

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
JANURY 2, 2002**

A regular meeting of the Provincetown Housing Authority was called to order by Eric Dray, Chair, on Wednesday, January 2, 2002 at 5:18 PM in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

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

ABSENT: Ross Sormani, Vice-Chair

AGENDA: Motion by M. Bunn to approve agenda as presented, seconded by O. Vitello..

VOTED: Unanimous to approve agenda as presented.

PUBLIC STATEMENTS:

The TA was represented by Barbara and Arthur Jones who wished the Board a happy New Year.

APPROVAL OF MINUTES:

Motion by H. Burchman to approve minutes of December 2001, seconded by M. Bunn.

**VOTED: Unanimous to approve minutes of
December 5, 2001.**

FINANCIAL REPORT:

Board reviewed November Financial Report.

H. Burchman asked if the PHA checking accounts were interest bearing.

ED advised that the bookkeeper transfers account monies to the MMDT account, which is interest bearing, on a routine schedule (twice a year). The MOD account listed in the November report has since been closed.

Monies in the Revolving Account are used to pay for operations; funds are transferred monthly into that account as needed. The Sect. 8 account is interest bearing.

E. Dray asked if the amounts shown in the non-interest accounts were average or extraordinary, as they appeared quite high. Asked if there was a rule that monies must be placed in non-interest account.

ED said he is not sure.

H. Burchman said that there may be some restrictions and suggested that ED research with the bookkeeper and, if allowable, move all funds to accounts that earn interest.

ED advised that the 4001 Account is large because it contains a sizeable sum that must be returned to the DHCD and monies to pay for new computer equipment.

E. Dray asked what the line item Interest Income represented.

ED said this is for the MMDT account, a money market.

E. Dray asked about the high electric bills for past month.

ED advised particularly high at Maushope due to cold weather and use of electric heat.

M. Bunn asked about line item Net Income Deficit.

ED said this represents monies owed to the Authority by tenants who vacated units and which has been "written off" by the Authority. Also, noted that due to unit turn-over no rent is coming in for those units not yet re-

rented.

M. Bunn questioned high Extraordinary Maintenance.

ED said this was due to the very poor condition of units left by the evicted tenants; contracted help had to be hired to assist Jim Turner with clean-out and repairs.

Motion by M. Bunn to accept Financial Report as presented, seconded by
O. Vitello.

VOTED: Unanimous to accept Financial Report as presented.

DIRECTOR'S REPORT:

I. DHCD:

- A. Maushope Atrium Windows—has not yet met with Warren Alexander re. louvre-type window. However, as per last month's PHA Board meeting, focus was to shift from windows to redoing the walkways as a solution. ED has not been able to follow-up.
- B. Computer Monies—Equipment ordered; tentative delivery date is 1/14/02.
- C. State Audit—State Auditor will be conducting an audit of Authority over the next month. Last such audit done in 1997. Auditor working from the TA office and all confidential materials have been kept locked up.

II. MAUSHOPE:

- A. Census is 24 of 24.
- B. Tenant Association holiday party well attended.

III. FAMILY HOUSING:

- A. 33 Court St.—Painting has been completed.
- B. Status of Vacant Units—There will be an administrative move of a current 3-bedroom tenant to the recently vacated 2-bedroom unit. Cleaning and refurbishing of that unit is virtually complete. Once this move is made a second 3-bedroom unit will become available.
A dumpster has been ordered for debris at 35A Court Street and cleaning to commence next week.
- C. Census is 7 of 9.

IV. FOLEY HOUSE:

- A. HUD Subsidy—ED has received information provided by
H. Burchman but has not yet contacted Jim O'Neill of HUD to further discuss.
- B. Brick Patio—Tim Hazel awaiting contact from contractor; likely the project will not begin until spring.
- C. Furniture Replacement—Inventory not yet completed.
- D. Census is 6 of 10. Two people moved out in December; two are on wait list, although likely that one of those applicants will not be eligible due to poor CORI.
H. Burchman asked if the Authority has a strategy to keep Foley House at full capacity. ED advised that State is examining a number of issues around traditionally low census for this type of facility. One problem is that residents are restricted from finding alternative independent housing as Foley House is considered permanent housing. Under the guidelines for admission applicant must demonstrate a disability; generally this has been HIV.
H. Burchman suggested that the Authority look at ways to encourage tenancy by disabled persons with other than HIV disability, although priority be given HIV persons. The service component of the program is geared to the HIV population but other resources could be found to service other disabilities.
O. Vitello asked if Foley House would have to be made handicapped accessible.
ED advised that one unit is presently handicapped accessible; this unit is currently vacant.
M. Bunn asked if a deterrent to full occupancy has been the high income of applicants, making them

ineligible.

