

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
Wednesday, April 2, 2003**

A regular meeting of the Provincetown Housing Authority was called to order by Margaret Carroll-Bergman, Vice-Chair, on Wednesday, April 2, 2003 at 5:17 p.m. in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

PRESENT: Margaret Carroll-Bergman, Vice-Chair
Michael Bunn, Treasurer
Robert Cabral, Commissioner
Patrick J. Manning, Executive Director
Lucy Singer Farkas, Recording Secretary

Arturo Alon, Chair Local Housing Partnership
Terry Nesbit, LHP
Scott Campbell, LHP

Mark LaTour, Deputy Director Community Development

ABSENT: None

AGENDA: Motion by M. Bunn to approve agenda as presented, seconded by R. Cabral .

**VOTED: Unanimous to approve
agenda as presented.**

AFFORDABLE HOUSING TRUST FUND: M. Bunn recused himself from meeting to avoid any appearance of a possible conflict of interest due to his employment.

Along with members of the LHP the PHA Board discussed materials on existing AHTFs garnered by several Board members. M. Carroll-Bergman said that some of these programs do rely on a real estate transfer fee for funding.

ED said he will mail materials received from MCB to the LHP Board for review.

M. La Tour disseminated a draft of guidelines he had prepared. Advised that he spoke to Town Counsel who suggested that only 100% affordable projects be eligible for Trust Fund monies.

ED said that he sees use of Trust monies as a last resort for projects unable to secure funds from other sources.

S. Campbell opined that the general community may have problems with the idea of a private developer making a profit from a project which uses Trust monies.

T. Nesbit asked about funds from the Visitor Services Board.

M. Carroll-Bergman advised that the VSB had a surplus resulting from a carry-over of funds received in their start-up year. The Town has "taken back" this surplus for general expenses but is to repay the VSB back over time.

ED advised that this should not happen to Trust Fund monies because the legislation setting-up the Fund specifically states that monies be used only for affordable housing purposes; Town cannot tap into these funds for other purposes.

M. Carroll-Bergman pointed out that the VSB is a Town-supported agency while the AHTF is not.

ED added that the Town plans to use reclaimed money from the VSB for ancillary tourist services, such as police and infrastructure. VSB funds are derived from the room tax; any surplus accumulated cannot be “raided” by State authorities. Any change would require both a vote by Town Meeting and by the State Legislature.

M. Bunn rejoined the meeting.

M. Carroll-Bergman advised that a decision was made by the PHA Commissioners to withdraw Article 9 from the Town Meeting warrant. This involved a land swap with the F & W. The State has agreed to give Site A of State Surplus Land, app. 21 acres, to the Town for affordable housing purposes. She sees this new development as related to the proposed Real Estate Transfer Fee (Article 10). Proceeds from the fee were to be used to purchase build able properties for affordable housing.

M. Bunn advised that the Community House Resource flyer in support of Article 10 was mailed today. He also advised that the growth management law amendment (Article 11) will directly affect the LHP and indirectly the PHA. Under this proposal the number of permits available for affordable projects will be raised to 33%.

Boards discussed possible strategies to help in the passage of Articles 10 and 11. Agreed to meet April 4th to continue discussion.

Members of the LHP and M. LaTour left the PHA meeting to meet separately re. their own agenda.

PUBLIC STATEMENTS:

Towanda McClure, a Maushope resident, advised the Board of her daughter’s on-going and unsuccessful efforts to find year-round affordable housing in Town. Apparently over-qualified financially for affordable rental but does not earn enough to enable home ownership. She asked M. Bunn about the Meadow Road project to be built by CHR; will ownership opportunity be via a lottery?

M. Bunn said “yes” and acknowledged that a number of persons fall into that gap of being “over-incomed” for rentals and “under-incomed” to be mortgage eligible.

APPROVAL OF MINUTES:

Motion by M. Bunn to approve minutes of February 5th and March 5th and minutes of the Public Meeting on Feb. 12th with Sen. O’Leary, seconded by R. Cabral.

VOTED: Unanimous to

**approve Minutes of
Feb. 5, March 5 and**

Feb. 12, 2003 as presented.

FINANCIAL REPORTS:

Board reviewed financial reports for January and February 2003.

ED advised that he did clarify with Accountant that costs for replacement stoves were listed in wrong line item.

M. Bunn asked about the Accountant’s accompanying cover letter re. omission of disclosures in the FR.

ED not sure what is meant by this but will clarify with Accountant.

M. Bunn questioned copier and elevator repair costs.

ED advised copier not functioning and needed repair in order to be useable. A more costly repair is needed but was deferred as did not impinge on copy function. ED still refuting the \$2000 bill from Associated Elevator for services which should have been covered under the service contract; bill has not been paid.

M. Bunn asked about the audit adjustment to Workmen’s Compensation. Why did the PHA have to pay extra?

ED said he believes it was back billed based on the audit but will clarify with Accountant.

M. Bunn asked that Accountant e-mail, rather than FAX, her statements.

Motion by M. Bunn to accept Financial Report with clarifications, seconded by R. Cabral.

