

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
Wednesday, March 30, 2011**

A regular meeting of the Provincetown Housing Authority was called to order by C. Andrews, Chair, on Wednesday, March 30, 2011 at 5:18 pm in the Maushope Common Room at 44 Harry Kemp Way.

Provincetown Housing Authority Board of Commissioners:

PRESENT:

C. Andrews, Chair; M. Perdue, Vice Chair; N. Jacobsen, State Appointee

ABSENT:

H. Gordon, T. Roberts; excused

OTHERS PRESENT:

Patrick J. Manning, Executive Director, Recording Secretary
Michelle Jarusiewicz, Provincetown Affordable Housing Specialist

Motion by M. Perdue to take agenda item # 3 out of order, seconded by N. Jacobsen,

VOTED: 3-0-0

III: Affordable Housing Specialist:

Michelle Jarusiewicz introduced herself to the Board and provided information the Board requested:

- A. The Affordable Housing Trust fund has a current balance of \$233,000. with \$20,000. approved last week ago for the Homeless Prevention Council. C. Andrews asked about numbers served and any reporting documentation. M. Jarusiewicz informed the Board that the agency does provide an annual report with the numbers served and categories identifying how the money was spent. M. Jarusiewicz reported that the numbers served has declined as elderly have passed away and families have moved away, by choice or no alternative. The CHC awarded \$20,000. from the AHTF to PHA for the repairs to Court Street. The CHC awarded the Town of Provincetown one year ago \$70,000. for the Town's affordable housing tax abatement program.
- B. The CDBG funds utilized for the Maushope elevator repair has a current balance of \$12,000. The funds are "Program Income Funds" that were awarded several years ago for the Housing Rehab Program. M. Jarusiewicz informed the Board that at times there are funds refunded from the Housing Rehab program back in the "Program Income Funds" when a property is sold that utilized funds from this program.
- C. M. Jarusiewicz does not know of any grant funds for family housing units to convert from electric heat to propane or oil heat. M.

Jarusiewicz suggested exploring the Regional Housing Rehab Program. M. Perdue discussed the possibility of solar energy and will explore funds for solar use.

- D. Community Housing Resources will have an Article at Town Meeting to reduce the CPA funds awarded and the number of affordable units for Stable Path. CHR is proposing to reduce the \$800,000. awarded to \$540,000. and the number of unit reduced to 30 from 37. The CPC and BOS voted to recommend the Article. The amount of funds reduced will remain for affordable housing if approved at Town Meeting.
- E. M. Jarusiewicz informed the Board that the CHC does not support utilizing the COA building for additional senior housing due to the high cost to renovate and update the COA building.
- F. Community Builders had to delay the start up development of 90 Shank Painter Road for about 10 weeks due to State funding delays. C. Andrews informed M. Jarusiewicz of the Board's concern regarding the number and location of washers and dryers at 90 Shank Painter Road and requested M. Jarusiewicz and M. Perdue of the CHC continue to monitor and address the issue.
- G. Seashore Point will be advertising 3 affordable units, 1 1-bedroom and 2-studios for 62 + and income eligible, 2 units can be local preference.

I. PUBLIC STATEMENTS:

Tenant Association Clerk, G. Johnstone thanked Board Chair, C. Andrews for the assistance with the TA concerns being on the agenda of the Annual Traffic Hearing with positive results. C. Andrews provided G. Johnstone an update regarding TA concerns to be addressed by the Town.

II. COMMISSIONERS STATEMENTS:

- A. M. Perdue thanked C. Andrews for her work to assist the TA address their safety concerns with the Town. C. Andrews updated Board regarding follow up to TA concerns for pedestrian safety on Harry Kemp Way.
- B. M. Perdue requested update from ED regarding issue between 2 Maushope tenants. ED updated Board that has discussed issue with other Cape HA EDs and PHA attorney. The 2 tenants have had no further issues. However, 1 tenant is having issues with several tenants. ED is addressing the issue. M. Perdue recommended a mediator if ED cannot resolve issue.
- C. C. Andrews requested ED explore alternate flooring options to carpeting when apartments become vacant and prepared for a lease up.
- D. C. Andrews asked for 33 Court Street update. ED informed that a tenant is currently moving in

IV. APPROVAL OF MINUTES:

- N. Jacobsen motioned to accept the minutes of February 23, 2011,
- C. Andrews seconded.

