

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
Wednesday, September 3, 2003**

A regular meeting of the Provincetown Housing Authority was called to order by Margaret Carroll-Bergman, Chair, on Wednesday, September 3, 2003 at 5:15 p.m. in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

PRESENT: Margaret Carroll-Bergman, Chair
Teri Nezbeth, Vice-Chair
Pam Parmakian, Treasurer
Arturo Alon, Vice-Treasurer
Patrick J. Manning, Executive Director
Lucy Singer Farkas, Recording Secretary

ABSENT: None

AGENDA: Motion by A. Alon to approve agenda as presented, seconded by T. Nezbeth.

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

PUBLIC STATEMENTS: None

APPROVAL OF MINUTES:

T. Nezbeth pointed out that she was incorrectly noted as the new Board Treasurer in the Minutes of August 6th. M. Carroll-Bergman noted an error in the Minutes of August 20.

Motion by A. Alon to approve minutes of August 6 and August 20, 2003 as corrected/amended.

**VOTED: Unanimous to approve
August 20 with amendment/**

**Minutes of August 6 and
correction.**

FINANCIAL REPORT:

Board reviewed Financial Report for July 2003.

ED clarified that the acronym PUM does stand for Per Unit Month. Stated that the FR shows that the Authority is in good shape financially with two more months of the fiscal year to go. State has yet to release the guidelines for preparation of the FY2004 budget.

When so issued, the PHA Accountant will meet with the Board to discuss that budget and, as necessary, suggest some reallocation of funds in FY2003 budget from under spent line items to those that have been overspent during the fiscal year.

P. Parmakian asked about the difference between septic repairs and excavation.

ED said one has to do with regular pumping of the septic systems and the other with actual repairs to a system. Item 6510 lists the repairs and pumping for Maushope. There were major repairs to this system during the year.

P. Parmakian asked if amount spent for septic was unusual.

ED said tends to even out as last year's costs for septic were minimal. Roderick provides pumping on a regular annual schedule but his company does not do all repairs. The Authority has no contract with either Roderick or Cape Cod Excavation but will contact these companies to see if a contract would be of financial benefit to the Authority.

ED pointed out that all stoves and refrigerators are relatively new and thus equipment replacement costs for FY2004 should be minimal.

M. Carroll-Bergman asked if fire extinguishers would be listed under this category.

ED said "yes".

P. Parmakian asked if ED noted anything extraordinary in the FR that should be brought to Board's attention, ED said "no"; reiterated that Authority is in good financial shape.

He further noted that the Authority will likely wind up being "overspent" in insurance category due to a hefty increase in rates. The Authority uses the State approved insurance agency for which the State negotiates the lowest possible rates but these rates did increase for all insurance coverages for all LHA's, an increase of app. 30%.

Motion by T. Nezbeth to approve the July 2003 Financial Report as presented, seconded by A. Alon.

**VOTED: Unanimous to approve
July Financial Report as
presented.**

DIRECTOR'S REPORT:

I. DHCD:

- A. Atrium Windows-** -ED is working with the State architect refining plans for the Maushope atriums. No contract has yet been signed although the DHCD advises that contract can be signed and alterations to design can be made after the fact.

- B. FY2002 Subsidy Overpayment--**PHA Accountant Milne still advising withholding of subsidy return but acknowledges will have to be repaid eventually.

- C. Lease Amendment**—ED advised that new State rent regulations have necessitated change in tenant leases to reflect same. State has eliminated the \$400 medical deduction for Maushope tenants (in effect increasing monthly rents by \$10.00) and raised Family Tenant share of rent from 25% to 27% of gross income. All rent changes to go into effect October 1. All PHA tenants have been so notified and provided with copies of new regulations and new rent schedules. The DHCD has insisted all LHA's comply with new regulations and have threatened to freeze subsidies to any LHA which does not comply.

M. Carroll-Bergman questioned the legality of changing the terms of the lease during the lease year.

ED advised that the State says this can be done.

P. Parmakian asked what tenant response has been to changes, ED said most have been fine with the increase; only two lodged a protest and were referred to the appropriate State agencies to register their complaints.

M. Carroll-Bergman suggested that the Board file a formal protest. Asked what other LHA's were doing.

ED said as far as he was aware all LHA's were complying. He further added that State cutbacks have negatively impacted seniors and low-income

persons in other areas, such as Mass Health.

