

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
Wednesday May 5, 2004**

A regular meeting of the Provincetown Housing Authority was called to order by Margaret Carroll-Bergman, Chair, on Wednesday May 5, 2004 at 5:25 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

**ABSENT:** None

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

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

**PUBLIC STATEMENTS:** Beverly Spencer on behalf of the Maushope Tenant Association expressed their satisfaction with the atrium alterations; in addition, the work crew has been very efficient and considerate of the tenants.

**APPROVAL OF MINUTES:**

A. Alon noted that under State Appointee M. Bergaman, not he, had taken out the necessary papers for reelection to the PHA Board.

Motion by A. Alon to approve minutes of April 6, 2004 with correction as noted, seconded by T. Nezbeth.

**VOTED: Unanimous to approve to approve Minutes of April 6, 2004  
with correction.**

**FINANCIAL REPORT:**

Board reviewed and discussed the Financial Report for March 2004 and the 4001 and State Mod quarterly financial statements.

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

**VOTED: Unanimous to approve  
Financial Reports as presented.**

**DIRECTOR'S REPORT:**

I. **DHCD:**

**A. Atrium Windows-** - Construction moving along and window and wood repairs are complete. Carpeting is awaited. It appears that the project will come in below budget allowing for the painting of inside walls and spindles and if possible, new carpet for the downstairs. ED expressed his satisfaction with Vareika. He will be meeting with architect, construction people and DHCD representative on Monday to review project and costs to date.

**B. FY2004 Budget--**ED to push State for 2004 subsidy monies owed the Authority. Recent statement from Bookkeeper indicates that the Authority has operational monies only for another two months; ED may have to tap into other Authority accounts to meet shortfall unless State begins to remit subsidies.

## **II. MAUSHOPE:**

**A. Hot Water Tank**—Item to remain on agenda until there is a final resolution regarding the matter of replacement. Water test results still not available.

**B. Atrium Construction Up-date**—See above.

**C. Census** is 24 of 24.

## **III. FAMILY HOUSING:**

**A. Annual Rent Re-Certifications--**Only four of the nine tenants have submitted required materials for annual rent review. If not submitted by May 15<sup>th</sup> ED will notify delinquent tenants that their rents will revert to FMV on June 1<sup>st</sup>.

**B. Census:** 9 of 9.

## **IV. FOLEY HOUSE**

**A. Shelter + Care Grant Extension/Renewal--**Extension has been verbally approved by HUD and ED awaiting for formal written approval.

**B. HUD Subsidy Payments**—HUD has advised they will require a separate request for subsidy increase not tied in with extension request and will send ED appropriate paper work. ED will compare FH rates with comparable SRO's in area.

**C. Eviction Updates**—The two residents who are under a mediation agreement are in violation of same; one may be moving out. Rent has not been paid and ED to return tenants to Court.

**D.Census** is 8 of 10. One from wait list will be moving in by mid- month and and several other applicants are being screened.

## **V. OTHER**

**A. ED Contract** –ED trying to get information from the State as to whether he is eligible to join the State pension system or will be under the county system.

M. Carroll-Bergman said ED's contract should be extended asap, as it is over due. Contract can include a provision to reopen same for pension benefits as soon as clarification about same is determined.

**B. Health Benefits**—J. Turner still waiting for a certified copy of his marriage license from Canada in order to include marriage partner in his health plan. At this point he may simply wait until May 17<sup>th</sup> and then apply to the State of Mass for certification.

**C. Bank Signature Cards**—Bank North which recently took over CCB&T has advised that two signatures by PHA Board are no longer required on Authority checks and will accept checks that contain only one signatory. By consensus Board agreed to continue practice of double signatories despite new Bank policy.

**D. New Computer** --ED informed Board that his office computer has twice crashed in past week necessitating using Town computer expert to repair. Material has been transferred to the notebook in the interim but it appears a new computer will be needed; current one is app. 10 years old. ED to check with DHCD to see if there are special subsidies available for purchase of computer equipment.

#### **OLD BUSINESS:**

**A. Creek Road**--Project remains "on hold".

**B. Affordable Housing Trust Fund**--No work session for month as ED tied up with annual rent reviews and Maushope atrium construction.

**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 pending determination about small piece of land abutting Creek Road property.

**E. State Appointee**--There were some write-in votes for vacant seat at recent election but as less than two votes for each candidate were received did not meet election requirements. The Authority must request a joint meeting with the Board of Selectmen within 30 days or Board of Selectmen can name an appointee.

T. Nezbeth asked if a member of the ASG Board could serve on the PHA Board.

ED said individual could have no personal connections to any Foley House clients and would have to be recused from vote on Foley House matters.

M. Carroll-Bergman suggested a real estate person who was pro-active in the passage of the CPA. Asked ED to write invitational letter to that group.

**F. Cumberland Farms**--No further communication from Devra Bailin since the joint meeting last week. Ed will follow-up and push for a decision from Cumberland re.donation of the land to the Authority.

**E. Bookkeeper Services**—ED advised Board that he has negotiated with

Steve Roderick for bookkeeping services; the Authority will be billed at a special monthly rate. Concurrently the current bookkeeper has advised ED that he will be resigning his position as he plans to move from the area. He has met with the new Bookkeeper re. check vouchers and procedures. S. Roderick will likely be attending the June Board meeting to meet Commissioners and answer any questions re. his services.

**NEW BUSINESS:**

- A. Election of PHA Officers--**Generally Board votes on officers following Town election of Commissioners but Board agreed to defer same pending a full Board contingent.

**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 Wednesday, June 2, 2004 at 5:15 p.m. in the Common Room at Maushope. There being no further business a motion to adjourn was made and seconded. Unanimous to adjourn at 6:00 p.m..

Respectfully submitted,

Lucy Singer Farkas  
Recording Secretary





















