

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
Wednesday, July 3, 2002**

A regular meeting of the Provincetown Housing Authority was called to order by Michael Bunn, Chair Pro Tem, on Wednesday, July 3, 2002 at 5:24 p.m. in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

**PRESENT:** Michael Bunn, Chair Pro Tem  
Margaret Carroll-Bergman, Commissioner  
Robert Cabral, Commissioner  
Brenda Haywood, Commissioner  
Patrick J. Manning, Executive Director  
Lucy Singer Farkas, Recording Secretary

**ABSENT:** None

ED welcomed new Board Commissioner Brenda Haywood.

**AGENDA:** Motion by M. Carroll-Bergman to approve agenda as presented, seconded by R. Cabral.  
**VOTED: Unanimous to approve agenda  
as presented.**

**PUBLIC STATEMENTS:** None

**APPROVAL OF MINUTES:**

Motion by M. Carroll-Bergman to approve minutes of Regular PHA Board meeting of June 5<sup>th</sup>, seconded by R. Cabral.

**VOTED: Unanimous to approve  
Minutes of June 5, 2002.**

Motion by B. Haywood to approve minutes of Joint Meeting of PHA and Board of Selectmen of June 24<sup>th</sup>, seconded by M. Carroll-Bergman.

**VOTED: Unanimous to approve minutes of  
Joint Meeting of  
June 24<sup>th</sup>.**

**FINANCIAL REPORT:**

M. Bunn briefly explained Financial Report to new Commissioner Haywood. Advised that the PHA Accountant, Jenna Milne, will be at the August meeting to more fully orient Commissioners in her report.

M. Bunn pointed out the very healthy financial condition of Foley House since its opening in 1996.

Motion by M. Carroll-Bergman to approve the Financial Report for May as presented, seconded by B. Haywood.

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

**DIRECTOR'S REPORT:**

**I. DHCD:**

**A. Atrium Windows-** - No feed-back from the State since last Board meeting

re. solution to Maushope walk way problem. ED last discussed with State about two months ago and will continue to follow up.

## **II: MAUSHOPE:**

- A. Elevator**—ED is awaiting a price for a service contract from the Town's new elevator service. Associated Elevator, the PHA current provider has quoted a price of \$255.00 monthly for full maintenance, with emergency service at over-time rates. The current limited contract is \$87.00 every two months but excludes most maintenance services,  
M. Bunn asked if there had been any problems with the elevator since last meeting.  
ED said "no".

**B. Census** is 24 of 24.

## **III. FAMILY HOUSING:**

- A. Census** is 8 of 9. The vacant unit is awaiting new carpet and a new stove, Both of which have been ordered. Should be ready for tenancy by end of July.

## **IV: FOLEY HOUSE:**

- A. HUD Subsidy Payment**—No response from HUD re. subsidy issue. ED to continue to follow up with Jim O'Neill.

**B. Brick Patio**—Work delayed again as installer injured his back. However, he is to be in Provincetown from July 19 to the 26 and has arranged to do project then.

**C. Census** is 10 of 10.

## **V. OTHER: None.**

## **OLD BUSINESS:**

- A. State Appointee**--Letters have been sent to Acting Gov. Jane Swift and DHCD Director Jane Gumble recommending Andrew Barasda as the State Appointee to the PHA Board. ED advised that State has traditionally been very slow in acting on such matters; approval of the last State Appointee took almost four months. ED will do what he can to get State to expedite appointment.

At this point M. Bunn recused himself from the meeting.

- B. Creek Road**—Board reviewed memo from Dave Guertin of the DPW re. Creek Rd. development. The report is not optimistic.

ED clarified the location of the property to new Commissioner Haywood. The next step is a decision by the Town whether or not to spend the \$55,000.00 appropriated for remediation, or whether to explore other building sites.

D. Guertin has presented several scenarios, including the purchase of a lot surrounding the property under discussion and swapping other Town wetlands to allow development of the Creek Rd. wetland.

R.Cabral says that the Creek Rd. site is very problematic. Land is swampy under the best of conditions and will be difficult to build on. Feels it may be advisable to use the funds allocated for remediation to purchase an alternative

building site. Asked what the PHA would gain if Creek Rd. is developed.