ED said “yes”.

E. Dray asked that options be explored to keep census at full capacity.

ED said that many of the AHVP applicants would likely qualify for Foley House but that a service component to meet their needs would have to be added.

E. Dray asked about the occupancy rate for past 3-5 year period; once information garnered invite Tim Hazel to Board meeting to discuss issue.

M. Bunn suggested contacting similar facilities to ascertain their strategies for full occupancy.

E. Dray asked that Tim Hazel and Jim Pipilas of the PASG be invited to the next Board meeting.

V. OTHER:

A. ED Contract—to be discussed in Executive Session.

B. WOMR Campaign—The PHA has been solicited by WOMR to participate in an anti-drug use campaign. Basically this involves funding a flyer about drug use; cost to the Authority would be \$250.00.

C. ED does not see any direct connection between this issue and affordable housing and does not recommend participation by the Authority.
Board consensus not to participate.

OLD BUSINESS:

A. Creek Road—E. Dray advises nothing further from Dave Guertin of the DPW but will continue to follow-up.

H. Burchman is to follow-up on the technical assistance aspect of project.

E. Dray suggested getting a written commitment from the Town for drainage remediation on the property.

B. 27 Nelson Avenue—ED advised that the Authority’s insurance will not cover property without an added cost. Awaiting price quote from Bryden & Sullivan and will then re-approach the LCCCDC re. possible increase in management fee to the PHA to cover the additional insurance costs.

M. Bunn stated that the LCCCDC seems more interested in property development rather than management

E. Dray suggested that the Authority formally communicate with the LCCCDC about possible control of property by the PHA, if indeed they are

moving in that direction; perhaps a partnership wherein the LCCCDC provides development and the PHA provides management.

C. Affordable Housing Trust Fund—E. Dray asked if the Authority has a formal position on the Fund and, if not, should one be developed.

ED stated that Board should present a consensual position that is very clear or the Town will assume that the Authority is in favor of the Fund.

M. Bunn asked about the Authority’s positions on other pending matters, i. e. rental tax exemption for affordable housing.

E. Dray stated his position that a tiered tax exemption is more appropriate, as it shifts more of the burden to commercial properties.

M. Bunn said that, unfortunately, this increase is usually passed on to the renters.

Following discussion Board reached consensus about a 100% tax exemption for affordable housing on a 2-tier system. Also, consensus re. support of the Community Preservation Act.

It was further suggested that the Town use room tax to help with affordable housing costs, specifically as tourism industry benefits from having affordable housing for area employees.

E. Dray voiced his concern that Land Bank monies should be designated for land purchase and development rather than salaries.

M. Bunn felt that a full-time person is needed to manage the Trust Fund in

order for the job to be done properly.

E. Dray recommended that the Authority not advocate for the Community Preservation Act if not passed this year.

NEW BUSINESS:

M. Bunn advised that the Board of Selectmen has a bill pending that would provide health insurance for all paid, elected officials. Conjectured that if the bill were approved and PHA Board members designate themselves a minimal salary, as elected officials they could be eligible for such benefits. Town meeting would have to approve any compensation for the Board.

H. Burchman asked if the PHA Board was empowered to compensate itself.

E. Dray suggested putting this matter on hold.

APPROVAL OF VOUCHERS:

The Board reviewed vouchers and checks presented for signature.

M. Bunn voiced his reluctance to the return of some \$27,000.00 to the State.

ED advised that the return of this money is mandated. In the past, however, the DHCD has provided the Authority with extra dollars at end of budget year; in effect the Authority recoups some of the funds.

Motion by O. Vitello to approve vouchers as presented, seconded by H. Burchman.

VOTED: Three in favor of approving vouchers as presented; one opposed.

ADJOURNMENT:

The regular meeting of the Board was adjourned to allow the Board to meet in a special Executive Session.

Motion by M. Bunn that PHA go into Executive Session and will not re-adjourn to regular session, seconded by H. Burchman.

VOTED: Unanimous to so adjourn to Executive Session.

The next Board meeting will be held on Wednesday, February 6, 2002 at 5:15 p.m. in the Maushope Common Room. Regular session adjourned at 6:50 p.m.

Respectfully submitted,

Lucy Singer Farkas,
Recording Secretary

