

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
Wednesday, June 11, 2003**

A regular meeting of the Provincetown Housing Authority was called to order by Margaret Carroll-Bergman, Chair Pro Tem, on Wednesday, June 11, 2003 at 5:18 p.m. in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

**PRESENT:** Margaret Carroll-Bergman, Chair Pro Tem  
Pam Parmakian, Commissioner  
Arturo Alon, Commissioner  
Patrick J. Manning, Executive Director  
Lucy Singer Farkas, Recording Secretary

**ABSENT:** None

**AGENDA:** Motion by A. Alon to approve agenda as presented, seconded by P. Parmakian.

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

**PUBLIC STATEMENTS:** None

**APPROVAL OF MINUTES:**

Motion by P. Parmakian to approve minutes of May 7 and May 21, 2003, seconded by M. Carroll-Bergman,

**VOTED: Unanimous to approve  
Minutes of May 7, and  
May 21, 2003 as presented.**

**FINANCIAL REPORT:**

Board reviewed Financial Report for April 2003.

ED reported that he clarified with Accountant certain points raised by the Board last month:

Because no cash flow statement is provided the State requires the "disclosure" statement contained in Accountant's cover letter.

Item 3690-Other: included here are cable and laundry. Accountant to move cable expenses to Item 3120-Excess Utilities in future Financial Reports.

Item 6210-Workmen's Comp: Mass NAHRO, the State organization that provides WC to LHA's conducts an audit every two years. The recent audit called for additional payments by the PHA for WC to reconcile the account.

P. Parmakian commended Accountant for the quality of report which was a hard copy received via mail. ED advised that in order to get the E-mail copies he will have to purchase the necessary software.

In response to a concern by M. Carroll-Bergman about depletion of accounts, ED explained that "Operating Receipts" represents monies coming into the Authority, not expenditures. ED explained the DHCD formula for calculation of the Pro Rata percentage.

Motion by P. Parmakian to accept the Financial Report as presented, seconded by A. Alon.

**VOTED: Unanimous to approve  
April Financial Report as  
presented.**

**DIRECTOR'S REPORT:**

**I. DHCD:**

- A. Atrium Windows-** ED advised that the State requires a Board vote to accept the DHCD award for atrium remediation.

Motion by A. Alon to accept award from the DHCD for remediation of the walkways at Maushope, seconded by P. Parmakian.

**Voted: Unanimous to accept  
remediation of walkways at**

**award from the DHCD for  
Maushope.**

- B. FY2003 Budget--**John Gannon, DHCD Asset Manager has advised that the 2003 budget has been approved and sent on for State stamp.

P. Parmakian asked to get a copy of the annual budget and ED will so provide to the Commissioners.

- C. FY2002 Subsidy Overpayment--**Has been negotiated down by the Accountant but the Authority will have to return an overpayment of app. \$8000-\$9000. Accountant advises withholding reimbursement until FY2003 budget is officially approved by the State.

**II. MAUSHOPE:**

- A. Elevator—**ED advised that since signing the contract with ThyssenKrupp he discovered that the contract with Associated is still in force because of an automatic renewal clause. The contract is in effect until 2005 and Associated is not amenable to letting the PHA out of same. Contract cost is \$78.00 per quarter plus payment of a disputed outstanding bill of app. \$1200.00.

In an effort to retain PHA business, Associated has offered a more liberal contract in line with what ThyssenKrupp is offering. They are willing, too, to waive the outstanding \$1200.00. ED acknowledges he has already signed contract with Thyssen but that they have not yet been paid. He has tried to contact their contract rep who is currently on vacation to determine their willingness to negate contract. He will, also, contact the PHA Attorney re. legal ramifications.

M. Carroll-Bergman asked about the possibility of keeping contract with Thyssen but having Associated do the quarterly lubrication. Asked ED to check further re. possible escape clause in the Thyssen contract.

P. Parmakian said Associated seems to be offering the Authority considerable financial inducement to remain with their company; that being the case she would favor remaining with Associated.

