

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
Wednesday, December 1, 2004**

A regular meeting of the Provincetown Housing Authority was called to order by Margaret Carroll-Bergman, Chair, on Wednesday, December 1, 2004 at 5:17 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, Treasurer
Patrick J. Manning, Executive Director
Lucy Singer Farkas, Recording Secretary

EXCUSED: Nancy Jacobsen, Vice-Treasurer

AGENDA:

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

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

PUBLIC STATEMENTS:

Mary Chatlos, Maushope tenant, invited the Board to the Tenant Association's annual Christmas party on December 19th from 3-5 p.m.. The UU choir will present a program of carols and the TA will be supplying food.

Mary mentioned the fire call on Monday evening as a result of smoke filling the building, a result of an unattended pot of cooking oil. Fire/Rescue responded very quickly and, for the most, tenants evacuated building quickly as per fire alarm procedures. There was no actual fire but the considerable smoke triggered all the Building's smoke detectors.

ED to discuss with TA President, Beverly Spencer the appointment of new fire coordinators for the building.

APPROVAL OF MINUTES:

Motion by T. Nezbeth to approve Minutes of Regular Meeting of Sept. 1, 2004 with correction and Regular Meeting of October 6, 2004 as presented, seconded by A. Alon.

Motion by A. Alon to approve Minutes of Executive Session of October 6, 2004 as presented and Minutes for Regular Meeting of November 3, 2004 (which meeting had been cancelled), seconded by T. Nezbeth.

**VOTED: Unanimous to approve
Minutes of Sept. 1, Oct. 6, and
correction. Nov. 3rd, 2004 with appropriate**

FINANCIAL REPORT:

Board reviewed the Financial Reports for September and October 2004.

Motion by A. Alon to accept both Financial Reports as presented, seconded by T. Nezbeth.

**VOTED: Unanimous to approve
Financial Reports for Sept. and**

Oct. 2004 as presented.

ED advised that State budget guidelines for FY2005 had just been received although the new forms have not yet been put into computer system. The PHA Accountant will be asked to appear at the Board's January meeting to discuss the FY2005 budget.

DIRECTOR'S REPORT:

I. DHCD:

A. Atrium Windows- ED reported that he is awaiting the final written "sign off" on the project so that he can submit same for reimbursement of \$10,000.00 from the DHCD. The Authority has already paid this fee to the architect but State has promised reimbursement.

B. Subsidy Payments--ED advised that the Authority will not be receiving a subsidy for FY2004 as State has determined that income from tenant rents is sufficient to cover the Authority's operating costs for FY2004. The FY2003 subsidy is still outstanding and has been requested repeatedly by ED. This problem is endemic to all LHAs in the State. Anticipated cost increases will be examined for the FY2005 budget.

II. MAUSHOPE:

A. Washing Machines--ED has ordered two replacement washing machines. Because the machines are both energy and water efficient models the Housing Assistance Corp. will reimburse 100% of the cost (app. \$1800.00). Both machines are coin-operated, front loaders and are being provided by Joe & Sons; delivery anticipated shortly. Reimbursement will likely come in January.

M. Carroll-Bergman asked where the money taken in for the washers and dryers is deposited.

ED said money deposited into Elderly/Disabled general operations account.

A. Alon asked about the possibility of putting monies into a separate account earmarked for maintenance of machines.

M. Carroll-Bergman asked where the HAC gets the funds for reimbursement.

ED said provided by Cape Light Compact from State assessment on electricity use by utility customers. The incentive is to lower electric usage and costs. The program is intended for low-income persons and financial guidelines have to be met.

B. Census is 23 of 24. One new tenant moved in during month and it is anticipated that the handicap unit will be tenanted within two weeks. An "appropriate" local resident is expected to occupy the unit.

III. FAMILY HOUSING:

A. DHCD Inspection--For the most part tenants have corrected deficiencies found in units. However, one tenant continues to stall with corrective actions. The Board of Health and the Fire Department found the unit unsafe due to blocking of egresses and overloaded extension cords. ED will most likely have to proceed with an eviction.

