

Provincetown Housing Authority

REGULAR MEETING PROVINCETOWN HOUSING AUTHORITY

July 1, 1999

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A regular meeting of the Provincetown Housing Authority was called to order by Ann Maguire, Chair on Thursday, July 1, 1999 at 5:30 PM in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts,

PRESENT: Ann Maguire, Chair
Michael Bunn, Vice Chair
Kevin Hanahan
Patrick Manning, Executive Director

ABSENT: Ross Sormani, State Appointee
Eric Dray

PUBLIC COMMENTS: None

AGENDA:

BofC member, K.H. requested that Board attendance be added to agenda under New Business.

Motion by Michael Bunn, to accept agenda with Board attendance added under New Business, seconded by Kevin Hanahan,

VOTED: Unanimous to approve the Agenda

ELECTION OF OFFICERS:

BofC Postponed due to two members being absent,

APPROVAL OF MINUTES:

Postponed as a result of no quorum of BofC members present at BofC June meeting.

VOTED: No vote taken

FINANCIAL Report:

A-Bofc asked when Accountant on site again? Accountant on site in August.

B.BofC asked for clarification on "Donations" of \$18,000. and use of monies. ED to get clarity from Accountant.

C. BofC requested clarity of Line #4310 "Water & Sewer" ED clarified it was all for 44 Harry Kemp; inclusive of family units. BofC requested ED to clarify for all Lenants the appropriate use of town water vs well water. ED will draft and distribute an informational flier to all tenants regarding the appropriate uses of town & well water.

D. BofC asked for Foley House census. ED reported current 6 with full capacity by September. ED clarified for BofC reason for low census was due to staff and Resident transitions at Foley House.

E. BofC requested clarification on appliance expenses at Foley House. ED clarified: replacement of 1 small. refrigerator and 2 microwaves.

F. BofC requested clarification on "Pilot" cost vs budgeted. ED will obtain clarification from Accountant as to why cost is higher than budget and why no "Pilot" cost budgeted for Foley House.

Motion by Michael Bunn, to approve Financial Report as presented with questions answered and questions to be answered at next BofC meeting, seconded by Kevin Hanahan,

VOTED: **UNANIMOUS TO APPROVE FINANCIAL REPORT.**

DIRECTOR'S REPORT:

I. DHCD

A- ED informed BofC that DHCD will not have monies available for a fire escape. DHCD informed ED that alot of additional monies where spent on Maushope after the fire to have the building above safety codes that additional monies could not be justified. ED inquired about liability coverage by DHCD if private monies used. DHCD informed ED that any fire escape plan would need DHCD approval and would require on-going maintenance monies from private monies.

B. ED updated BofC on DHCD unit "Safety Inspection" on June 30.

C. ED informed BofC that no information has been received regarding BOAST by DHCD. BofC request issue be taken off agenda until report received.

II. MAUSHOPE

A. ED informed BOC that a meeting was scheduled for July 12th with Tenant Association Representatives, BofC representatives and ED to work on MOA

B. ED informed BOC that Attorney provided draft letter for ED to present to tenant of apt. #18 regarding changing the locks of unit to stop the unauthorized use of the unit. ED to meet with tenant July 15th.

C_ TA President, B. Spencer provide update on fire plan. BofC member R. Sormani has plan to present for building Inspectors approval. ED informed BofC that inspection of elevator requires fire alarm to be set off, so a practice fire drill will be done. Ed presented Bofc with proposals for Hardened Surface behind building for fire equipment access. BofC request ED to obtain timeframe from bidders to consider when going with lowest bidder. BofC would like work completed ASAP. A tenant present asked that the issue of needing windows closed if work done in summer be considered. BofC will requires contractor to do a "Dig Safe".

Motion by Michael Bunn to authorize ED to enter into a contract with Robert F. Martin Landscaping, Inc. to build Hardened Surface with work to be completed by September 1, seconded by Kevin Hanahan,

VOTED: **UNANIMOUS TO AUTHORIZE ED TO
ENTER INTO CONTRACT WITH ROBERT F. MARTIN**

III. FAMILY HOUSING

A. Ed informed BofC that refrigerators in family units will need to be replaced soon. BofC recommends that a Capital Plan for Replacements be developed.

IV- FOLEY HOUSE

A. ED informed BOC that eviction process at Foley House had been successfully completed.

B. BofC informed that ED was part of interview team for Residential Manager position at Foley House.

C. BofC request that Foley House yard work be done and a schedule be developed to maintain the yard.

OLD BUSIN13SS:

A. **40 Pearl Street** - ED informed BofC that roof work completed. ED informed BofC that DHCD over paid PHA for work at Pearl St. This will now allow PHA to pay future bills more expediently, will not have to wait for reimbursement from DHCD, just approval.

NEW BUSINESS:

A- BofC members discussed attendance at meetings. BofC members discussed: the need for members to attend BofC meetings; the need for members to be involved in PHA projects; the need for members to be involved in community issues that affect/impact the PRA. BofC members discussed the need for members to contact ED to obtain information regarding meetings they are absent for. BofC members discussed their roles as: advocates, landlords and PRA business authorities. BofC members are responsible to assure all PHA business is done appropriately and all business completed.

B, ED presented BofC with a zoning Board of Appeals Public Hearing Notice and a letter from Community Housinv resource Inc. regarding two Affordable Housing Projects. BofC discussed the projects and their relationship to PHA as Affordable Housing Projects. BofC members discussed supporting the affordable units in the projects.

Motion by Ann Maguire, to provide a letter of support for the affordable units in the projects, seconded by Kevin Hanahan,

VOTED: **UNANIMOUS TO APPROVE LETTER OF SUPPORT TO BE SENT BY PHA.**

C_ ED informed Bofc that office job was advertised and no applicants to date.

D. ED informed BofC that he will be on vacation, July 17 to July 27. ED discussed with BofC the options of office coverage or closing the office. BofC decided to close office with appropriate emergency on--call back up.

VOUCHERS: Motion by Michael Bunn, to approve
vouchers as presented, seconded by Kevin Hanahan,

VOTED: UNANIMOUS TO APPROVE VOUCHERS AS PRESENTED.

NEXT MEETING: BOC Chair, A. Maguire set the
next BOC meeting date, Thursday, August 5th at 5:15pm.

There being no further business, a motion by Michael Bunn, to adjourn the meeting,
seconded by Kevin Hanahan, it was unanimously voted to adjourn the meeting at 6:20 PM.

Respectfully submitted,

Patrick J. Manning
Recording Secretary