

Provincetown Housing Authority

44 HARRY KEMP WAY
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REGULAR MEETING

PROVINCETOWN HOUSING AUTHORITY

SEPTEMBER 2, 1999

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A regular meeting of the Provincetown Housing Authority was called to order by Michael Bunn, Chair on Thursday, September 2, 1999 at 5:23 PM in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

PRESENT: Michael Bunn, Chair
Ross Sormani, Vice Chair
Ann Maguire, Treasurer
Kevin Hanahan, Vice Treasurer
Eric Dray,

Patrick Manning, Executive Director ABSENT:

AGENDA: Motion by Kevin Hanahan, to accept agenda as presented, seconded by Ross Sormani

VOTED: **Unanimous to approve agenda**

PUBLIC COMMENTS:

Tenant, Tawanda D. asked about window boxes that existed prior to fire. BofC will explore the replacing window boxes.

Kevin H. commented on new paint on garage door. The new color looks great.

APPROVAL OF MINUTES:

Motion by Eric Dray, to accept the minutes of August 5, 1999 meeting as presented, seconded by Ross Sormani,

VOTED: **Unanimous to accept minutes of August 5, 1999**

FINANCIAL Report:

A. Accountant Jenna Milne presented August financial report and answered questions asked by BofC at August 5th meeting: \$18,000. donation for windows will always remain on budget due to being an improvement to the building. BofC requested further clarity on this issue. Accountant will obtain opinion from auditor. BofC request that if remains on budget the donation as well as expenditure should be reflected in budget; maximum Operating reserve is 1\2 of total operating expenses and minimum is \$500. per unit. Maximum Operating Reserve for FYI 999 is \$46,000+ and for FY2000 will be about \$62,000. due to DHCD changes; maximum

Operating Reserve now at 66%; when Operating Reserve near maximum Accountant will inform BofC. When at maximum DHCD decrease or denies any MOD request. When at maximum monies can be for Replacement Cost which is similar to a Capital Reserve; Operating Reserves can be used for Capital Improvements when cost is less than \$25,000. over \$25,000. should go for DHCD MOD money; cost of propane for Maushope was not in FYI 999 budget but is in FY2000 budget; Pilot money for Foley House not DHCD monies so was not in budget but will be reflected in FY2000 budget; end of FYI 999 additional monies from DHCD will be in FY2000 budget; BofU asked for clarity on: "Other Utilities" relating to cable cost, cost relating to budget for water * sewage, for monthly report on "Extraordinary Maintenance". Motion by Eric Dray to accept monthly financial report as presented with questions to be answered by accountant for next BofC meeting, seconded by Kevin Hanahan, VOTED: **UNANIMOUS TO APPROVE FINANCIAL REPORT AS PRESENTED WITH QUESTIONS TO BE ANSWERED BY ACCOUNTANT AT NEXT BofC MEETING.**

B. Accountant Jenna Milne presented draft FY2000 budget for Bofc review. Jenna discussed pay increases according to DHCD guidelines - 4% for administration - ED and Bookkeeper. Additionally DHCD had provided a 4% increase in July 1999 for ED retroactive back to October 1998. These increases reflected in FY2000 budget but BofC does not have to approve the increases; schedule for Non Routine expenditures is low due to additional \$24,225. from DHCD; Materials & Supplies was over budget in FYI 999 so increased in FY2000 - this due to better maintenance and less repairs immediately after fire; BofC ask if Foley House budget will be a deficit due to low census at this point? Accountant builds in a 10% vacancy rate; Bofc request that \$1,500. budgeted for Replacement Cost for Foley House in FY 1999 remain in FY2000 budget - accountant had removed; Bofc request increase of \$500 in Foley House Maintenance & Labor; BofC request increase of \$500. in Foley House Maintenance materials; Foley House Insurance cost decreased to reflect actual cost; BofC request that monies be in FY2000 budget for Staff Training; BofC request accountant to assure that FY2000 budget be based on 33 not 31 units due to th2 2 units on Pearl St. being off line. Motion by Ann Maguire to accept FY2000 budget as presented by Accountant with corrections, seconded by Eric Dray, VOTED: **UNANIMOUS TO APPROVE FY2000 BUDGET WITH CORRECTIONS.**

DIRECTOR'S REPORT: 1. DHCD

A. ED informed BofC that PHA response to BOAST review was submitted.

II. MAUSHOPE A. BofC discussed information provided by Attorney regarding MOA. BofU wants: to assure that MAO is inclusive and represents Family Tenants as well as Maushope tenants; clarity regarding inclusion of Foley House tenants; new DHCD Grievance Policy. BofC must inform Tenant Association by September 26th if intend to renegotiate the MOA. BofC would like a draft of MOA with proposed changes. BofC believes the MOA should be reviewed

to assure it is inclusive and in compliance with DHCD regulations. BofC discussed how to get draft MOA done. BofC decided to contract out the work.

Motion by Ann Maguire to approve ED to contract out the work of the draft MOA, seconded by Ross Sormani,

VOTED; UNANIMOUS TO APPROVE ED

CONTRACTING OUT WORK ON DRAFT MOA.

B. ED informed BOC that tenant of apt. #18 died and family is in process of cleaning out apt..

C. ED informed BofC that Seaside Alarm will provide on-going maintenance of all smoke and fire alarm systems on a semi-annual basis.

D. ED updated BofC regarding air conditioner for Maushope common room.

E. ED informed BofC that hot water tank at Maushope gave out again. BofC instructed ED to have DHCD involved in replacement of system since this is 4th tank in 2 years.

111. FAMILY HOUSING

A. Ed updated BofC regarding replacement of boiler system at family unit 42B Aunt Sukey Way.

B. Ed informed BofC that Seaside Alarm does not recommend including Family units in contract for smoke and fire alarms. Seaside Alarm reports that Family units have I 10 systems and can be serviced by PRA maintenance.

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 five. 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 BofC that work is scheduled to begin Wednesday September 15th.

B. 40 Pearl Street - ED informed BofC that specifications for; electrical, plumbing and heating have been advertised.

NEW BUSINESS: A. BofC member Michael Bunn discussed a possible project on Creek Road that PHA may be asked to be apart of. The project would be 7 units in 3 buildings of affordable housing. The BofC was provide information prior to meeting regarding Creek Road. PHP is involved. BofC would like more information and asked that PHP and or Laura S. be invited to next BofC meeting. BofC member Michael Bunn to invite.

B. ED informed BofC that PHA has been asked to host 2 Section 8 certificates issued by Fall River Housing Authority to residents of Provincetown.

Motion by Ann Maguire for PHA to host Section 8 certificates, seconded by Kevin Hanahan,

VOTED: UNANIMOUS TO HOST SECTION 8

CERTIFICATES:

VOUCHERS: BofC reviewed vouchers
Motion by Ann Maguire, to approve vouchers as presented, seconded by Eric Dray,

VOTED: UNANIMOUS TO APPROVE VOUCHERS AS PRESENTED.

NEXT MEETING: BofC Chair, M. Bunn discussed the next BOC meeting date, two BofC members could not make Thursday, September 2, 1999. BofC discussed a date for next meeting. BofC Chair set next meeting for, Thursday, September 30, 1999 at 5:15.

There being no further business, a motion by Michael Bum, to adjourn the meeting, seconded by Kevin Hanahan, it was unanimously voted to adjourn the meeting at 7:55 PM.

Respectfully submitted,

Patrick J. Manning
Recording Secretary