

**WORK SESSION
PROVINCETOWN HOUSING AUTHORITY
January 21, 2004**

A Work Session of the Provincetown Housing Authority was called to order by Margaret Carroll-Bergman, Chair, on Wednesday, January 21, 2004 at 3:37 p.m. in the Maushope Common Room, 44 Harry Kemp Way, Provincetown.

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

Excused: Pam Parmakian, Treasurer

AGENDA:

Motion by A. Alon to approved agenda as presented, seconded by T. Nezbeth.

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

Affordable Housing Trust Fund:

ED disseminated priority guidelines for the AHTF. Priority list did not include salary component for the Housing Specialist, which is currently 10% of salary.

M. Carroll-Bergman asked that if this position were not included in the duties of the Asst. Director of Community Development as they are now, could administrative responsibilities be assumed by the PHA, in effect creating a separate position of Housing Specialist, or by making the PHA ED position full-time in order for ED to assume added tasks of the position.

ED advised that the AHTF Act only talks about a Housing Specialist but does not specify from where the position must come. However, the Town wanted one individual to monitor all affordable units in Town, not just those involved with Trust Fund monies.

It is possible that new funding sources could be sought to create a separate position of AHTF Specialist to monitor Trust monies. Position will require a lot of tracking to make sure conditions of affordability are being met.

Because the AHTF is not yet operational, no funds have been spent on the current Housing Specialist and it is undetermined how much time he has expended to date on Trust Fund work.

Board approved priority lists, noting that same could be expanded if and when additional money sources are found. Board, also, felt that role of the Housing Specialist should be more clearly delineated; what is required and number of hours to be expended on AHTF work.

Suggested that Mark LaTour's current job description be reviewed.

ED will secure same and will, too, try to secure job descriptions for AHTF specialists throughout the State

A. Alon disseminated copies of program forms used by the Boston AHTF and by the State. The PHA will have to develop own forms but may be able to use these as a basis.

The next Work Session was scheduled for Wednesday, February 18, 2004 at 3:30 p.m. in the Maushope Common Room. There being no further business a motion to adjourn was made by T. Nezbeth, seconded by A. Alon. Unanimous to adjourn at 4:43 p.m..

Respectfully submitted,

Lucy Singer Farkas
Recording Secretary