

WORK SESSION
PROVINCETOWN HOUSING AUTHORITY
May 21, 2003

Present: Margaret Carroll-Bergman, Vice-Chair
Pam Parmakian, Commissioner
Arturo Alon, Commissioner
Patrick J. Manning, Executive Director
Lucy Singer Farkas, Recording Secretary

Absent: None

A Work Session of the Provincetown Housing Authority was called to order by Margaret Carroll-Bergman, on Wednesday, May 21, 2003 at 3:07 p.m. in the Maushope Common Room, 44 Harry Kemp Way, Provincetown. The purpose of the work session was to discuss guidelines for the Affordable Housing Trust Fund.

AGENDA: ED asked that agenda be amended to include discussion of the Board vacancies and the Cumberland Farms property.

Motion by P. Parmakian to amend agenda as requested, seconded by M. Carroll-Bergman.

**VOTED: Unanimous to amend
Agenda as requested.**

1. Board Vacancies: ED advised Board that the selection process for the Board State appointee has been streamlined by the State and he has requested a copy of the new regulations. The PHA Board has 30 days from the date of Michael Bunn's resignation to notify the Board of Selectmen that his position must be filled. He asked Board to approve a draft of a letter to the Selectmen to get this matter on their agenda. Hopefully the position will be filled prior to the PHA July meeting.

M. Carroll-Bergman asked that ED include in the letter Board nominations for the State appointed position so that matter, too, can be considered by Selectmen at same time. She has canvassed a likely prospect who could fill the position prior to July.

P. Parmakian asked if it were possible for the State appointee applicant to attend the June PHA Board meeting.

ED said "yes" but that the Board must vote on approval at their next meeting and then present their nomination to the Selectmen. The PHA would then send a letter of endorsement for the individual to the Governor.

Board discussed several possible candidates. AJ Alon said he will contact those individuals to assess their interest.

2. Cumberland Farms: ED has contacted Cumberland Farms Attorney to set up meeting and a site visit. Meeting set for Tuesday, June 17 at 1:00 p.m.. A representative from the Board of Selectmen will, also, be invited. ED to post the meeting.

P. Parmakian asked if this were to be a public meeting.

ED said "yes" but that if need be the Board can adjourn to an Executive Session.

3. Affordable Housing Trust Fund: ED was advised by Commissioners Parmakian and Alon that neither had received the materials E-mailed to them by ED.

M. Carroll-Bergman said that the Act establishing the Trust Fund should guide in setting up the Fund. Her suggestion was to rehab existing structures and/or build on sites which already hold affordable construction. Also, based on memo from Town Administrator, projects supported by the Fund might better be geared toward moderate rather than low income persons. The Fair Market rate which is set by HUD does not truly reflect housing costs in Provincetown which are more comparable to those for Nantucket. Financial guidelines for the Trust should more realistically reflect Provincetown situation. Said that because Town monies will be funding the Trust, the Town can use a different base than HUD and gear financial guidelines towards Town needs.

ED said hopefully there will be consensus at the up-coming Community Vision Plan Meeting by the Town re. financial guidelines.

Board discussed priority for projects.

AJ Alon said the more affordable projects should receive greater priority. Should look at who is going to give the most for the money.

M. Carroll-Bergman said she favored 100% affordable projects that will remain affordable in perpetuity as per a deed restriction. Favors priority going to non-profits over for-profit agencies. She further said that administrative work could be sub-contracted.

AJ Alon feels it is the job of the Affordable Housing Specialist to keep on top of approved projects to make sure they stay within the guidelines of the Trust. Ten-percent of the salary of the Town Community Planner, Mark LaTour, is coming from Trust monies and Mark should provide a monthly report on all Trust activities and progress of approved projects.

P.Parmakian said there should be a written expectation of duties for Mark as it relates to the Trust Fund; different that a job description which is set by the Town.

M. Carroll-Bergman stressed the need for the Specialist to oversee that projects are completed in a timely manner.

AJ Alon stressed that deed restrictions must be in place prior to approval of funds.

ED suggested that Mark get reports/information from the developers who receive Trust monies.

Board discussed other considerations re. priority including type of housing; seasonal and/or year-round; number of bedrooms; etc..

Because Commissioner Parmakian will be away on June 4th, the next regular meeting of the Board was rescheduled to Friday, June 6, 2003 at 10:00 a.m. *, in the Common Room at Maushope. There being no further business a motion to adjourn the meeting was made by M. Carroll-Bergman, seconded by AJ Alon. Session adjourned at 4:58 p.m..

Respectfully submitted,

Lucy Singer Farkas
Recording Secretary

* Meeting subsequently rescheduled to Wednesday, June 11, 2003 at 5:15 p.m..