Motion by T. Nezbeth to send formal letter of protest to the DHCD, State representatives and State Governor re. new rent regulations, seconded by A. Alon.

Board **VOTED: Unanimous to have ED review.** **prepare protest letter for**

ED advised that the Board is required to vote on the Lease Amendment even if they disagree with same.

Motion by P.Parmakian to approve Lease Amendment under protest, seconded by A. Alon.

protest. **VOTED: Three to approve Lease Amendment, under**
One abstention.

ED said he will check with the PHA Attorney to determine if other LHA's are planning protests and their method for same.

II: MAUSHOPE:

A. Hot Water Tank—No new information about system and ED remains in contact with F.A. Days re. inherent flaw in system. System has been which was installed after the fire at Maushope has had to be replaced four times since ED assumed his job with the Authority. If flaw can be documented system will be replaced free of charge.

B. Fire Extinguishers—To be ordered shortly. Jim Turner will do installation, at considerable cost savings to the Authority. Anticipated that they will be in place sometime in October.

C. Census is 24 of 24.

III. FAMILY:

A. Census is 9 of 9.

P. Parmakian asked if problems with unauthorized tenants at Family Units has been resolved.

ED said that tenants in question were called in for conferences and were able to document that only tenants on lease were living in units. This is a very difficult situation to prove but ED feels the Authority has taken whatever actions it can.

IV: FOLEY HOUSE:

A. Sewer Hook-Up—ED advised that the betterment charge for FH hook-up to Town sewer is estimated at \$35,000.00 over 20 years with usage costs to run app. \$1000 per month. Costs for current water usage based on bills runs app. \$3500 per year. Costs for septic maintenance have run about \$1000 since FH opened and the current septic system appears to be working well and will likely pass inspection. The system is serviced on an annual basis. ED does not see hook-up to Town system as financially feasible at this time and recommends the status quo.

P. Parmakian said that should the system fail in the future the Authority will still have the option of hooking in. Also said a system failure may be covered under the FH insurance policy and asked ED to check on this possibility.

No further action by the Board is required at this time.

B. Shelter + Care Grant Extension—remains on hold until December.

C. Census is 10 of 10.

OLD BUSINESS:

A. Creek Road--Project remains on hold.

B. Affordable Housing Trust Fund—Board to examine State forms and guidelines to adapt to Provincetown needs. Next work session set for September 17th.

C. 44 Harry Kemp Way--Project remains on hold pending new report from Coastal Engineers.

D. Tax Title Properties--Remains on hold.

E. State Appointee--A. Alon advised that Michael Bunn of Community Housing Resources, Inc. is canvassing tenants from the new CHR project re. interest in serving on the PHA Board.

F. Cumberland Farms--Cumberland officials are still waiting for their final engineer's report before making any commitment to a land gift. The report should delineate what portion of the parcel will be retained by Cumberland and which can be designated for affordable housing. Cumberland officials remain receptive and once report is concluded they can move forward. Cumberland has received approval for their project from the Town Water and Sewer Boards.

NEW BUSINESS:

A. Alon made several suggestions for possible fund raising by the Town as part of the Town's Community Visioning process. One was development of a Town compost site in order to sell dirt; may be a money-maker over time. Also, could create some job opportunities. Also suggested a Town owned and operated Laundromat.

APPROVAL OF VOUCHERS:

Board reviewed vouchers and checks presented for payment.

P. Parmakian asked about the payment for Seaman's Bank.

ED explained this was for the Foley House mortgage payment. For some reason billed separately for principal and interest.

P. Parmakian also asked about payment to Lower Cape Cod Financial Services.

ED advised this was the PHA Bookkeeper.

Motion by T. Nezbeth to approve vouchers as presented, seconded by

A. Alon.

VOTED: Unanimous to approve

vouchers as presented.

The next regular meeting of the Board was set for Wednesday, October 1, 2003 at 5:15 p.m. in the Maushope Common Room. There being no further business a motion to adjourn was made by A. Alon, seconded by T. Nezbeth. Meeting adjourned at 6:32 p.m..

Respectfully submitted,

Lucy Singer Farkas
Recording Secretary

