

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
Wednesday, August 31, 2005**

A regular meeting of the Provincetown Housing Authority was called to order by Margaret Carroll-Bergman, Chair, on Wednesday, August 31, 2005 at 5:20 p.m. in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

**PRESENT:** Margaret Carroll-Bergman, Chair  
Arturo Alon, Treasurer  
Nancy Jacobsen, Commissioner  
Patrick J. Manning, Executive Director  
Lucy Singer Farkas, Recording Secretary

**ABSENT:** George W. Bryant, Commissioner

**AGENDA:** M. Carroll-Bergman asked that the agenda be amended to include a discussion about submitting Letters of Intent to the CPC relative to properties at 951R Commercial Street and the Cumberland Farm parcel.

Motion by A. Alon to approve agenda with amendment as requested, seconded by N. Jacobsen.

**VOTED: Unanimous to approve  
agenda with amendment as  
requested by M. Carroll-Bergman.**

**PUBLIC STATEMENTS:** None.

**APPROVAL OF MINUTES:**

Motion by A. Alon to approve Minutes of Regular Meeting of July 27, 2005 as presented, seconded by N. Jacobsen.

**VOTED: Unanimous to approve**

**Minutes of July 27 as presented.**

Motion by N. Jacobsen to approve Minutes of Executive Session of July 27, 2005, seconded by M. Carroll-Bergman.

**27;** **VOTED: 2 to approve Minutes of  
1 abstention.**

**Executive Session of July**

**FINANCIAL REPORT:**

Motion by A. Alon to approve Financial Report for July 2005 as presented, seconded by N. Jacobsen.

**VOTED: Unanimous to approve  
Financial Report for  
July as presented.**

**COMMUNITY PRESERVATION COMMITTEE:**

Board reviewed recent news article from the BANNER relative to CPC request for projects. Letters of Intent for projects seeking CPC funding must be submitted by Sept. 15<sup>th</sup>. M. Carroll-Bergman suggested that the Board submit Letters for 951R Commercial Street and for the Cumberland Farm property.

A. Alon asked about the status of the Cumberland property.

ED advised that the alleged encroacher is still pursuing his claim for adverse possession of land. Cumberland may be willing to negotiate for access land for the PHA (assuming the Authority gets the land). It is still unclear if the land will be offered for sale or gifted to the Authority. ED does not feel that Cumberland will be willing to gift the entire parcel due to its high appraisal. The CPC may be willing to fund 50% of the Cumberland appraisal.

M. Carroll-Bergman asked Board to review her draft of a Letter of Intent to the CPC. Feels letters of support for the PHA's proposed projects should accompany the L/I.

N. Jacobsen asked if the Board had information on other projects to be submitted to the CPC.  
ED said "no".

M. Carroll-Bergman to work with ED to flesh out the Letters of Intent following CPC guidelines. Due to time constraints she will E-mail Letters to all PHA Commissioners for review and approval.

Motion by A. Alon to submit Letters of Intent to the CPC outlining proposals for affordable housing development of 951R Commercial Street and for the Cumberland parcel and seeking CPC funding for same.

**VOTED: Unanimous to submit**  
**Letters of Intent to the CPC for** **development of**  
**951R Commercial** **and the Cumberland Farm**  
**property by the PHA.**

**DIRECTOR'S REPORT:**

**I. DHCD:**

- A. Maushope Atrium Payment-** - State has finally reconciled payments for the atrium project and has sent the PHA an additional \$158.20 due the Authority, along with the final sign-off. Matter can now be removed from the agenda.
  
- B. Subsidy Payments--**Monies still due for 2003 and matter to remain on agenda until paid in full. No subsidy due for 2004 as accounts receivable covered operational expenses.

**II. MAUSHOPE:**

- A. Census** is 23 of 24. Lease for the handicapped unit to be signed 9/1/05.

**III. FAMILY HOUSING:**

- A. DHCD Inspection--**Still following up with tenant. She has made minimal progress in cleaning property as required but has put a dumpster on her property.
  
- B. Up-Date on Tenant Complaint--**ED still working with PHA Attorney to bring eviction proceedings.
  
- C. Septic Failure--**It is still unclear when, or if, the Town plans for Phase II of sewer system. Meanwhile ED has secured three bids for work on existing system and recommends that Authority contract with Billy Rogers for necessary work. Rogers will be working in conjunction with a State engineer relative to system design.

Motion by A. Alon to approve contract with Billy Rogers for design and repair of septic system at 33 Court Street, seconded by N. Jacobsen.

**VOTED: Unanimous to approve** **contract with Billy Rogers for**  
**septic design and repair at**  
**33 Court Street.**

- D. Re-grading of Court Street Access Road--**ED advised that access road has been re-graded but learned after the fact that bid did not include grading of tenant parking area, an additional \$200.00 cost. ED approved the expenditure following visit to the site. Materials have been delivered and grading to be done tomorrow.

E. **Census** is 9 of 9.

#### IV. FOLEY HOUSE

A. **Eviction Up-date**--The attorney used by the PHA for Foley House is no longer practicing. ED has asked PHA Attorney Pat Grace if she would be willing to represent the PHA for federal programs. She will bill the Authority at the same fee as previous attorney and will try to hook FH legal matters with legal matters for Maushope and Family units to keep costs down.

B. **Town Sewer**--Letter from the Town has set a deadline of 2008 for FH hook up into Town sewer system. However due to public outcry about the system the Town appears to have backed off from this deadline and it is unclear what will be required and when. There have been no problems with the FH system to date.

M. Carroll-Bergman asked about the cost of hook-up.  
ED said app. \$48,000.000.

N. Jacobsen asked if the State will help with costs.  
ED said FH is a federal program and PHA may be able to get a low-interest loan from federal government. Another option could be an equity loan on the property.

C. **Census** is 10 of 10.

#### V. OTHER

A. **ED Contract**--ED advised that he has learned that the Board must hold a formal vote to approve joining the Barnstable County Retirement System, which vote must then be sent to the Office of the State Attorney General for approval within 30 days of the vote.

Motion by A. Alon to submit application for membership of the PHA in the Barnstable County Retirement Association and to build into the PHA budget the cost of membership and related benefits, seconded by N. Jacobsen.

to budget.

**VOTED: Unanimous to**

**membership in the Barnstable**

**build cost of membership and**

**approve application for**

**County Retirement System and**

**benefits into the PHA**

#### OLD BUSINESS:

A. **Creek Road**--Status quo.

B. **Affordable Housing Trust Fund**--Status quo.

C. **Tax Title Properties**---Status quo.

D. **State Appointee**--Still pending approval by State.

E. **Cumberland Farms**--Discussed previously under CPC.

F. **951R Commercial Street**--Discussed previously under CPC.

**G. Community Preservation Committee--Discussed previously.**

**NEW BUSINESS:** Board advised that due to change in Board Commissioners. and to allow Commissioner Bryant to become a signatory for the Authority, new signature cards are needed. Commissioners present signed bank forms. ED will have to delay submission to banks until he can secure G. Bryant's signature and will try to get Commissioner Bryant in to sign before next Board meeting.

**APPROVAL OF VOUCHERS:**

Board reviewed check registry and checks presented for signature.

Motion by A. Alon to approve vouchers as presented, seconded by N. Jacobsen.

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

The next Regular Meeting of the Board was set for Wednesday, September 28, 2005 at 5:15 p.m. in the Common Room at Maushope.

There being no further business a motion by A. Alon to adjourn was made. Unanimous to adjourn at 5:55 p.m..

Respectfully submitted,

Lucy Singer Farkas  
Recording Secretary