pay. State is currently looking at establishing a listing of undesirable LHA tenants. The Authority tries to check on applicant's fitness via landlord references.

B. Census is 7 of 9. One applicant currently being interviewed for the vacant 2- bedroom unit.

IV. FOLEY HOUSE:

A. HUD Subsidy Payment--Still pending.

B. Brick Patio--Tim Hazel to follow through.

C. Furniture Replacement--Inventory not completed but no immediate furniture needs present.

D. Census is 9 of 10.

V. OTHER: None

OLD BUSINESS:

A. 27 Nelson Avenue--Liability insurance can be covered under the Foley House policy. These rates do tend to be high because Foley House lies in a flood plain and a wind zone. Authority should now proceed with the LCCDC contract to manage the property now that insurance issue has been resolved.

B. Creek Road--E. Dray further discussed with D. Guertin of Town DPW. Site

remediation allocation has been reduced to \$17,000.00. If this amount can be further reduced the Town will proceed.

Use of plans given by Ted Malone is definitely a viable option.

ED advised that H. Burchman has provided the application forms for MHP funding.

H. Burchman noted the application should be submitted as soon as possible as the Authority's request will be competing with the Cape End Manor project for funds.

O. Vitello said she is still working on needs assessment.

H. Burchman advised he has requested but not yet received the MHP draft documents.

E. Dray asked if the Town Manager has the authority to transfer the property to the Authority when remediation is completed.

ED to follow up.

C. Affordable Housing Trust Fund--Applicable legislation still mired in Legislature.

NEW BUSINESS:

Board discussed inputting into Town matters affecting the Authority. All agreed that clarity and timeliness were imperative.

Relative to the Affordable House Trust Fund, H. Burchman suggested the Authority support the tax exemption proposal by the Town but not support the AHTF if staff for that program is to be paid for by Trust Fund monies.

E. Dray suggested that the AHTF legislation be reexamined to see if a staff person paid for by Fund monies is mandatory or discretionary.

E. Dray asked ED to check articles for the upcoming Town Meeting for matters which may involve the PHA.

APPROVAL OF VOUCHERS:

Board reviewed check register for February,

H. Burchman asked about high cell phone costs.

ED stated the Authority has two cell phones used by himself and Jim Turner. These were recently purchased. The bill also included a final payment due under the old contract.

Motion by H. Burchman to approve vouchers as presented, seconded by O. Vitello.

presented.

VOTED: Unanimous to approve

vouchers as

ADJOURNMENT:

The next Board meeting was set for Wednesday, March 6, 2002 at 5:15 pm in the Maushope Common Room. There being no further business a motion by H. Burchman to adjourn the meeting was made, seconded by O. Vitello.

Unanimous to adjourn at 6:40 pm.

Respectfully submitted,

Lucy Singer Farkas
Clerk/Receptionist