

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
Wednesday, March 3, 2004**

A regular meeting of the Provincetown Housing Authority was called to order by Margaret Carroll-Bergman, Chair, on Wednesday, March 3, 2004 at 5:18 p.m. in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

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

Laura Thornton, Director, Foley House
Mark Baker, Executive Director, ASGCC

ABSENT: None

AGENDA:

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

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

ASGCC/FOLEY HOUSE:

L. Thornton and M. Baker appeared to apprise the Board of recent actions taken to correct deficiencies and public perception of Foley House and to elicit Board input.

A concerted effort is being made to review all policies and procedures and to revise as warranted.

M. Carroll-Bergman asked about the tenant selection procedure.

L. Thornton said that HUD guidelines fairly well proscribe parameters for accepting/rejection of an applicant. Criminal records are checked through CORI and a prospective tenant is interviewed at FH by the House Director and Case manager and then attends a FH Resident Meeting and in the community to determine if able to live within the rules and regulations of the House and is amenable to participating in service plan. A criminal record per se will not automatically disqualify tenancy; depends on number and nature of offenses and how old.

M. Baker pointed out that the nature of tenants has changed since FH inception, and is no longer simply HIV homeless; many tenants, although HIV, often have multiple disorders, including substance abuse and mental disabilities, that must be addressed as soon as they come to light.

T. Nezbeth asked what is being done to correct previous lax supervision at FH.

L. Thornton acknowledged that many of the tenants felt that preferential treatment was given to some by the previous director. She has put everyone on the same footing and has reinstated formal weekly tenant meetings. Both tenants and staff seem to be in favor of more structure. She, also, felt that tenants should not have keys to the front door but should instead be admitted by staff. This would go a long way to monitor who is coming into the House.

M. Baker asked if the PHA can restrict tenants from having a front door key.

ED said he will have to check with HUD about legality. Also, although the PHA is the facility landlord, access to tenant rooms is limited to annual inspections (with notice) and emergency situations, such as a fire. Tenants do not have to allow staff access to their individual rooms.

M. Baker said tenant could conceivably be using the room for substance abuse but only the common areas of the facility can be regularly monitored.

L. Thornton said they are working on a tenant and staff manual and that each tenant will have a formal service plan at the time of admission. Failure to meet this contract could result in tenant's removal from the House.

M. Baker said tenant can be terminated from ASG services but that house removal still requires a formal eviction process by the PHA, He asked if there were some means to put into the tenant lease periodic room inspections and drug testing. Mark, also, felt that tenant perception of FH as independent living has to be changed. More correctly it is a supportive housing program; this will require a change of mind set for the current residents but will be easier with new tenants if this concept is stressed from the start.

ED said there is a fine line between maintaining safety and security at FH without making House seem like a prison.

M. Carroll-Bergman asked if the ASG could rent FH from the PHA and thus become the landlord; this might allow the ASG greater control.

ED said that the PHA owns the facility and each unit, is subsidized, not the tenant.

After continued discussion it was determined:

- to regularly review the FH rules and regulations, particularly as there are shifts in the nature of the tenant population;
- to prepare manual for tenants and for staff;
- to maintain a Board consisting of all FH stakeholders to regularly review House policies and related;
- to improve community perception of FH via community education;
- to tighten up access by tenants and guests to FH, as legally permitted;
- to more frequently perform room inspections, as legally permitted;
- to explore use of regular testing for substance abuse as appropriate and as legally permitted.

PUBLIC STATEMENTS: Mary Chatlos, Maushope resident, advised Board that three busloads of people will be going to State House in Boston from the area on March 11 to show support for gay marriages.

APPROVAL OF MINUTES:

Motion by A. Alon to approve Minutes of Regular Meeting and Executive Session of February 4, 2004 and Work Sessions of February 18 and 23, 2004, seconded by T. Nezbeth.

**VOTED: Unanimous to approve
Minutes of Regular and Executive
Minutes of Work Session of
Feb. 18 and 23, 2004.**

Sessions of Feb. 4, 2004 and

FINANCIAL REPORT:

Board reviewed and discussed the Financial Report for January 2004.

A. Alon had questions regarding the dramatic drop in funds in Revolving Account from previous month.

ED clarified that last month's report showed amount before operating expenses paid and prior to State subsidies being deposited. Also, annual water bills were paid out in month as were costs for septic repair and for fire extinguishers.

