

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
Wednesday, August 30, 2006**

A regular meeting of the Provincetown Housing Authority was called to order by Nancy Jacobsen, Vice-Chair on Wednesday, August 30, 2006 at 5:18 p.m. in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

PRESENT: Nancy Jacobsen, Vice Chair
George W. Bryant, Commissioner
Pam Parmakian, Commissioner
Molly Perdue, Commissioner
Harry Opsahl-Gee, Commissioner (non-voting)
Patrick J. Manning, Executive Director
Lucy Singer Farkas, Recording Secretary

ABSENT: None

ED welcomed new Commissioners to the PHA Board, appointed by the Board of Selectmen following recent resignations of Margaret Carroll-Bergman and Arturo Alon. Although new Commissioner Opsahl had not yet been sworn in and was unable to vote on motions, the Board now has full membership.

P. Parmakian advised that because of her employment with Community Housing Resources, Inc. there will likely be issues on which she will have to recuse herself from discussion and vote.

APPROVAL OF AGENDA:

Motion by G. Bryant to approve agenda as presented, seconded by P. Parmakian.

**VOTED: 4 to approve agenda as
presented; 1 abstention.**

PUBLIC STATEMENTS: None

APPROVAL OF MINUTES:

Minutes of Regular Meeting of July 26, 2006:

Motion by G. Bryant to approve Minutes of July 26, 2006, seconded by N. Jacobsen.

**VOTED: 2 to approve Minutes
as presented; 3 abstentions.**

Minutes of Joint Meeting of PHA and CPC on August 1, 2006:

No vote on minutes taken as no PHA quorum present at meeting.

**Minutes of Joint Meeting of PHA and Board of Selectmen on
August 14, 2006:**

No vote on minutes taken as no PHA quorum present at meeting.

FINANCIAL REPORT:

Board reviewed FR for July 2006. ED explained to new Commissioners that State fiscal year begins October 1st. The PHA Accountant will be preparing the 2007 budget as soon as she receives State guidelines for the year.

P. Parmakian suggested that Accountant be invited to meet with Board at next meeting to provide an overview of the budget process and to discuss the preparation of the 2007 budget.

ED said the DHCD requires a specific format for State subsidized housing managed by the Authority. Foley House, a federal program, has no such requirement but the Authority does elect to report on FH fiscal matters to the State.

M. Perdue asked if State provides cost for training sessions sponsored by Mass NAHRO.

ED said he will check with NAHRO to see if that organization will reimburse. ED said that costs could be taken from the Section 8 hosting account or from discretionary funds.

G. Bryant said that he has always found the training sessions very helpful.

P. Parmakian asked about receipts on the Operating Statement.

ED advised that rental income was down from last year due to vacancies and lower rents (which are based on tenant income and which change yearly).

M. Perdue asked how deficits are handled.

ED said can come out of any non-restricted net assets without specific approval from the State. Generally the Authority has come in “on budget” with underspending in one area making up for overspending in another. At end of year items are moved from one line to another in order to bring budget into balance. The reserve fluctuates depending on particular expenses for any given month; unexpended funds are placed in operating reserve.

N. Jacobsen asked about the State audit.

ED said done app. every two years by State auditors who examine not just the fiscal aspects but programmatic practices, as well. The Authority’s last such audit was done in July 2005 and PHA found to be in full compliance.

Motion by G. Bryant to approve Financial Report as presented, seconded by P. Parmakian.

**VOTED: 4 to approve FR for July
2006; 1 abstention.**

DIRECTOR’S REPORT:

I. DHCD:

A. Mod Project-33 Court Street—ED advised that a property which abuts the PHA’s property at 33 Court, is on the market and if funds can be found that property with the current PHA unit could likely support four families. However it is not likely that the State will pay for the purchase of the house. ED has asked State for \$10,000 to modernize the house at 33 Court; feels State approval not likely but he will continue to follow up. Meanwhile PHA maintenance, Jim Turner, is doing a needs assessment and has begun preliminary work on the property.

II. Maushope:

A.Census is 24 of 24.

B.Smoking issue by one tenant has not apparently been corrected by the installation of timers on vent fans. Tenants are allowed to smoke in own apartments but not in common areas of building. Complainant has refused to keep her windows and doors shut to lessen impact.

III. Family Housing:

A. Tenant Complaint Up-date--Complaint about unauthorized tenant still unresolved as it is very difficult to prove that he is in fact living there. Tenants are allowed to have stay-over guests for 30 days a year and visiting guests at any time. The PHA Attorney will not pursue the matter in Court unless there is a good chance of prevailing. The unauthorized tenant would likely be ineligible to be added to the lease because of his criminal history. ED advised that a similar situation applies to a second family; both families will be brought to Court when cases documented.