**VOTED: Unanimous to
accept FR with
clarifications**

DIRECTOR'S REPORT:

I. DHCD:

- A. Atrium Windows-** - ED advised that a second State architect visited Maushope with Tom Hackensen and to come up with a new corrective plan that may be covered by DHCD emergency monies.
- B. FY 2003 Budget--**Not yet approved by the State as was sent back for minor revisions. Accountant has since done recalculations and resubmitted.
- C. FY 2002 Subsidy Overpayment--**DHCD asking for return of unspent subsidy money of app. \$16,000.00. PHA Accountant believes the DHCD calculation is incorrect and currently working with DHCD to come up with a corrected, lower figure.
- D. FY 2003 Reserve Reduction--**PHA has been notified that the State will not be taking back funds earmarked for a Restricted Reserve, but will, however, be lowering the FY 2003 operating reserve by app. \$5000.00.

II. MAUSHOPE:

- A. Elevator--**ED advised that ThyssenKrupp cannot agree to a one year service but is amenable to a three year contract. ED recommended that Board approve contract with this company.
- B. Handicapped Unit**—Rented as of April 1st to a local veteran.
- C. Septic System**—Alarm went off and tanks had to be pumped out at a cost of app. \$2300.00. However, it appears that the tank floats need repair and pumping company does not provide service of system. PHA maintenance had to restart system. ED referred to Wind River Environmental group for repair if pumps fail again. The system is 20 years old.
- D. Hot Water Tank--**ED advised of another failure in system. The tank has been replaced four times within five years and had been covered under a warranty. Company will warranty tank but not labor or transportation to site. Jim Turner picked up materials and installed. He is a licensed plumber but this work was well over and beyond his normal maintenance duties and ED recommends that Jim be paid for the job at a professional plumber rate. He added that Jim often does plumbing repairs and does not charge the Authority a plumbing rate. Hours spent in installing system will be deducted from Jim's maintenance hours.

M. Bunn suggested looking into replacement hot water system.
ED is currently exploring options and will report back to the Board. Feels current system has an inherent design flaw.

R. Cabral asked that whenever possible local contractors be used for repairs.

D. Tax Title Properties--Remains on the agenda but will be a while to determine what properties will remain available and feasible for development.

E. State Surplus Lands--Board reviewed letter from Rep. Shirley Gomes in which she advises that award of the lands to F & W is final. ED advised, however, that following the PHA meeting with Sen. O'Leary the State has agreed to give Site A to the Town for affordable housing purposes, app. 21 acres, if both the Selectmen and the PHA Board vote to accept same.

Because Site A was to be discussed, M. Bunn recused himself from meeting as he is an abutter to an abutter of the site.

ED said the information received re. Site A has not yet been made public but believes information was leaked by an employee of F & W to a Town opponent of development on the Site who rallied others to pressure Selectmen to vote to keep area "green". Selectmen's vote taken before Selectmen or Town Administrator privy to information.

M. Carroll-Bergman said that Selectmen can re-visit the issue and change their vote based on this new information.

R. Cabral said the PHA Board should immediately advise the State that it wants the site.

ED said there has not yet been any formal offer by the State but that a letter can be sent expressing PHA's interest.

R. Cabral asked if there was a deadline to meet.

M. Carroll-Bergman said April 20th is when the 120 waiver period for ceding the land to F & W ends.

R. Cabral said the Authority must be aggressive in getting lands for development. Suggested that Selectmen be solicited to change their vote.

ED suggested holding off until after Town meeting but agreed to R. Cabral's suggestion that Board meet ASAP to discuss Site A. Board to meet re. same on Friday, April 11th at 11:00 a.m. at Maushope.

F. Community Housing Resource, Inc.--CHR has asked for a letter in support of the Meadow Road project. Both Commissioners agreed to support project and M. Carroll-Bergman signed letter o/b/o Board.

M. Bunn returned to the meeting.

G. State Appointee--M. Carroll-Bergman to canvass B. Heywood re. her interest in the position. Other Commissioners to canvass other community members.

NEW BUSINESS:

A. Annual Town Meeting Articles--Action on Article 9 has been withdrawn. Board to support Articles 10 and 11.

B. Cumberland Farms Land--Letter has been sent to Cumberland officials advising of PHA request for donation of land on Ships Way.

C. Other--M. Bunn advised that Town Board of Selectmen will now provide Town services to 100% affordable developments which includes Maushope. Trash pick-up will require use of barrels, rather than the current dumpster and this may not be as convenient for tenants. ED will bring to Tenant Association attention. M. Bunn said the Dept. of Health will first have to approve the new law.

APPROVAL OF VOUCHERS:

Board reviewed check vouchers and checks presented for signature. M. Bunn asked about the extremely high bill for Foley House oil. ED said he believes this is for a three month period.

Motion by M. Bunn to approve vouchers as presented, seconded by R. Cabral.

**VOTED: Unanimous to
approve vouchers as**

presented.

Upon a motion by M. Bunn, seconded by M. Carroll-Bergman, Board voted unanimously to send Brenda Haywood a letter of thanks for her service on the Board.

ADJOURNMENT:

The next Regular Meeting of the Board was set for Wednesday, May 7, 2003 in the Common Room at Maushope. There being no further business a motion to adjourn was made by R. Cabral, seconded by M. Carroll-Bergman. Unanimous to adjourn at 7:18 p.m...

Respectfully submitted,

Lucy Singer Farkas
Recording Secretary

