

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
Wednesday, May 1, 2002**

A regular meeting of the Provincetown Housing Authority was called to order by Eric Dray, Chair, on Wednesday, May 1, 2002 at 5:50 p.m. in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

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

ABSENT: Howard Burchman, Treasurer

AGENDA: Motion by M. Bunn to approve agenda as presented , seconded by O. Vitello.

VOTED: Unanimous to approve agenda as presented.

PUBLIC STATEMENTS: None

APPROVAL OF MINUTES:

Motion by M. Bunn to approve minutes of March 6, 2002 as presented, seconded by O. Vitello.

**VOTED: Unanimous to approve
Minutes of March 6, 2002 as**

presented.

Motion by M. Bunn to approve minutes of April 10, 2002 as presented, seconded by O. Vitello.

VOTED: Unanimous to approve

Minutes of

April 10 as presented.

FINANCIAL REPORT:

Board reviewed Financial Reports for March and April 2002.

E. Dray asked about the cash balance in Operating Reserve.

ED said shows more cash at beginning of fiscal year but amount will diminish as expenditures are made. Also, to move all accounts to interest bearing ones.

M. Bunn questioned the Net Income Deficit for April.

ED advised amount includes funds for anticipated expenditures; as the purchases are made the deficit becomes smaller.

M. Bunn asked about the Total Provisions for Reserves. Is there a reserve fund from which monies are withdrawn?

Not clear about percentage,

ED to clarify with Accountant.

E. Dray asked about funds for the purchase of stoves.

ED advised that Board had agreed to purchase eight stoves per year over a three year period. The first eight were purchased and money has been budgeted for the second round of eight. However, the State has yet to formally approve the Authority's FY2002 budget which funds the purchase of the stoves.

M. Bunn asked about the funds of \$11,000.00 in the Foley House Balance Statement under Bay State Contracting.

Where is this money?

E. Dray advised that the Historic Commission is supposed to have control over this money. Some funds were used by the Commission but not sure where the balance is kept. Although monies are not available for expenditure by the Authority, the Authority does have a responsibility to be accountable for the funds.
ED to check with Town.

E. Dray asked about setting up a Restricted Reserve for septic/sewerage, as the Authority's Operating Reserve is quite high at this time.
ED will ask the Accountant to write for State permission to establish such reserve.

Motion by E, Dray to establish a Restricted Reserve of \$25,000.00 from the Operating Reserve for septic/sewerage purposes, seconded by M. Bunn.

M. Bunn asked if some of this reserve could be used towards the Creek Road property.
ED said "no"; would have to come from development funds.

Restricted Reserve Account of **VOTED: Unanimous to establish** **a**
\$25,000.00 for septic/sewerage
purposes.

Motion by M. Bunn to approve the Financial Reports for March and April 2002, seconded by O. Vitello.

Financial Reports for March and **VOTED: Unanimous to approve**
April 2002.

DIRECTOR'S REPORT:

I. DHCD:

A. Atrium Windows- - ED has had no opportunity to follow-up since last Board meeting due to annual rent reviews, but will do so.

B. Grievance Procedures—A new grievance procedure was approved by the State several years ago and the DHCD wants the Board to vote on adopting same, or write own procedures. The PHA and the Tenant Association approved and voted two years ago to incorporate the new grievance procedure into the PHA-TA MOU.

Motion by M. Bunn to approve the new Grievance Procedures as per State recommendation, seconded by O. Vitello.

new Grievance Procedure as per **VOTED: Unanimous to approve**
State recommendation.

C. New Lease—DHCD has provided all LHAs with a new tenant lease incorporating the new Grievance Procedure. Also, provides that rents are due on the first of each month with no five day grace period. The elimination of the grace period shortens the time for an eviction process, should one be contemplated, by the Authority. New lease has been reviewed and approved by the PHA Attorney and Maushope and Family Tenant Association. A vote by the Board is required.

Motion by M. Bunn to approve the new lease recommended by the

DHCD, seconded by E. Dray.

**VOTED: Unanimous to approve
new Lease recommended by the**

DHCD.

II: MAUSHOPE:

A. Elevator—ED still attempting to resolve large repair bill from Associated Elevator. Company has threatened to cut off their service if not paid.

B. Census is 23 of 24. A current tenant has moved into the vacated third floor unit and her former unit should be available for new tenancy by June 1st.

III. FAMILY HOUSING:

A. Census is 8 of 9. Jim Turner is still working on the Court Street unit but the Aunt Sukey Way has been leased as of May 1st.

3-bedroom unit on

Anticipated that Court Street will be available by June 1st.

E. Dray suggested looking into improvements of the Court Street roadway. ED advised he has been negotiating with the DPW re. road improvements but because the Town considers the area a “driveway” rather than a non-public roadway they have been reluctant to take corrective action for fear of opening a “can of worms”. Still looking into the possibility of designating area as a roadway. The Authority has a right of way over the property. Court Street residents may agree to pay for the grading and split the cost.

ED advised Board of one “problem” unit on Court St., which appears to have unauthorized tenants. An eviction process may be initiated.

IV. FOLEY HOUSE:

A. HUD Subsidy Payment—ED gathering the documentation needed by HUD in order to consider raising subsidies. Feels that increased operating costs for Foley House will justify the subsidy increases.

B. Brick Patio—E. Dray has given Tim Hazel name of materials donor. Tim says project can be completed over the weekend.

C. Furniture Replacement-- Jim Turner has repaired several items as needed. No other immediate replacements indicated. Item to be removed from agenda.

D. Census is 9 of 10.

V. OTHER:

M. Bunn asked about the Authority’s wait lists. ED provided wait list Census.

ED advised that shelters routinely have applicants apply to all LHAs; each LHA has its own application. Highest priority is given to local, veterans with affirmative action preference who are homeless. Documentation of veteran status must be provided with application; must have been active duty.

OLD BUSINESS:

A. 27 Nelson Avenue—The LCCCDC has advised that their interim management plan has been working well and will continue with same rather than contract for PHA services. Item to be removed from agenda.

B. Creek Road—No further movement on project. Initial application to the MHP has been submitted without response yet.

C. Affordable Housing Trust Fund--ED reported that bill approving Fund has made progress in the State Senate and looks likely to pass.

E. Dray said last year the Town voted to raise funds for affordable housing from 10% to 35% of Land Bank funds.

ED said it was his belief that Town approved 10% of Land Bank funds for affordable housing last year .The Affordable Housing Trust Fund, and an increase in funds to 35%, was submitted for consideration at the same time this year.

E. Dray asked about the process leading up to the creation of the Trust .

ED said involved conversations between M. Bunn and the Town.

M. Bunn said he will look through his notes for a clearer recollection.

E. Dray said it was important to know about the specific relationship between the Trust and the Town.

As recalled by M. Bunn, the PHA and the Housing Partnership is to have the say as to how Trust monies are expended.

NEW BUSINESS: Board reviewed letter from the Board of Selectmen requesting a meeting with the PHA Board to discuss the “Authority’s role” in the community. Meeting to be arranged following up-coming Town elections.

APPROVAL OF VOUCHERS: Because the PHA Bookkeeper was out of town no check register was available for review by the Board. Bookkeeper to drop off materials on Friday.

ADJOURNMENT: The next regular meeting of the Board was set for Wednesday, June 5, 2002 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 O. Vitello
Unanimous to adjourn at 6:37 p.m..

Respectfully submitted,

Lucy Singer Farkas
Clerk/Receptionist