

Provincetown Housing Authority

REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
AUGUST 5, 1999

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A regular meeting of the Provincetown Housing Authority was called to order by Ann Maguire, Chair on Thursday, August 5, 1999 at 5:25 PM in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

PRESENT: Ann Maguire, Chair
Michael Bunn, Vice Chair
Kevin Hanahan
Ross Sormani, State Appointee
Eric Dray
Patrick Manning, Executive Director

ABSENT:

AGENDA: Motion by Michael Bunn, to accept agenda as presented, seconded by Kevin Hanahan

VOTED: Unanimous to approve agenda

PUBLIC COMMENTS:

Tenant, Barbara J. stated that she and others are extremely pleased with the overall management of PHA from the BofC, ED & Maintenance

ELECTION OF OFFICERS:

Ann Maguire, Chair opened the Election of officers, starting with Chair.

Ann Maguire nominated Michael Bunn for Chair, seconded by Kevin Hanahan.

Call for other nominations - none. Opened for discussion - none. Ann Maguire moved, To close the nominations for Chair, seconded by Kevin Hanahan.

VOTED: Unanimous by acclamation

Michael Bunn, Chair explained the positions open for election; Vice Chair, Treasurer, Vice Treasurer.

Michael Bunn, Chair opened nominations for vice Chair. Michael Bunn nominated Ross Sormani for Vice Chair, seconded by Ann Maguire. Call for other nominations - none. Opened for discussion - none. Michael bunn moved, To close the nominations for Vice Chair, seconded by Kevin Hanahan.

VOTED: Unanimous by acclamation

Michael Bunn, Chair opened nominations for Treasurer. Michael Bunn nominated Ann Maguire for Treasurer, seconded by Ross Sormani. Call for other nominations - none. Opened for discussion - none. Michael Bunn moved, To close the nominations for Treasurer, seconded by Ross Sormani.

VOTED: Unanimous by acclamation

Michael Bunn, Chair opened nominations for Vice Treasurer. Ross Sormani nominated Kevin Hanahan for Vice Treasurer, seconded by Ann Maguire. Call for other nominations -none. Opened for discussion - none. Ann Maguire moved, **To close the nominations for Vice Treasurer**, seconded by Michael Bunn.

VOTED: Unanimous by acclamation

APPROVAL OF MINUTES:

BofC minutes for June 3, 1999 presented for approval, approval was postponed at July 1, 1999 BofC meeting due to no quorum of BofC members who attended June 3, 1999 meeting present at July 1, 1999 BofC meeting. Kevin Hanahan and Eric Dray abstained from voting on June 3, 1999 minutes. Motion by Ann Maguire, to accept minutes of June 3, 1999 meeting as presented, seconded by Ross Sormani.

VOTED: Unanimous to accept minutes of June 3, 1999.

Motion by Ann Maguire, to accept the minutes of July 1, 1999 meeting as presented, seconded by Kevin Hanahan. Ross Sormani and Eric Dray abstained from voting on July 1, 1999 minutes.

VOTED: Unanimous to accept minutes of July 1, 1999

FINANCIAL Report:

A.Ed clarified BofC questions from last meeting: \$18,000. in donations was for monies for windows from Town of Provincetown: difference between actual "Pilot" cost and budget for "Pilot" cost is due to no "Pilot" cost budgeted for Foley House. Accountant will clarify for BofC and correct.

B.BofC asked for clarification regarding length of time "Donations" of \$18,000. will appear on budget. ED to get clarity from Accountant.

C. BofC requested clarity regarding Operating Reserves: what is the maximum; if Operating Reserves at maximum, can it be used for Capital Reserve; if have Capital Improvement needs can Operating reserves be used? ED will obtain answers from accountant.

D. BofC new member asked for clarification regarding % of Operating Reserve. BofC member A. Maguire provided: PHA at 67% of 1000-, according to financial statement and DHCD sets the maximum of 100% by formula. Operating Reservoir~ 3 y-ars ago was zero.

E. BofC requested clarification on why propane cost at Maushope not in budget. ED will obtain information from accountant.

Motion by Ann Maguire, to approve Financial Report as presented with questions answered and questions to be answered at next BofC meeting, seconded by Ross Sormani,

VOTED: UNANIMOUS TO APPROVE FINANCIAL REPORT.