VOTED: 2-0-1 (M. Perdue abstained)

N. Jacobsen motioned to accept the minutes of February 28, 2011 with corrections, seconded by C. Andrews,

VOTED: 2-0-1 (M. Perdue abstained)

V. FINANCIAL REPORT:

ED presented February report.

N. Jacobsen motioned to accept financial reports, M. Perdue seconded.

VOTED: 3-0-0

VI. DIRECTOR'S REPORT:

1. DHCD:

A. CONTRACTS:

ED presented amendment to DHCD CFA 1008.

Amendment for extension of contract June 30, 2011 to June 30, 2012,

Motion by M. Perdue to approve the amendment to CFA1008 for contract extension from June 30, 2011 to June 30, 2012, seconded by N. Jacobsen,

VOTED: 3-0-0

2. Maushope:

A. Tenant Association: no response from BOS regarding letter sent by PHA Board chair regarding TA pedestrian safety on Harry Kemp Way.

B. 3 Phase Electric: no response from NSTAR, OCHS not moving ahead till 2012/2013.

C. SEWER: H. Gordon not present to provide update from DPW. ED informed Board that user fee considered a "utility" and DHCD does not cap utility cost in budget. Housing Authorities are exempt from "Betterment" fees according to State law.

D. CENSUS: 24 OF 24

3. Family Housing:

A. 33 Court Street: over housed family housing tenant is internal transfer. Family currently moving in.

B. Heat System Replacement: pre-start up mtg to be scheduled.

C. Sewer- Pearl Street: H. Gordon not present to provide update from DPW

D. Census: 8 of 9

D. Foley House:

A. Audit: ED to schedule audit

B. Census: 9 Of 10, lease up scheduled for 4/4

E. OTHER:

A. Ed presented Board with mandatory DOS minimum pay rate for maintenance effective April 1, 2011. The DOS rate is a \$0.15 increase.

Motion by M. Perdue to increase maintenance pay rate \$0.15 to the mandatory DOS rate effective April 1, 2011, seconded by N. Jacobsen,

VOTED: 3-0-0

B. Ed presented Board with new Bank account signature cards with new Board members listed. Board members signed.

C. Audit not scheduled

OLD BUSINESS:

- A. State appointee:** ED to provide N. Jacobsen the paperwork to submit for re-appointment
- B. 90 Shank Painter Road:** update provide by presentation from M. Jarusiewicz
- C. 951 Commercial Street:** no response to RFP. Consultant will re-listed in the Central Register and place ads in local papers. Consultant will only charge for cost associated with re-listing property. Board will delay discussion of lower list price till full Board present.
- D. Community Preservation Committee:** N. Jacobsen requested Board review CPC Town Meeting Articles. Board reviewed and discussed CPC Articles and voted on Article 8, Section 15 and Article 15;
- Motion by M. Perdue to recommend Article 8, Section F, seconded by C. Andrews,
- VOTED: 3-0-0**
- Motion by M. Perdue to recommend Article 15, seconded by N. Jacobsen,
- VOTED: 3-0-0**
- E. Community Housing Council:** no report,
- F. 47 Harry Kemp Way:** no additional information, item to be removed from agenda

NEW BUSINESS: none

APPROVAL OF VOUCHERS: N. Jacobsen motioned to approve the vouchers, M. Perdue seconded,

VOTED: 3-0-0

CLOSING STATEMENTS: none

C. Andrews informed the Board that she would not be available on the last Wednesday of the month of April for the April Board mtg. Board discussed alternate date. M. Perdue is available as Vice-chair to Chair the April Board mtg if scheduled for at 5:30 the last Wednesday, April 27, 2011

The Board agreed to schedule the next meeting for April 27, 2011 at 5:30pm.
M. Perdue motioned to adjourn at 7:24 pm.

Respectfully submitted,
Patrick J. Manning
Recording Secretary