B. Up-Date on Tenant Complaint--The Authority will proceed legally.

C. Septic Failure—A Family Housing tenant has filed a complaint with Town Board of Health re. her failed septic system. System examined and pumped in 2002 and 2004 and found to contain excessive grease buildup. Despite pumping puddles continue to form in the leaching field. A representative from DHCD is to visit the site next week to discuss repairs/new system.

M. Carroll-Bergman asked about the age of the system.

ED said not sure when installed; it is the original system that had been in place when the Town purchased the property and deeded it to the Authority.

M. Carroll-Bergman asked if the Authority will have to use funds from its Restricted Reserve set aside for sewerage/septic matters.

ED hopes that the State will agree to fund the repairs/upgrade so that the reserve is not completely drained of funds.

C. Census is 9 of 9.

IV. FOLEY HOUSE

A. Eviction Up-date—The tenant who is under Court Order continues to abide by the mediation agreement. The matter will remain on the agenda for the full year as per Court order.

C. Census is 7 of 10. One individual passed away and one has moved out. Several applicants are being considered for admission.

V. OTHER

A. ED Contract--ED's contract starts today but has been held pending discussion of retirement benefits. Accountant estimates a yearly cost of app. \$5000.00. ED must have 10 years vested in the system before he can begin collecting benefits. He may elect to buy back into the system from his date of hire (1998) but the Authority does not have to contribute to any buy back. At retirement the Authority would continue to pay for health insurance at the current rate of 85%. ED's work hours would have to be increased from his present 20 hours per week to meet requirements.

M. Carroll-Bergman asked if retirement benefits would have to be offered to all staff working over 24 hours weekly.

ED is not sure. He is only PHA staffer to be on a contract with Authority.

Board will be looking at ways to increase ED hours and ED to obtain more information from PHA Accountant on how other LHA's manage retirement issues, and budget implications. ED to, also, check with PHA Attorney re. policy issues.

In response to a Board query, ED advised that Jim Turner's insurance for spouse has been resolved, with company picking up both vision and dental for Jim's partner.

OLD BUSINESS:

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

B. Affordable Housing Trust Fund--Board reviewed memo from Town Manager re. reinstatement of the position of Assistant Town Manager some of whose salary to come from the AHTF.

A new job description to be drawn up to include specific duties as the Affordable Housing Specialist. Board emphasized the need to be very clear on the qualifications and duties to be performed for the Fund; hours and % of salary to come from the Fund must be determined.

M. Carroll-Bergman said the various Boards involved with the Trust Fund should first determine what it is they want the Specialist to do and use those criteria in drawing up the job description.

A. Alon suggested that this be determined by mutual discussion and agreement of the PHA and the Housing Partnership.

Agreed that a joint meeting be convened to which the Town Manager be invited. Each group is to attend with a specific idea on how Funds are to be spent.

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 although it appears listed properties have sharply decreased with owners paying taxes due.

E. State Appointee--No new action.

F. Cumberland Farms--In a joint meeting with Cumberland officials on Nov. 17th, Cumberland presented their appraisal of the Shankpainter property at 1.8 million dollars and considerably higher than the appraisal previously done for the Authority by Pam Parmakian. Because the appraisal was so high Cumberland seems reluctant to consider an outright donation of the property to the Authority.

P. Parmakian feels that the discrepancy in amounts is due to Cumberland comparing the property to more expensive developed lots; also feels there is a discrepancy in the wetland boundary.

ED has advised Devra Bailin of Cumberland of the reasons for discrepancy and asked that Cumberland readdress their appraisal. Matter will remain pending until a final decision from Cumberland is received.

G. Community Preservation Committee--M. Carroll-Bergman advised Board that the Committee is working on a mission statement. Feels that staff support will be needed and suggested that this may be one of the duties of the new Asst. Town Manager.

NEW BUSINESS: None.

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, January 5, 2005 at 5:15 p.m. in the Common Room at Maushope.

There being no further business a motion by T. Nezbeth to adjourn the meeting was made, seconded by A. Alon. Unanimous to adjourn at 6:50 p.m...

Respectfully submitted,

Lucy Singer Farkas
Recording Secretary