ED advised Board that the absence of the PHA bookkeeper during the winter months has become increasingly problematic. Bookkeeper is not available to provide checks in a timely fashion and on one occasion recently ED had to shift monies from the Sect. 8 Account to cover operating expenses at Maushope. Checks did not bounce because the bank covered shortfall until a deposit could be made. Also, materials to Bookkeeper have to be sent via express mail and mailed earlier than is convenient. This past month Bookkeeper was late getting his material to the PHA Accountant, thus delaying preparation of the Financial Report.

With Board's approval, ED to interview prospective new Bookkeepers.

A. Alon asked about PHA assets.

ED said this is money brought in from tenant rents (not including FH).

ED further advised Board to expect expenses for the eviction processes at Foley House. The Attorney's costs have been reasonable but nonetheless these are unanticipated expenses.

Motion by A. Alon to approve the January 2004 Financial Report as presented, seconded by T. Nezbeth.

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

DIRECTOR'S REPORT:

I. DHCD:

A. Atrium Windows- -In process of finalizing contract with DHCD.

B. FY2004 Budget—FY2004 budget was not approved by the State because there was question over salary raise for maintenance staff. Apparently DHCD was unaware that Jim Turner's salary was set by schedule set up by the Dept. of Labor. Accountant to clarify with DHCD.

II. MAUSHOPE:

A. Hot Water Tank—Still awaiting test results from water samples.

B. Vacancy—Tenant has been selected and lease to be signed Friday.

C. Annual Rent Recertification—All tenants have been provided with recertification materials to be completed and turned in before end of month. ED will be reviewing materials and adjusting rents accordingly.

T. Nezbeth asked what happens if tenant fails to provide materials.
ED said they can be charged rent at a Fair Market rate.

D. Annual Inspections—To be conducted at Maushope and Family units on March 22nd. All tenants affected have received notice.

T. Nezbeth asked what is inspected.
ED said looking at safety issues such as working appliances, overuse of extension cords, etc. and overall condition of unit. Repairs will ten be made as appropriate.

E. Census is 23 of 24 but will be at full capacity by March 5th.

III. FAMILY HOUSING:

A. Annual Inspections—To be conducted by ED and J. Turner on March 22. All tenants have been notified in writing.

B. Census is 9 of 9.

IV. FOLEY HOUSE

A. Shelter + Care Grant Extension/Renewal—ED getting papers readied to submit by April 24 deadline. Hopes to see increase in rental subsidies to Fair Market rate by May 1st.

B. FH Evictions--To be discussed in Executive Session following Regular Meeting.

C. Census is 9 of 10.

V. OTHER

A. ED Contract – ED has not yet had time to put together information on retirement benefits for consideration of inclusion in his contract.

B. Family Health Benefits—No decision yet from State regarding spousal benefits for J. Turner. Jim asked to submit stamped certified copy of marriage license which he will do.

OLD BUSINESS:

A. Creek Road--Project remains “on hold”.

B. Affordable Housing Trust Fund--no work session this month.

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--Open position to be advertised.

F. Cumberland Farms—Despite legal action by an abutter of the property Devra Bailin of CF wants the PHA to move forward with an appraisal of the parcel earmarked for the Authority. Needs something in writing.

A. Alon said that if the Authority has to assume a cost for the appraisal CF should reimburse same if land is not gifted to the Authority.

ED to ask P. Parmakian, or her company, to handle the appraisal at no cost.

NEW BUSINESS:

Pam Parmakian Resignation: Board reviewed letter from Pam Parmakian resigning her position as a Board Commissioner as of 2/24/04.

By consensus Board accepted resignation and thanked Ms. Parmakian for her services to the PHA.

M. Carroll-Bergman advised that any individual planning to run for Pam’s seat must take out papers by March 5th. Asked Board to canvas possible applicants.

Up-Date Wait Lists: Board reviewed most recent wait lists for PHA housing. Greatest need seems to be Family Units, although the vast majority of applicants for family housing are non-local. Currently there are 45 local individuals on lists in the various housing categories.

Community Preservation Act: M. Carroll-Bergman asked all Board members to help get out the vote for the CPA, including securing names on petitions in support of the Act. Eighty percent of monies collected under the CPA could be earmarked for affordable housing.

APPROVAL OF VOUCHERS:

Board reviewed check registry and checks presented for signature.

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

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

The next Regular Meeting of the Board was set for Tuesday, April 6, 2004 at

5:15 p.m. in the Common Room at Maushope, so as not to conflict with the first night of Town Meeting.

Motion by A. Alon that the Board go into Executive Session and will not re-adjourn to the Regular Session, seconded by T. Nezbeth. Meeting adjourned at 7:20 p.m..

Respectfully submitted,

Lucy Singer Farkas, Recording Secretary