

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
Wednesday, August 2, 2002**

A regular meeting of the Provincetown Housing Authority was called to order by Michael Bunn, Chair Pro Tem, on Wednesday, August 2, 2002 at 5:12 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
Andrew Barasda, Commissioner pending State appointment
Patrick J. Manning, Executive Director
Lucy Singer Farkas, Recording Secretary

ABSENT: None

AGENDA: Motion by R. Cabral to approve agenda as presented, seconded by B. Haywood.

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

PUBLIC STATEMENTS: Beverly Spencer, Maushope Tenant Association President, introduced herself to new Commissioner Barasda.

APPROVAL OF MINUTES:

A. Regular Board Meeting, July 3, 2002
Motion by M. Carroll-Bergman to approve minutes of Regular PHA Board meeting of July 3, 2002, seconded by B. Haywood.

**VOTED: Unanimous to approve
Minutes of July 3, 2002.**

B. Creek Road Site Visit, July 19, 2002
Motion by R. Cabral to approve minutes of Creek Road Site Visit, July 19, 2002, seconded by B. Haywood.

VOTED: Three to approve as presented. One abstention.

FINANCIAL REPORT:

Jenna Milne, PHA Accountant was present to review the Financial Report and the 2002 budget with the Commissioners. Jenna advised Board that the State fiscal year is from Oct. 1 to Sept. 30 and she will soon be preparing the 2003 budget. However, due to State staffing problems the DHCD has not yet formally approved the PHA budget for 2002 of the budget revisions for 2001. New DHCD budget guidelines for FY2003 not yet released.

Jenna explained various line items and emphasized that all PHA programs are in good shape financially.

M. Bunn asked if there was a way for the Authority to set up a Restricted Reserve for development purposes. Jenna said the State does not allow funds for development. The Authority could, however, form a separate non-profit group which could do fund raising. Section 8 host monies could be used, although this is currently a very small amount. Also, HUD is not as restrictive as the State and there is a possibility that HUD monies could be used even though these monies are really not for development purposes. The tone of the State is not to use funds for new development but for up-dating and maintenance of existing housing.

R. Cabral noted that the Barnstable County Housing Authority recently announced the availability of \$500,000.00 for planning and development of affordable projects. Is this money for Barnstable County or for the Town of Barnstable? Jenna said she is not certain but feels that likely it is Town money received via a Community Development Block Grant.

R. Cabral asked if the State could take private donations made to the Authority.

Jenna said any donations would have to be done through a separate non-profit Board; that Board would not have to be limited to PHA Board members. The non-profit Board would have to be a totally separate entity to meet legal requirements.

M. Carroll-Bergman stated that the Affordable Housing Trust Fund will ostensibly bring monies to the PHA for administering the Trust.

ED advised that this is not PHA monies per se, but will be administered by the PHA along with other local housing agencies/Boards. PHA could apply for funds from the Trust. Not sure if these funds will be in a separate fund or flow through the Town coffers.

Jenna said the Authority could charge an administration fee; if set up as a separate program these fees could be used for development purposes.

R. Cabral asked if the Authority were to receive a donation of land would the State "kick-in" funds for development?

Jenna said this is not likely but never hurts to ask; suggests that PHA interest in this area be communicated to the State.

Jenna advised that a new budget format is being used in 2003 as per State guidelines.

M. Bunn said the 2003 budget will be reviewed and discussed in detail by the Board in the near future and the Board should familiarize themselves with the new format.

Jenna said the budget draft can be changed depending on what the Board wants or does not want.

A. Barasda asked why the PHA uses the Milne Accounting firm.

ED advised that the firm is one of only ten firms in the State that specializes in LHAs. The State sets the maximum fees that can be charged.

Motion by B. Haywood to approve the Financial Report for June as presented, seconded by R. Cabral.

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

DIRECTOR'S REPORT:

I. DHCD:

A. Atrium Windows- - ED has talked again with State re. getting their architect down to review the various options.

II: MAUSHOPE:

A. Elevator--ED in process of pricing service contracts. The present company used, Associated Elevator, has quoted a price of \$185.00 per month with additional for overtime; a number of service items are not included.

The new company used by the Town was, also, asked for a price quote. The DPW remains "iffy" about this Company because it is new. Suggested ED contact Tinnason Company.

Tinnason has quoted a price of \$260.00 per month which includes any overtime and provides virtually complete coverage

M. Bunn asked what the elevator expenses were for last year including the cost of the service contract.

ED estimated app. \$5000.00 for repairs and servicing. Also advised that another problem with elevator has arisen and Associated to return and correct the packing.

- A. **Census** is 22 of 24. One Elderly tenant moved out at beginning of August and one Disabled tenant died. A current Disabled tenant is being moved to the vacated Elderly unit for medical reasons. ED reviewing applications for the two vacant units.

III. FAMILY HOUSING:

- A. **Census** is 8 of 9. A further delay in readying the Court Street apartment was caused by non-availability of appliances. Unit should be ready sometime in August. Basically the unit has undergone a complete rehab.

M. Bunn asked if the Authority continues to receive DHCD subsidy while unit is vacant.

ED said “yes” but the Authority does lose the tenant portion of rent.

IV: FOLEY HOUSE:

- A. **HUD Subsidy Payment**—Still awaiting HUD response.

