

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
Wednesday, December 3, 2003**

A regular meeting of the Provincetown Housing Authority was called to order by Margaret Carroll-Bergman, Chair, on Wednesday, December 3, 2003 at 3:10 p.m. in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

**PRESENT:** Margaret Carroll-Bergman, Chair  
Teri Nezbeth, Vice-Chair  
Pam Parmakian, Treasurer  
Arturo Alon, Vice-Treasurer  
Patrick J. Manning, Executive Director  
Lucy Singer Farkas, Recording Secretary

**ABSENT:** None

**AGENDA:** Motion by T. Nezbeth to approve agenda as presented, seconded by A. Alon.

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

**PUBLIC STATEMENTS:** None

**APPROVAL OF MINUTES:**

Motion by A. Alon to approve minutes of Nov. 5, 2003 and Executive Session of Nov. 5, 2003, seconded by P. Parmakian.

**VOTED: Unanimous to approve  
Minutes of Nov. 5, 2003 for**

**Minutes of Nov. 5, 2003 for Executive Session.**

**Regular Session and**

**FINANCIAL REPORT:**

Board reviewed Financial Report for October 2003, the first month of the new budget year.

P. Parmakian asked if Foley House staff vacancies affect their budget.

ED said "no" as FH is under the management of the PASG not the PHA.

Motion by P. Parmakian to approve the October 2003 Financial Report as presented, seconded by A. Alon..

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

**DIRECTOR'S REPORT:**

**I. DHCD:**

**A. Atrium Windows-** - The Building and Fire Departments have given verbal approval of plans for the atrium. Suggested that double hung windows be used instead of sliders as they would be easier for tenants to open.

P. Parmakian asked if the windows were to be used for emergency egress.  
ED said "no".

ED, Maintenance, and architect are currently debating the materials to be used on the walk- ways. Architect feels a non-permeable carpet would be best. In any event rotted areas of the walkways will have to be first replaced.

Board and maintenance personnel had concerns about carpet odors and wet carpet contributing to the mildew problem. P. Parmakian suggested use of a rubber flooring which would be resilient, not prone to rot or get slippery. ED said architect very responsive and will examine all options before final decision made.

Monies for the project have to go into a special MOD account to be set up by ED. The PHA will front monies for the project from the Operating Reserve to be reimbursed by the State. Bills of app. \$4500.00 have already been paid out on the project.

P. Parmakian asked about the architect.

ED says State recommended and approved.

- B. FY2002 Subsidy Overpayment--**Subsidy reimbursement still on hold pending formal written approval by State of amount owed.

## **II. MAUSHOPE:**

- A. Hot Water Tank**—Item to remain on agenda until there is a final resolution of matter.

- B. Apartment Fire Extinguishers**—Apartment fire extinguishers have arrived and are currently being installed by Maintenance. The Tenant Association paid the money for units and will be reimbursed by the PHA.

- C. Census** is 24 of 24. One elderly tenant died recently but the family had paid rent for December and will use the month to clean out the apartment.

P. Parmakian asked if a tenant can keep an apartment indefinitely if in a medical facility.

ED said “yes” as long as rent remains paid and there is medical documentation that the individual may be returning. However, no one else may occupy the unit.

ED will begin canvassing for new tenant with priority given to local, emergency cases.

## **III. FAMILY HOUSING:**

- A. Census** is 9 of 9.

ED advised that two matters concerning Family Housing just came to light today. Received notice from the Water Dept. that two families have had extremely high water bills which may indicate a leak in the system. Jim Turner will be checking for possible leak but ED conjectured high bills are due to over-use by the families.

P. Parmakian asked if the Authority had the right to enter a unit to inspect same.

ED said would require 24 hour notice unless emergency situation suspected in

which case Authority personnel may enter without notice to family.

A. Alon asked if a tenant can be removed for changing the locks without prior approval by the Authority.

ED said “no” but the tenant must notify the Authority and provide the new key. Lease requires that the Authority be allowed access.

Second issue was the failure of the heating system at a Family unit. The system has not been upgraded and appears to be kaput. Cost to replace is approximately \$2800.00.

ED has contacted the Energy Star Program which may allow the purchase of a more expensive system with upgrade costs to be borne by this Program.

