

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
Wednesday, June 5, 2002**

A regular meeting of the Provincetown Housing Authority was called to order by Patrick J. Manning, Executive Director, on Wednesday, June 5, 2002 at 5:20 p.m. in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

PRESENT: Michael Bunn, Commissioner
Margaret Carroll-Bergman, Commissioner
Robert Cabral, Commissioner
Patrick J. Manning, Executive Director
Lucy Singer Farkas, Recording Secretary

ABSENT: None

ED welcomed new Board Commissioners M. Carrroll-Bergman and R. Cabral as did M. Bunn.

M. Bunn expressed his hope that personal political considerations be put aside in order that the “new” Board can focus on the mission of the PHA.

M. Carroll-Bergman expressed her commitment to those goals and stated that she has some background in affordable housing issues.

R. Cabral expressed his desire to work for affordable housing opportunities in the community. He is a life-long resident of Provincetown and is active on several Town Boards.

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

VOTED: Unanimous to approve agenda as presented.

APPOINTMENT OF PRO TEM OFFICERS:

Due to recent Board elections and the resignation of Board Chair, Eric Dray, the current Board is without officers.

Motion by R. Cabral to nominate M. Bunn as Chair Pro Tem, seconded by M. Carroll-Bergman. Nomination accepted by M. Bunn.

**VOTED: Unanimous to appoint
M. Bunn as Chair Pro Tem.**

Following discussion Commissioners agreed to defer other appointments pending a full Board contingent. Current vacancies to be advertised by the Town and Commissioners to individually canvas prospective candidates.

PUBLIC STATEMENTS:

Beverly Spencer welcomed new Board Commissioners o/b/o the Maushope Tenant Association. She, also, publicly thanked former Commissioners Eric Dray, Howard Burchman, and Olga Vitello for their time and efforts on the PHA Board.

APPROVAL OF MINUTES:

Because the new Commissioners could not vote on the May minutes, M. Bunn decreed them to be an accurate record of the May meeting, to be approved and submitted to Town Hall.

FINANCIAL REPORT:

M. Bunn gave new Board Commissioners a brief overview of the various financial documents prepared by PHA Accountant, Jenna Milne; suggested that Jenna be invited to a future Board meeting to further explain the report,

ED advised that Jenna does come down regularly on a quarterly basis. Suggested waiting for a full Board complement before inviting her for a presentation.

M. Bunn suggested deferring to August meeting.

In response to a question from R. Cabral, ED advised that the State allows the Authority to maintain a reserve fund in case of emergencies. Excess monies from the Operating Fund are put into a Money Market account (MMDT).

M. Bunn questioned high expenditures under Extraordinary Maintenance.

ED advised this largely due to vacated apartments being left in such poor condition and the need to hire a sub-contractor to assist Jim Turner with clean-up and refurbishing.

M. Bunn asked about Replacement of Equipment; seems under budgeted.

ED advised money has been allocated but not yet expended because DHCD has yet to send back formal written approval of the FY2002 budget. Delay in the Authority's budget reaching the DHCD was caused by a glitch in the State computer system and budget not received by State until March. Verbal approval of the budget has been given by John Gannon of DHCD Asset Management and allocated funds other than Operating Funds cannot be spent until written approval of budget from DHCD.

R. Cabral asked what role the Town plays in the PHA; is there a Town obligation to provide and/or pay for PHA services?

M. Bunn said "no". PHA units are not Town property. Funding is State or Federal (in the case of Foley House). ED advised that the Town DPW does, however, routinely plow and sand the Maushope parking lot when needed. As a rule no LHAs are town owned; once a town deeds a property to that Authority that property is no longer town owned.

ED further explained to new Commissioners what a Restricted Reserve is, and about the previous Board vote to establish a Restricted Reserve of \$25,000.00 from the Operating Reserve for septic/sewerage purposes. The PHA Accountant has written to the State for authorization to set up the Reserve.

Motion by M. Bunn to approve the Financial Report as presented,
seconded by R. Cabral.

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

DIRECTOR'S REPORT:

I. DHCD:

A. Atrium Windows- ED advised new Commissioners that Board has been exploring various options to correct a water build-up problem with the Maushope. Last suggestion was possible rebuilding and/or regrading of walkways. ED is working in conjunction with the State architect and will continue to follow-up with State. walkways at

II: MAUSHOPE:

A. Elevator—ED reports continuing problems with elevator and exorbitant repair bills. The Authority's maintenance contract covers lubrication only. ED to explore cost of a full maintenance contract and/or switching to the new elevator company used by the Town. Associated has agreed to reduce the recent large repair bill by 15%.

R. Cabral asked if there was a State agency responsible for elevators.

ED advised that the State does annual inspections but does not provide maintenance. The State regulatory agency is aware of the continuing problems with the Maushope elevator but has passed on the inspection each year.

B. Census is 24 of 24.

R. Cabral asked about the wait lists for Maushope and Family units.

ED explained priority statuses and other considerations that affect tenant selection.

