

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
AUGUST 8, 2001**

A regular meeting of the Provincetown Housing Authority was called to order by Eric Dray, Chair on Wednesday, August 8, 2001 at 5:17 PM in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

PRESENT: Eric Dray, Chair
Ross Sormani, Vice-Chair
Howard Burchman, Treasurer
Olga Vitello, Vice-Treasurer
Patrick J. Manning, Executive Director
Lucy Singer Farkas, Recording Secretary

ABSENT: Michael Bunn

AGENDA: Motion by H. Burchman to approve agenda as presented, seconded by O. Vitello

VOTED: Unanimous to approve agenda as presented.

PUBLIC STATEMENTS:

No members of public present at meeting.

FINANCIAL REPORT:

PHA Accountant, Jenna Milne, appeared before Board to answer general questions about the Financial Reports. In response to a question by H. Burchman, she advised that she is required by the State to submit budgets and reports as per their requirements, even though it may not be strictly according to normal accounting procedure. Foley House, because it is a Federal program, demands a separate budget and report. She explained other aspects of the reports and advised that she is available to answer additional questions by phone as the need arises.

FY2001 Budget Revisions:

Board reviewed revisions of the State FY2001 budget which expires 9/30/01. Jenna explained that maintenance salary had been mis-budgeted as she failed to include the increase in Jim Turner's hours, from 16 to 20. This item, and Utilities, showed appreciable cost over-runs. Monies to cover the over-runs will come from line items which showed less expense than anticipated. Likely some monies will have to be taken from the Operating Reserve.

R. Sormani asked about setting up a Restricted Reserve at this time, even though the Operating Reserve may be less than anticipated.

E. Dray suggested delaying decision on a Restricted Reserve until the Board knows the exact percentage of the Operating Reserve.

Motion by R. Sormani to approve revisions of the FY2001 State Budget through 9/30/01, as proposed by the Accountant, seconded by E. Dray.

**VOTED: Unanimous to approve revisions
in FY2001 Budget, as proposed by
Accountant.**

State FY 2002 Budget:

Board briefly discussed the FY 2002 budget (for period of 10/1/01 to 9/30/02.) Jenna advised that the 2002 budget does not show significant increases/decreases in any category.

Legal services may have to be re-budgeted as the State is now requiring Authorities to fully pay for their legal services, which heretofore had been available at minimal cost under the State Law Project. (See Director's Report)

Jenna said that there has been an increase in rental income which may lower the Authority's subsidy from the State. She suggested that Board examine Non-routine Expenditures to determine if Board wants to increase in anticipation of some projects. Also, Board may wish to increase allocation for Utilities.

E. Dray requested Accountant get corrected version of the FY2002 budget as soon as possible to allow time for further review and input by the Board.

Action on the 2002 budget deferred pending such review.

JUNE FINANCIAL REPORT:

Board reviewed the June report.

H. Burchman called attention to an inaccuracy in Foley House statement as regards income from tenants.

ED will advise Accountant to make corrections.

Motion by R. Sormani to approve June Financial Report, with corrected Foley House tenant income, and any changes that may result from the FY 2001 Budget revisions, seconded by H. Burchman.

VOTED: Unanimous to approve Financial Report, with correction/revision as noted.

APPROVAL OF MINUTES:

Motion by R. Sormani to approve July minutes as presented, seconded by H. Burchman.

VOTED: Unanimous to approve July minutes as presented.

DIRECTOR'S REPORT:

I. DHCD:

A. Atrium Windows—An architect from the State is to connect ED with a "window person". Suggested that sliding windows would be less expensive than the windows initially planned. Costs for louvres and installation are still undetermined. The State may reconsider funding the project if it is less costly than the plan originally presented to them. Town Fire Commissioner advised that his approval of plan is not needed but would be under purview of the Building Commissioner.

B. State Legal Pilot Program—The Legal Program initiated by the State several years ago has been favorably evaluated. State now wants each Housing Authority to assume the costs of the program and to sign a formal agreement with the State in order to continue such services. This will mean a substantial rise in legal costs for the Authority unless the PHA Attorney can convince the State to continue paying for the program.

ED asked the Board to review the proposal before approving same.

E. Dray pointed out that legal services provided under the program are not inclusive and the Authority may incur legal costs over and beyond the fee (\$3500.00) paid into the program; this will mean a budget revision to up the expenses for that item.

II. MAUSHOPE:

A. Fire Dept. Recommendations—All recommendations have been followed, work completed, and approval received from Fire Commissioner.

B. Common Room Furniture—A second chair and the table set are to delivered by La-Z-Boy next week. This will complete the first phase of furniture replacement.