- B. Septic System--**Wind River Environmental has twice shown up to repair pump floats but on each occasion their electrician failed to bring the necessary equipment with him. This has delayed repair of the system and necessitated additional pumping. Wind River said they will absorb the pumping cost. Although not happy with the Company, ED says there is no alternative on the

Cape.

M. Carroll-Bergman asked about the Restricted Reserve funds to be set aside for septic/sewerage; would repair costs come from this reserve?

ED said that although money has been earmarked for same the Reserve has not been set up. Likely some monies to have been set aside for this purpose will have to be used for the septic repairs.

**C. Hot Water Tank**—ED keeping up-dated with F.A. Days re. possible system flaw. Item to remain on agenda until there is a final resolution of matter.

**D. Apartment Fire Extinguishers**—ED advised that cost for individual fire extinguishers is \$24.00 per unit with a \$28.00 per hour installation cost. Jim Turner may be able to do the installation. Company will provide group training for \$150.00. App. cost for Maushope and Family units is \$1500.00.

A. Alon asked ED to check on a fire extinguisher for the Foley House attic.

In response to a question from M. Carroll-Bergman, ED advised that Perry & Sullivan has the contract and will be providing units and installation as needed.

**E. Air Conditioners**—ED advised that two tenants have asked to have air conditioners installed in their units. Policy has been to approve such requests for medical needs only with tenant assuming cost of air conditioner and installation. ED has concerns with cutting large holes in exterior walls to accommodate units and is exploring a system that requires a much smaller venting hole and is considering mandating tenants use such a system unless they have already purchased a standard-in-wall unit. Tenants are allowed to install in-window systems, which do not require medical authorization.

Board discussed policy for air conditioning with general feeling that tenant comfort should be considered in addition to “reasonable accommodation” for medical needs. Concern voiced over increased electricity costs for Maushope which must be borne by the Authority. Board discussed unit types and P. Parmakian to investigate non-venting systems.

ED said Board should discuss further and vote on an official policy. He will check with the PHA Attorney re. drafting a policy.

**F. Census** is 24 of 24.

## **II. FAMILY HOUSING:**

**A. Inspections**--Several tenants have failed to correct deficiencies noted and ED has scheduled them for personal conferences.

**B. Census** is 9 of 9.

## **IV. FOLEY HOUSE:**

**A. Shelter and Care Grant Extension/Renewal and HUD Subsidy Payment**--To be submitted by end of December with request for Fair

Market increase.

**B. Census** is 9 of 10.

M. Carroll-Bergman asked if tenants were townspeople.  
ED said generally yes, or have some ties to Provincetown.

**V. OTHER:** None.

**OLD BUSINESS:** Because Commissioner Bergman had to leave the meeting early, leaving no quorum, discussion on Old and New Business was tabled. Chair Pro Tem Bergman did ask that ED invite former Commissioner Robert Cabral to the meeting with Cumberland Farm officials on June 17<sup>th</sup>. ED has already done so.

**APPROVAL OF VOUCHERS:**

Board reviewed check vouchers and checks presented for signature. ED advised that Authority received water bills this period and, thus, water expenditures very high.

M. Carroll-Bergman asked if the PHA pays water costs for the Family Units.

ED said "yes". One unit appears to have unreasonably high usage and he is to discuss with tenant.

P. Parmakian asked if the Authority pays electrical for Family Units.

ED said only for outdoor lighting.

Motion by P. Parmakian to approve vouchers as presented, seconded by

A. Alon.

**VOTED: Unanimous to  
approve vouchers as**

**presented.**

ED reminded Board of up-coming meetings. A Board Work Session is set for Wednesday, June 18 at 3:00 p.m.. On Monday, June 23 at 6 p.m. there is a Joint Meeting with the Board of Selectmen. Next Regular Meeting scheduled for Wednesday, July 2 at

5:15 p.m. Commissioner Parmakian advised she will not be available on that date and meeting may have to be rescheduled unless a fourth Board member has by then be appointed and sworn in.

**ADJOURNMENT:** There being no further business a motion to adjourn was made by P. Parmakian, seconded by A. Alon. Unanimous to adjourn at 6:20 p.m...

Respectfully submitted,

Lucy Singer Farkas  
Recording Secretary









