

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
Wednesday, May 7, 2003**

A regular meeting of the Provincetown Housing Authority was called to order by Margaret Carroll-Bergman, Vice Chair, on Wednesday, May 7, 2003 at 5:16 p.m. in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

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

Teri Nezbeth, Local Housing Partnership

ABSENT: None

AGENDA: Motion by M. Bunn to approve agenda as presented, seconded by P. Parmakian.

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

AFFORDABLE HOUSING TRUST FUND:

M. Bunn recused self from meeting during discussion of this item in order to avoid any possible appearance of conflict of interest due to his outside employment.

M. Carroll-Bergman stressed need to get the Fund up and going. PHA and LHP Boards must set up program guidelines and a budget as soon as possible. All Board members should review materials on AHTFs from other LHA's for ideas that may work in Provincetown.

P. Parmakian asked about the progress to date and of funding mechanism for the Fund.

M. Carroll-Bergman said that monies from the Land Bank for the Fund are available right now. She explained the roles of the PHA and the LHP Boards relative to the Trust.

ED said that the guidelines adopted will provide information on who can access Trust monies and will prioritize fund availability.

M. Carroll-Bergman advised that the Town Treasurer has set up a line item account for the Fund so that any monies received, including private donations, can be deposited accordingly.

Teri Nezbeth asked if Town Counsel should review the guidelines proposed by the Boards.

Both ED and M. Carroll-Bergman agreed that such a review will be needed but that Boards should present Counsel with a more definitive draft before involving him.

Board agreed to hold work sessions relative to the Trust Fund on the third Wednesday of each month at 3 p.m. to facilitate getting program guidelines in place. ED will post as a dual meeting and will notify all members of both Boards about same.

M. Bunn returned to Board meeting.

PUBLIC STATEMENTS:

Beverly Spenser welcomed new Commissioner Parmakian o/b/o the Maushope TA. She invited all Board members to the TA meetings.

ED introduced Barbara and Arthur Jones to Commissioner Parmakian; the Jones' were the first tenants at Maushope.

APPROVAL OF MINUTES:

Motion by M. Bunn to approve minutes of April 2 and April 11, 2003, seconded by M. Carroll-Bergman,

**VOTED: Unanimous to approve
Minutes of April 2, and April 11, 2003 as presented.**

FINANCIAL REPORT:

Board reviewed Financial Report for March 2003.

ED advised that the Accountant has clarified that \$4200.00 will be reclaimed by the State from the operating and capital reserves. In effect the PHA's 2003 subsidy payments will be reduced by that amount.

M. Carroll-Bergman asked how this will affect the Operating budget.

ED said there will be no immediate effect but as the budget year progresses it may become problematic. Monies from "underspent" line items can be moved to the Operating Reserve as needed, and as available. Will have a better sense of need as fiscal year moves on.

M. Carroll-Bergman complained about the poor quality of Accountant's reports which are faxed over; asked that reports be E-mailed, or hard copy sent.

ED will so request again.

M. Bunn asked when the Restricted Reserve for septic/sewerage will be set up and money moved to it from the Operating Reserve.

ED advised that John Gannon of DHCD has agreed to the Restricted Reserve but first needs official budget approval for FY2003 before the Authority can proceed. Some glitches in the budget are being worked out with the PHA Accountant.

M. Bunn asked where in the Foley House report the prorated salaries for PHA staff are shown.

ED said under Management/Office Salaries. Salaries for ED and for James Turner, maintenance, are prorated at 16 hours per month.

M. Bunn questioned line 4390-Other.

ED cited TV service. The Authority purchases at a bulk rate for Maushope with the charge included in each tenant's rent. Sometimes the bill is paid before the tenant rents are received and, thus, the Financial Report shows the full cost to the PHA.

"Other" category also includes septic pumping.

M. Carroll-Bergman asked if Accountant could list cable in a separate line item.

P. Parmakian asked about the income for Foley House.

M. Bunn explained that Foley House is a federally subsidized program funded by a grant from HUD and from tenant rents. He noted that Foley House has always been a financially healthy program.

ED explained the request by the DHCD for unspent subsidy monies at the end of each fiscal year. He noted, however, that the State will often then provide money for special projects.

Motion by M. Bunn to accept the March Financial Report with notification to the Accountant that all future reports must be E-mailed (not Faxed), seconded by M. Carroll-Bergman.

VOTED: Unanimous to approve

March Financial Report.

DIRECTOR'S REPORT:

I. DHCD:

- A. Atrium Windows-** - DHCH has awarded the PHA app. \$108,000.00 towards walkway/atrium window remediation. Plans from the State architect have not yet been received. ED cited M. Bunn for his assistance and persistence in getting the award for the Authority. Barbara Jones, a Maushope tenant, expressed her concerns that any remediation project not hinder fresh air exchange in the building.
- B. FY2003 Budget--**DHCD still working with the Accountant to resolve some questions before issuing final approval.
- C. FY2002 Subsidy Overpayment**—Amount of overpayment has been resolved.
- D. FY2003 Reserve Reduction--**The 2002 subsidy overpayment of \$4200.00 will be deducted by the State from the 2003 reserve.