#### **IV. FOLEY HOUSE**

**A. Shelter + Care Grant Extension/Renewal**—Paperwork to be completed by end of month with documentation of increased operating costs.

**C. Census** is 10 of 10. Two eviction processes are in the works. Both tenants have been served with a 30 Day Notice by the Sheriff and formal eviction process will follow if units not voluntarily vacated.

P. Parmakian asked about the legal expenses entailed by an eviction proceeding.

ED said if the PHA Attorney, paid under contract, is able to do it costs will be minimal, otherwise a private attorney will have to be used.

The PHA Attorney’s contract does not cover Foley House as it is a federal program. However, she has in the past been very helpful with legal matters involving FH, as a courtesy to the Authority.

In response to a question by the Board, ED advised that rent loss to the Authority will be minimal; the first tenant was paying zero rent with the Feds paying his full share. The second tenant has paid some rent but is very manipulative and repeatedly falls in arrears unless Authority threatens action.

If a tenant is evicted by the Court and refuses to vacate the Sheriff can physically remove. In that scenario the Authority will have to pay for storage of tenant’s belongings for up to three months.

#### **V. OTHER**

**A. Family Insurance for Jim Turner**-ED advised Board that Jim recently married his partner and will be applying for health benefits to cover mate. There is nothing on the State books that would deny recognition of same-sex marriages although an affirmative legislation by the State is still pending. He is advising Board so that additional health benefit expenses can be expected.

T. Nezbeth said that the State does not allow benefits for domestic partners.

ED said Jim and his partner were legally married in Canada and will be living as a family unit. The marriage is recognized in Massachusetts.

M. Carroll-Bergman asked if benefits are denied will Jim become a test case in the matter.

ED said not likely but that in any event family benefits cannot be denied by the Board; he is simply letting the Board know of the situation and that Jim will be filing for family health benefits.

P. Parmakian asked about the additional cost.  
ED is not sure; Jim is now paying for an individual plan.  
M. Carroll-Bergman asked what would happen if the insurance company refused the coverage.  
ED said the matter would be referred to GLAD for follow-up action.

- B. ED Contract** –ED’s contract expired at end of November and he requested negotiations with Board to renew same. If the full Board meets to negotiate the meeting must be publicly posted.  
T. Nezbeth asked who does the review.  
ED said each member will be preparing the evaluation form and Board can determine who and how to meet with him.

P. Parmakian suggested the matter be put on the agenda for the next Board Work Session on Dec. 17<sup>th</sup>. ED will supply each Board member a copy of evaluation tool prior thereto. ED said negotiation can take place in a Special Executive Session if Board so chooses.

- C. Bank Signature Card**—Seamen’s bank has asked for signature cards to include copies of Board members licenses for MOD account.

#### **OLD BUSINESS:**

- A. Creek Road**--Project remains “on hold”.
- B. Affordable Housing Trust Fund**—Work session cancelled, Next session scheduled for Dec. 17<sup>th</sup> at 3:00 p.m...
- C. 44 Harry Kemp Way**—No new action; item to remain on agenda.
- D. Tax Title Properties**—No further actions; item to remain on agenda.
- E. State Appointee**--Canvassing for the State Appointee to the Board continuing.
- F. Cumberland Farms**—Board reviewed a schematic of Cumberland property sent by Devra Bailin. This is not an official plan but will allow the Authority to get a value on the land available for development by the PHA. Still uncertain if land to be offered for sale or donated.  
ED advised the Town Assessor can provide an assessment of the land as of January 1, 2003, else a private realtor can be called in for an assessment.

P. Parmakian said the assessed value will be much less than the appraised value.  
Possible encroachment issue pending resolution.

#### **APPROVAL OF VOUC HERS:**

Board reviewed check registry and checks presented for signature.

Motion by A. Alon to approve vouchers as presented, seconded by T. Nezbeth.

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

The next Regular Meeting of the Board was set for Wednesday, January 7, 2004 at 5:15 p.m. in the Common Room at Maushope.

There being no further business a motion to adjourn was made by A. Alon, seconded by P. Parmakian. Meeting adjourned at 4:30 p.m..

Respectfully submitted,

Lucy Singer Farkas  
Recording Secretary