B. Septic Failure--Town awaiting approval of consent order from Barnstable County Registry of Deeds for septic escrow account.

C. Census is 8 of 9 pending rehab and rental of 33 Court Street unit which may take several months.

If the abutting property can be purchased by the Authority the property could sustain 8 to 10 bedrooms on the sewer system.

It may be possible to sell the parcel at 951 Commercial, acquired by the Town for tax delinquency, and to be deeded to the Authority. The Town has not yet deeded over the property as still going through certain legal requirements to register deed. ED said this may take app. two to three months. Funds acquired from sale could be expended on expansion and rehab of Court Street.

IV. FOLEY HOUSE:

A. Census is 9 of 10.

V. OTHER:

A. ED Contract and Barnstable County Retirement System--Ed advised Board that his contract has yet to be approved as still awaiting approval to join County Retirement System, which benefits are to be included in his new contract. Benefits are very similar to those provided to Town employees (who must work a minimum 25 hours a week to receive benefit).

Health benefits are provided for him and Jim Turner by the State; must work minimum of 20 hours per week

ED has asked PHA Attorney to come up with possible retirement alternatives.

OLD BUSINESS:

A. Affordable Housing Trust Fund:

Two requests are under consideration that will require PHA vote of approval. One is for \$20,000.00 for an emergency housing fund to assist local persons who are displaced from their current rentals. The other, for \$15,000.00, is to fund facilitator and expenses for Town Housing Summit. The LHP is to meet

August 31st to discuss issues and has asked the Authority to participate in a joint meeting in next two to three weeks.

P. Parmakian said this should be done asap and Board agreed on several dates to present the LHP who will set up the meeting.

Town seems to feel it can piece together services from existing Town departments to do the work of the anticipated Housing Specialist.

Board discussed various duties of the Specialist and over-all feeling was that these duties required a dedicated position.

M. Perdue asked about the amount of money in the AHTF.

ED said app. \$180,000, of which \$45,000 has been earmarked for the Housing Specialist. Money accrues when the Land Bank tax is collected with 10% of same going to the AHTF.

As regards emergency rental assistance, M. Perdue advised that Lower Cape Outreach and the Interfaith Council provide such help. She suggested that a representative for these agencies attend the upcoming AHTF meeting to provide

their input.

ED stated his belief that the matter has become a public relations issue as it is just a gesture and will not contribute to additional affordable housing or provide long-term rent relief. Feels the Town may likely be bombarded by requests for such assistance. It is, also, anticipated that the LCO and the IC will soon have office space in Provincetown making their services more accessible to local applicants.

Board did not take a vote on requested expenditures by the AHTF but consensus seemed to be pro.

B. State Appointee:

N. Jacobsen still awaiting to hear about her re-appointment as State rep. on the PHA Board. Current term has expired.

ED explained the State appointment to new Commissioners and advised that Nancy will remain in that position, despite expiration of term, until the State notifies differently.

C. Cumberland Farms:

The Town is still awaiting report from Cumberland re. remediation plan and costs.

G. Bryant said the Town can take the land by eminent domain for a just reason and at fair market value. Is Cumberland still willing to sell?

ED said "yes" the problem seems to be clean-up options and costs and who will be responsible for remediation costs.

D. 951R Commercial Street:

Previously discussed.

E. Community Preservation Committee:

ED advised that N. Jacobsen is the PHA rep on the CPC.

P. Parmakian asked about the PHA goals in relation to the CPC.

ED said the group is committed to housing issues; are responsible for putting together the up-coming Housing Summit. Local businesses and real estate interests are strongly represented on the Committee and the PHA rep tries to bring focus to low-income housing needs.

M. Perdue said persons with housing needs should have stronger representation and feels the word-of-mouth approach may spur these individuals to greater participation.

P. Parmakian feels the Housing Summit conference may spark such interest.

NEW BUSINESS:

P. Parmakian suggested that a thank-you letter be sent to Margaret Carroll-Bergman for her service to the Authority. Consensual agreement by Board and ED to draft letter.

APPROVAL OF VOUCHERS:

Board reviewed vouchers and check registry.

Motion by M. Perdue to approve vouchers as presented, seconded by

P. Parmakian.

VOTED: 4 to approve vouchers as presented; 1 abstention.

The next Regular Meeting of the Board was scheduled for Wednesday, September 27, 2006 at 5:15 p.m. in the Common Room at Maushope, 44 Harry Kemp Way, Provincetown.

There being no further business a motion to adjourn was made. Meeting adjourned at 7:40 p.m..

Respectfully submitted,

Lucy Singer Farkas
Recording Secretary