II. MAUSHOPE:

- A. Elevator--**ED awaiting contract from ThyssenKrupp, currently being prepared by company. Still disputing the \$2000.00 bill from Associated and bill has not been paid.
- B. Septic System--**System had to be pumped and floats continue to get stuck. Jim Turner has been coming over twice a day and setting manually as needed. The septic pumping company does not do repairs and has referred ED to Wind River Environmental to evaluate problem and repair. No cost estimate yet received.
- C. Hot Water Tank--**Currently working okay but system has an inherent flaw which is being investigated. If defect can be documented costs to replace system may be mitigated. No idea of replacement costs,
- D. Apartment Fire Extinguishers--**The Maushope TA has asked the Board to consider providing individual fire extinguishers for all units. ED has consulted PHA Attorney Pat Grace who feels this is a good idea and will mitigate PHA liability in the event of a fire. Says equipment will have to be maintained on a routine basis. ED to check on costs with company that provided and services the large fire extinguishers in the hallways. M. Bunn said that the Family Units should be included. Motion by M. Bunn to purchase fire extinguishers for each unit at Maushope and for the Family Units and to train residents in the use of said equipment, seconded by P. Parmakian.

VOTED: Unanimous to purchase individual fire extinguishers for all Maushope and Family units and to train residents in use of such equipment.

M. Carroll-Bergman asked about fire drills at Maushope.

M. Bunn said none done in quite some time and since then there has been a turn-

over in tenants.

Motion by M. Bunn to arrange with Fire Department for a fire drill at Maushope at a time that is mutually convenient, seconded by P. Parmakian.

VOTED: Unanimous to arrange for a fire drill at Maushope.

E. Census is 23 of 24. One vacant unit being readied for tenancy and will likely be occupied within next two weeks.

III. FAMILY HOUSING:

A. Census is 9 of 9.

ED advised that all Family tenants have been notified of deficiencies found during recent home inspections and have 14 days to correct same. If not, the Authority will hire someone to do the needed work and bill back to tenant.

IV. FOLEY HOUSE:

A. Shelter and Care Grant Extension/Renewal and HUD Subsidy

Payment--ED advised that the FH grant is up in Feb. 2004 and that the Authority will be seeking an extension of contract for five years and, also, an increase in the Fair Market Rate for the units. Process should be done by December.

P. Parmakian asked if FH monies could be used for other PHA operations. ED said "no"; monies allocated at the time FH set up in a grant form, not on a yearly subsidy basis as with State housing.

B. Census is 7 of 10. One tenant expected to move in next week and one is on wait list pending CORI check. However, two other tenants may be vacating in near future.

V. OTHER: None

OLD BUSINESS:

A. Creek Road--Remains on agenda even though remediation monies have been reclaimed by the Town for general operations.

B. Affordable Housing Trust Fund--Previously discussed.

C. 44 Harry Kemp Way--ED awaiting MHP review of Coastal Engineer report. Looking at possible development to left of existing building; perhaps another Family duplex.

D. Tax Title Properties--M. Carroll-Bergman says she reviewed assessor's list. Waiting to see what will remain available and feasible for development.

E. State Surplus Lands--M. Carroll-Bergman and Robert Cabral had asked the Selectmen to reconsider accepting the State's offer of 21 acres at Site A but Selectmen voted not to accept the land. Since then the parcel was officially ceded to F & W.

ED said this is now a dead issue for the PHA and should be removed from the agenda. Unclear if F & W will keep land or turn over to Open Space Committee. In either event no development will take place and the PHA is out of the picture.

M. Carroll-Bergman said that a formal thank-you should be sent to Sen. O'Leary for his efforts on behalf of the Authority. She will draft same.

Motion by M. Carroll-Bergman to send letter of thanks to Sen. O'Leary, seconded by P. Parmakian.

VOTED: Unanimous to send

letter of thanks to Sen. O'Leary.

F. State Appointee--ED advised that the process has been simplified by the State and that he is awaiting paper work from DHCD regarding same.

G. Cumberland Farms Land--ED apprised new Commissioner Parmakian of a possible donation of land by Cumberland Farms to the Authority. R. Cabral had initiated contact with the attorney for the company and they have expressed interest in working with the PHA. They have advised ED of their desire for a meeting with the Authority and Selectmen. ED will contact company to set up meeting and will accordingly advise the Selectmen.

H. Other--M. Bunn reminded Board to follow-up with a thank you letter to Brenda Haywood.

NEW BUSINESS:

A. Letter of Thanks for R. Cabral--Motion by M. Bunn to send of letter of thanks to former Commissioner Robert Cabral for his service to the PHA, seconded by M. Carroll-Bergman.

**VOTED: Unanimous to send
PHA Commissioner R. Cabral.**

thank you letter to former

B. Tender of Resignation--M. Bunn tendered his letter of resignation from the PHA Board. He cited his outside employment caused him to recuse himself on several issues of major importance that the Board is and will be working on and, thus, limits his full participation as a Board member. The resignation is to be effective upon adjournment of this meeting. Commissioner Bunn iterated his continued commitment to the Authority and its goals and intends to remain involved as a private citizen. Barbara Jones thanked him for his many years of service especially following the fire at Maushope when Michael had just recently been named to the Board.

APPROVAL OF VOUCHERS:

Board reviewed check vouchers and checks presented for signature.

Motion by M. Bunn to approve vouchers as presented, seconded by M. Carroll-Bergman.

**VOTED: Unanimous to
approve vouchers as**

presented.

ADJOURNMENT:

Board scheduled a Work Session for Wednesday, May 21st at 3:00 p.m. in the common room at Maushope. The next regular meeting of the Board will be held on Wednesday, June 4th at 5:15 p.m.* in the Maushope common room. There being no further business a motion to adjourn was made by M. Bunn, seconded by M. Carroll-Bergman. Unanimous to adjourn at 6:42 p.m...

Respectfully submitted,

Lucy Singer Farkas
Recording Secretary

*Subsequently meeting changed to Wednesday, June 11, 2003 at 5:15 p.m..