- B. **Brick Patio**—Person who was to install did not show up as promised. Project put on hold by Foley House Director Tim Hazel. Remove from agenda.

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

V. OTHER: None.

OLD BUSINESS:

- A. **Monthly Work Sessions**--Board to conduct regular work sessions on the third Wednesday of each month, beginning August 21st, from 3:30 to 5:00 p.m. at Maushope.

ED advised that if a quorum is present an agenda must be posted and minutes taken.

The August work session will treat development issues.

- B. **Creek Road--M. Bunn recused himself from the meeting.**

The Board discussed the recent site visit to Creek Road property. All felt the site is very poor for development. Suggested to explore purchase of abutting land to enhance development potential.

ED has contacted the MHP for funds for additional feasibility studies. There is approximately \$2000.00 remaining from the original grant which could be used. Coastal Engineers to provide ED with proposal for new study.

Their original determination was that the Creek Road site was not a protected wetland despite Town contentions.

R. Cabral said that it is his personal opinion that the site is not feasible for development and that abutting property should be explored. He will check on current owners of abutting land.

ED said that remediation monies approved by the Town could possibly be reallocated for development of the land but that would require Town Meeting approval.

- C. **Affordable Housing Trust Fund**—ED disseminated copies of the House bill

and a Town memo re. The Trust Fund. If the legislation is passed that PHA will be a member of the Trust along with the Local Housing Partnership responsible for developing policies and procedures and approving Trust expenditures. Currently app. \$20,000.00 to \$25,000.00 has been set aside for the Trust. Anticipated that additional Land Bank monies will be used, too.

M. Carroll-Bergman asked if the PHA is eligible to apply for Trust monies. ED advised policies yet to be worked out. Suggested that the Town Counsel be asked for an opinion before meeting with the Local Housing Partnership.

NEW BUSINESS:

M. Bunn rejoined the meeting.

A. Expansion of 44 Harry Kemp Way--ED to apply to the MHP for grant for a feasibility study. Land behind Maushope may be available. R. Cabral asked to follow-up at Town Hall and report back to Board at next meeting. ED will ask that the study include development feasibility of expansion to the Maushope facility and also development of the abutting lands.

B. Tax Title Properties—ED advised that at a recent meeting he attended at Town Hall he learned that the Town had been incorrectly advised that the Authority was not interested in obtaining Tax Title properties for development. ED verbally advised Town Manager of definite interest by the PHA. Suggested that the Board send a formal letter to Board of Selectmen and Town Manager reiterating PHA interest.

Motion by M. Bunn to send letter to Board of Selectmen and Town Manager communicating PHA interest in Tax Title properties, seconded by R. Cabral.

VOTED: Unanimous to send such letter.

ED asked Board to review Tax Title lists and earmark those properties that seem appropriate for development.

M. Carroll-Bergman said that the taking of these properties by the Town is likely to be a lengthy process and that the Authority should continue to explore other options as well.

ED agreed but wants a formal letter sent to the Town to clarify the Board's interest.

C. Care Campus—ED advised that the Town Board of Selectmen and the Town Manager have a similar misapprehension about PHA interest in the Alden Street property should that become available. Suggested that a letter be sent to the Town expressing PHA interest.

Motion by M. Bunn to send letter to Town Board of Selectmen expressing PHA interest in the Cape End Manor property on Alden Street should that land become Town surplus, seconded by M. Carroll-Bergman.

VOTED: Unanimous to send such letter.

ED advised that there continues to be opposition to the Care Campus and not clear what the State will do. There is a possibility of the property being put out for bids by non-profits, in which case the PHA may have priority, according to information received by ED.

D. Other--M. Bunn announced that a Public Hearing to review and approve

application to the Land Trust of Cape Cod is to be held Monday at Town Hall. This is an on-going program which provides State monies for the acquisition of property for affordable development. Housing advocates are asked to attend meeting to lend support to the application. Also suggested that the Authority send a formal letter of support.

R. Cabral said that he would like more information about the program before voting to support.

B. Haywood agreed as did Commissioner Carroll-Bergman.

M. Bunn advised that Community Housing Resource, Inc. will be asking for funds to develop 6 affordable rental units at 40A Nelson Avenue. The grant application is due by Sept. 8.

ED said if the Authority Board approves the concept it could approve a letter of support at their next meeting which is prior to the application deadline.

R. Cabral asked about the involvement of the Cape Cod Commission on the Land Trust.

M. Bunn said that a Commission representative is on the Trust Board.

A. Barasda asked Michael for information about Community Housing Resource before the Board work session on August 21.

M. Bunn says he will so provide and strongly urges PHA Board members to attend Monday's Public Hearing.

Vote on sending formal letter of support tabled pending clarification and further discussion.

APPROVAL OF VOUCHERS:

Board reviewed check vouchers and checks presented for signature.

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

**VOTED: Unanimous to
approve vouchers as**

presented.

ADJOURNMENT:

The next regular meeting of the Board is scheduled for Wednesday, September 4, 2002 at 5:15 p.m. in the Common room at Maushope.

There being no further business a motion to adjourn was made by B. Haywood, seconded by M. Carroll-Bergman. Unanimous to adjourn at 7:18 p.m...

Respectfully submitted,

Lucy Singer Farkas
Recording Secretary

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.

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

Board set work session for the 3rd 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