DIRECTOR'S REPORT:**I. DHCD**

A. ED informed BofC of request by DHCD for proposals for air conditioning common room. PHA submitted proposal for \$1,000. and was awarded the monies.

B. ED informed BofC of request by DHCD for "wish list" for one time monies. ED submitted projects of need: replacement of French Doors at two family units for \$2,000.; replacement of boiler systems at two family units for \$5,400.; replacement of piping at Aunt Sukey Wa family units for \$10,000.; installation of fire access road for 4,825; mower\snow plow for \$1,700. DHCD approved all but mower\snow plow for \$1,700.

C. ED provide BOAST Report from DHCD. BofC reviewed and requested ED to provide draft response from PHA to BofC members for review prior to responding to DHCD. BofC set goal of top grade for next BOAST.

II. MAUSHOPE

A. ED informed BOC that several meetings have taken place regarding MOA. BofC informed that LTA voted not to renegotiate MOA. ED informed BofC that they can inform LTA of intent to renegotiate. Intent to renegotiate needs to be 120 days prior to automatic renewal, renewal is January 2000. ED will provide BofC members with: existing MOA; MOA of OHA; and new DHCD "Tenant Participation" guidelines. BofC request ED to seek opinion of PHA attorney.

B. ED informed BOC that tenant of apt. #18 signed agreement to change the locks of unit to stop the unauthorized use of the unit. Access to unit only during office hours by all others except tenant.

C. BofC member R. Sormani provided update on fire plan. Fire plan accepted by building inspector. A fire drill will be planned.

D. ED provide BofC with information regarding Smoke\Fire alarms system. PHA has no contract for on-going maintenance and repair with an Alarm company. the contract with Intercity Alarm is just for the phone line maintenance. Intercity does not service the type of alarm PHA has. ED provided BofC with information and proposed contract with Seaside Alarm. Seaside Alarm is licensed to service PHA alarm system. BofC request ED to have Family units included.

III. FAMILY HOUSING

A. Ed informed BofC that boiler system at family unit 42B Aunt Sukey Way failed. Maintenance and F.A Days installed temporary electric unit while wait for new boiler system to arrive.

. . B. Ed informed BofC that DHCD approved monies to replace piping at Family Units at Aunt Sukey Way. The units have problem with pin hole leaks.

IV. FOLEY HOUSE

A. ED informed BOC that contract with Seaside Alarm will include Foley House.

B. BofC informed that census at Foley House is six. BofC request Foley House Director be invited to next BofC meeting.

OLD BUSINESS: A. ED provide BofC with update regarding installation of Fire Access Road. ED informed that several tenants requested installation be delayed due to extremely hot weather. Installation will require the closing of windows that offer only cross ventilation to units. BofC very concerned about any delays in installing fire access road. Several tenants present voiced concern of delaying installation.

Motion by Ann Maguire, Instruct ED to expedite installation of common room air conditioning and schedule installation of fire access road immediately upon completion of installation of common room air conditioning, seconded by Ross Sormani,

VOTED: four in favor - Ann Maguire, Ross Sormani, Michael Bunn & Eric Dray, one opposed - Kevin Hanahan. Motion Passed.

B. 40 Pearl Street - BofC member Michael Bunn provided update. DHCD has completed specifications for; electrical, plumbing and heating. DHCD to send to PHA for advertisement. ED informed of cars parking at Pearl Street. BofC instructed ED to post "No Parking" and tow if necessary.

C. BofC member Michael Bunn provided update regarding possible FMR decrease by HUD. Housing advocates and others flew to D.C. to advocate increase or no change. HUD most likely will not lower FMR.

NEW BUSINESS: A. None

VOUCHERS: BofC member requested clarity regarding monthly vouchers and monthly financial statements. BofC member Ann Maguire explained that monthly vouchers are expenses being paid and payments need BofC voted approval, monthly financial are monthly budget that needs BofC voted approval.

Motion by Ann Maguire, to approve vouchers as presented, seconded by Eric Dray, **VOTED: UNANIMOUS TO APPROVE VOUCHERS AS PRESENTED.**

NEXT MEETING: BOC Chair, M. Bunn set the next BOC meeting date, Thursday, September 2, 1999 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 7:00 PM.

Respectfully submitted,

Patrick J. Manning
Recording Secretary