ED said seven units initially planned; more if the surrounding lot can be purchased.

M. Carroll-Bergman suggested a site visit to the property by Board members and D. Guertin in order to get a better understanding of lot problems and development potential.

R. Cabral again expressed his feelings about exploring other building sites, suggesting that a wing could be added to Maushope.

ED said the Authority does not own the property adjacent to Maushope sides and rear.

M. Carroll-Bergman agreed that other options should be explored but first development of Creek Rd. should be fully examined.

ED is to arrange the site visit with D. Guertin.

B. Haywood asked why Commissioner Bunn is recused from discussions about Creek Rd. and the Affordable Housing Trust Fund.

ED explained that because of Bunn's employment there may exist a conflict of interest.

M. Carroll-Bergman suggested that Town Council render an opinion on possible conflict; feels M. Bunn's expertise would be invaluable to the Board in these matters.

**C. Affordable Housing Trust Fund**—Trust Fund legislation is still stalled in the State legislature.

**NEW BUSINESS:** At this point M. Bunn returned to the meeting.

In response to a question from M. Carroll-Bergman, M. Bunn advised that he did seek opinions from Town Council and from the State Ethics Board re. recusion on issues in which his current employer may become involved and was advised that recusion was in order. Following property development decisions by the Board in which his employer will not be involved he can re-join the Board to co-work on projects.

Board reviewed a memo from Keith Bergman re. tax title properties. Town seems to be more aggressively moving to take over delinquent properties.

R. Cabral asked if that is the case would the Authority have "first shot" at securing such properties? Also, can the Authority on its own initiative locate and develop properties?

All Board members were unanimous in their desire to look at various properties for rehab and/or development. ED advised that the Authority must have title to a property in order to receive the DHCD subsidy and insurance.

In response to R. Cabral's suggestion of expanding Maushope, M. Bunn said that the valley off the parking lot is a possibility as the Authority does have title to this area. Money may be available from the MHP for a feasibility study.

Motion by M. Bunn to apply for funding from the MHP Technical Assistance Program to explore the feasibility of adding units to the Maushope property, seconded by M. Carroll-Bergman.

**VOTED: Unanimous to apply for such funding.**

Commissioners felt that the Board must meet more frequently than once a month in order to expedite movement re. development. Asked if ED's hours could be extended.

ED advised that his hours and salary are regulated by the State which pays according to the number of units owned by

the Authority; State will not pay beyond that amount.

Board agreed to arrange work session during ED's normal work hours,

Motion by M. Carroll-Bergman to add a monthly work session in addition to the regular Board meeting, seconded by R. Cabral.

**work session in addition** **VOTED: Unanimous to add a** **monthly**  
**to the regular Board meeting.**

Board set work session for the 3<sup>rd</sup> Wednesday of each month from 3:30 to 5:00 p.m., to begin in August. Sessions to be publicly posted.

R. Cabral asked about the impact the Town's special permitting program for affordable housing has had, M. Bunn says only 12 units have been occupied.

ED stated that many of the units are under an ownership program, rather than rentals, and are not, thus, affordable to many persons. Also, the lottery process does not allow priority for long-term local residents.

M. Bunn advised that the Housing Partnership is working to resolve some of these problems and to work more closely with private developers to make selection process uniform.

M. Carroll-Bergman suggested a local task force of various local housing boards/committees be formed, to include the PHA.

Board reviewed information about the current PHA wait lists and the application process.

ED advised that the process follows State guidelines. By consensus, Board agreed to share data with the Board of Selectmen.

**APPROVAL OF VOUCHERS:** Board reviewed vouchers and checks presented for signature.

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

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

**ADJOURNMENT:** The next regular meeting of the Board was set for Wednesday, August 7, 2002 at 5:15 p.m. in the Maushope Common Room. The Board work session was set for Wednesday, August 21, 2002 at 3:30 p.m. There being no further business a motion by M. Bunn to adjourn the meeting was made, seconded by B. Haywood.

Unanimous to adjourn at 6:45 p.m...

Respectfully submitted,

Lucy Singer Farkas  
Clerk/Receptionist