C. Stoves—Joe & Sons Appliances has promised the Authority a discount for multi-purchases and will reduce price \$40.00 per unit if ordered in blocks of eight. An additional discount is offered if all stoves purchased at same time.

E.Dray expressed his feelings that the Authority has a responsibility to be circumspect with expenditures and should replace first only those stoves in the poorest condition and others at a future date.

Motion by R. Sormani to purchase eight replacement stoves from Joe & Sons Appliances, seconded by Olga Vitello.

VOTED: Unanimous to purchase eight replacement stoves from Joe & Sons Appliances.

D. Census is 23 of 24. The Elderly Unit has been filled and the under60/disabled Unit is being cleaned and refurbished before renting. Furnishings are to be removed by next week.

III. FAMILY HOUSING:

A. Yard Maintenance—All Family Unit tenants have been advised by letter of their responsibility for maintenance of their yards, including mowing, picking up debris and not storing materials/furniture outside.

B. Census is 9 of 9.

IV: FOLEY HOUSE:

A. Painting—Exterior painting is on hold, as per previous Board consensus. Jim Turner to obtain contractor bids for interior painting of FH common areas.

B. Brick Patio—ED shared the written proposal from Rbt. Jalbert re. this project.

R. Sormani stated that Jalbert seems to be making a dedicated effort to provide services at a reasonable cost.

E.Dray is exploring possibility of a donation of the paving materials.

Motion by R. Sormani to approve the bid by Rbt. Jalbert pending cost information on donated materials, and adjusting bid price accordingly, seconded by H. Burchman.

Voted: Unanimous to so approve, with possible revision in project costs depending on donation of materials.

C. Furniture replacement—ED advised that the HUD subsidy cannot be used towards replacement of furniture, but that rental income from tenants could be so expended.

R. Sormani asked ED to discuss replacement needs with FH Director, Tim Hazel and to report back to the Board.

D. Census is 8 of 10.

V: OTHER:

A. Commissioners asked to sign new bank signature forms for Cape Cod Bank & Trust due to change of Board Officers and new Commissioners. All Commissioners can then be signatories for the Authority checks. ED to secure similar forms from Seamen's Bank

OLD BUSINESS:

A. 27 Nelson Ave.—Board reviewed the LCCCDC contract proposed re.PHA management of this property.

E.Dray expressed view that the contract presented is still “too open” in some areas and that greater specificity is needed.

ED advised that “lock-outs” by the Authority’s maintenance person were not part of the prior discussions with the LCCCDC, and should be under “Emergency Services”, if at all. The LCCCDC is asking for a response from the Authority as soon as possible.

R. Sormani said the contract needs some fine tuning but is getting closer to what the Authority should agree to assume.

B..Creek Road—Board reviewed memo from E. Dray summarizing meeting with Ann Houston of the MHP re. this project. He suggests that a sub-committee be formed to meet monthly to

continue the momentum of the project.

Commissioners Dray, Sormani, Burchman, and Vitello volunteered for the sub-committee.

Sub-Committee will meet monthly on the Wednesday two weeks following the regular Board meeting. First sub-committee meeting is slated for Wednesday, August 22nd at 5:15 p.m. in the Maushope Common Room. A schedule will be sent to all Board members.

C. Affordable Housing Trust Fund—No current information to report.

NEW BUSINESS:

Board given informational packet on the duties and responsibilities of Local Housing Authorities and Board Commissioners. To be discussed at a future meeting, if necessary.

APPROVAL OF VOUCHERS:

The Board reviewed vouchers and checks presented for signature.

E.Dray asked about expenditures for Seaside Alarms.

ED explained these were in connection with the elevator alarm at Maushope and required the company's returning after the initial testing because the alarm was going off at random. The Authority annual contract with the company is for routine maintenance only and, thus, each service call must be paid additionally.

R. Sormani asked about Heat Transfer expenses.

ED explained this was a bill for a spare ignitor for the hot water tank.

O. Vitello asked about Mass Nahro costs.

ED advised this is the State selected insurance company to which the Authority pays premiums for employee benefits.

Motion by R. Sormani to approve vouchers as presented, seconded by O.Vitello.

VOTED: Unanimous to approve vouchers as presented.

ADJOURNMENT:

The next regular meeting of the Board is scheduled for Wednesday, September 5, 2001 at 5:15 p.m. in the Maushope Common Room.

There being no further business a motion by R. Sormani to adjourn the meeting was made, seconded by O. Vitello. Unanimous to adjourn at 7:30 p.m..

Respectfully submitted,

Lucy Singer Farkas,
Recording Secretary

