

**JOINT MEETING
PROVINCETOWN HOUSING AUTHORITY
AND
LOCAL HOUSING PARTNERSHIP
Friday, October 21, 2005**

A Joint Meeting of the Provincetown Housing Authority and Local Housing Partnership was called to order by Margaret Carroll-Bergman, Chair, on Friday, October 21, 2005 at 9:02a.m. in the Judge Welch Hearing Room at 260 Commercial Street, Provincetown, Massachusetts.

PRESENT: **PHA** Margaret Carroll-Bergman, Chair
 Arturo Alon, Treasurer
 Nancy Jacobsen, Commissioner
 LHP Arturo Alon, Chair
 Scott Campbell, Member
 Tim Hazel, Member

ABSENT **PHA** George Bryant, Commissioner (unexcused)
 LHP Cindy Bowes, Member (excused)
 Dixie Federico, Member (unexcused)

STAFF Patrick J. Manning Executive Director, PHA
 Doug Taylor, Director of Community Development, Town
 Maxine Notaro, Town

Motion by M. Carroll-Bergman to remove Hensche Lane from PHA agenda, seconded by A. Alon.

VOTED: Unanimous to remove Hensche Lane from PHA Agenda.

The purpose of the meeting was to discuss funding from the Affordable Housing Trust Fund for an Affordable Housing Specialist. The two Boards discussed the need to fund an Affordable Housing Specialist and that the Community Preservation Committee has also discussed the same need and possible funding of. The Boards discussed the fact that there are numerous Town Boards and Task Forces that are discussion and working on Affordable Housing issues. The efforts and work needs to be coordinated and this could be within the scope of work for an Affordable Housing Specialist. The Boards discussed the many tasks that currently need to be accomplished but can not be due to no Town staff being assigned to or the extremely heavy work load of such staff. The volunteer Boards are not able to accomplish all of such task. Current task such as, monitoring and verifying income for eligibility, monitoring deed restrictions and the re-sale of such properties, housing lotteries, inspections for housing quality standards, amnesty for illegal apartments, tax credit for affordable units, etc.

The Boards discussed the scope of services that could be the responsibility of an Affordable Housing Specialist and if that scope warranted a part-time vs full-time position. The boards discussed if the position should be a Town staff position, a consultant or a contracted employee. The Boards discussed the possibility of the PHA Executive Director, who is part-time, taking on the responsibility and role of Affordable Housing Specialist.

The Boards discussed that the AHTF does have language that allows for partial funding of an Affordable Housing Specialist. The AHTF allows for funding of 10% of the cost of the position or 10% of the AHTF to be utilized for the position. The Boards discussed the possibility of increasing this. PHA ED discussed that the AHTF is sanctioned by the State Legislature and that a prior attempted to increase the AHTF money to 30% of the Land Bank was approved by Town Meeting but not approved by the Legislatures.

The Boards discussed the need to be prepared before presenting the Affordable Housing Specialist to the Board of Selectman or on the floor of Town Meeting. The Boards agreed to research and gather information

regarding; job descriptions for Affordable Housing Specialist, funding sources and scope of work for part-time vs full-time.

PHA Board requested a Joint Meeting with the LHP to review and finalize the guidelines and criteria for the AHTF. The Boards agreed on November 18 at 9am.

Motion by A. Alon to adjourn the PHA meeting, seconded by M. Carroll-Bergman.

**VOTED: Unanimous to adjourn at
9:50am.**

Respectfully submitted,

Patrick J. Manning
Recording Secretary