M. Bunn reminded that the wait lists are confidential and specific information about prospective tenants is not available to PHA Board.

III. FAMILY HOUSING:

A. Census is 8 of 9. The last two families housed had been on the emergency wait list one to two years.

M. Carroll-Bergman asked if demographic data had been compiled from the lists.

ED said “no”, although Olga Vitello had been compiling a needs assessment in relation to the development of the Creek Road property.

R. Cabral asked a number of questions relative to property development by the PHA.

ED advised that development is a matter for Board determination. The Authority has no power to afford concessions to private developers for affordable housing units; permits are issued by the Town. The State does have some grant monies available for development purposes but whether these funds can be accessed by the Authority for actual land purchase and construction costs would have to be determined.

The Authority has expressed interest in developing the Cape End Manor for senior housing should that property become available.

M. Bunn asked when the Family Unit on Court Street would be ready for tenancy.

ED said unusual delay due to wretched condition in which the last tenant had left the apartment; hopefully will be available by end of June,

R. Cabral asked why the tenants could not clean and refurbish the apartment themselves rather than wait.

ED responded that State regulations do not permit same; apartment must be up to code before it can be rented.

IV. FOLEY HOUSE:

A. HUD Subsidy Payment—Material has been submitted to HUD and matter still pending their review. Howard Burchman did a lot of ground work in this matter and provided ED with relevant information.

B. Brick Patio—Tim Hazel to schedule work which has been delayed by bad weather.

C. Census is 8 of 10. Three applicants on wait list pending CORI. and units should be filled by end of June.

V. OTHER: Maintenance Salary Increase—The State has reset the maintenance pay scale for LHAs effective April 1, 2002. Jim Turner’s rate to increase \$.19 per hour effective April 1st.

OLD BUSINESS: M. Bunn reclused himself from the meeting during Board discussion of Creek Road and Affordable Housing Trust Fund.

A. Creek Road—ED explained that at Town Meeting 2001 Town voted to give this property to the PHA for development purposes. A grant from the MHP provided for initial engineering studies. Those studies determined that the site had serious drainage problems and the Town appropriated \$50,000.00 for remediation. The previous PHA Board had been doing studies relative to the property when the Town was advised that the area was a “created” wet land and questions arose if the property could be developed. The Town has deferred action due to other pressing business but before any definitive decision is made re. development the wetland issue must be resolved
ED stated that Town has not officially turned the property over to the PHA, however the MHP is exploring development options.
M. Carroll-Bergman asked about the status of the MHP documents.
ED said he is not sure but will follow-up.
M. Carroll-Bergman asked about the needs assessment that had been done by former Board member Olga Vitello.
ED will ask Olga to send over whatever information she had gathered.

B. Affordable Housing Trust Fund--ED advised the Trust Fund has yet be to approved at the State level. The Town cannot set up such a Fund until approval by State is forthcoming.

At this point M. Bunn returned to the meeting.

C. State Appointee—ED advised that all LHAs must have one Board Commissioner who is appointed by the State. Ross Sormani had been the State Appointee for the PHA until his resignation from the Board. The position is open at large but the DHCD would prefer the local Authority make a recommendation for appointment.
ED asked the Board to put forth suitable candidates for the position who can then be interviewed by the Board and put forward to the State.

D. Meeting with Board of Selectmen—A meeting requested by former Board of Selectmen Chair, Betty Steele-Jeffers, to discuss the PHA role in the community had been deferred pending the recent election for the Authority Board.
ED stated the meeting should also encompass discussion of Board replacement for recently resigned Eric Dray. A draft letter to that effect was approved by the Board.
Board members urged to canvas likely appointees so that those persons could be interviewed and names put before the Selectmen. Although the Selectmen can make unilateral appointments to the PHA Board to fill vacancies, they have traditionally honored the Authority’s recommendations.

Motion by M. Bunn to send notice to the Board of Selectmen relative to the nomination and vote for vacant Board position, seconded by R. Cabral.

**VOTED: Unanimous to send such
notice to Selectmen.**

ED said that interested candidates must submit an official application to Town Hall and asked that a resume be sent him which he can share with the Commissioners. Time is of the essence; Board recommendations must be ready by June 24th.

M. Carroll-Bergman said she would canvas three individuals who she felt would be willing to serve on the Board.

ED to send a second letter to the Selectmen regarding Ms. Steele-Jeffers' request for a joint meeting so that both matters could be discussed at that time.

NEW BUSINESS: The flag at Maushope is in need of replacement and M. Bunn asked that same be done prior to July 4th. ED will arrange with Jim Turner.

APPROVAL OF VOUCHERS: Board reviewed vouchers and checks presented

for signature.

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

VOTED: Unanimous to approve vouchers as presented.

ADJOURNMENT: The next regular meeting of the Board was set for Wednesday, July 3, 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 M. Carroll-Bergman. Unanimous to adjourn at 7:20 p.m...

Respectfully submitted,

Lucy Singer Farkas
Clerk/Receptionist