

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
FEBRUARY 1, 2000**

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A regular meeting of the Provincetown Housing Authority was called to order by Michael Bunn, Chair on Tuesday, February 1, 2000 at 5:20 PM in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

**PRESENT:** Michael Bunn, Chair  
Ross Sormani, Vice Chair  
Kevin Hanahan, Vice-Treasurer  
Patrick J. Manning, Executive Director  
Lucy Singer Farkas, Recording Secretary

**ABSENT:** Ann Maguire, Treasurer  
Eric Dray

**AGENDA:** Motion by R. Sormani to approve agenda as presented, seconded by K. Hanahan.  
**VOTED: Unanimous to approve agenda as presented.**

**PUBLIC STATEMENTS:**

Gladys Graham, President of the Maushope Tenant Association, reported that the Maushope tenants met on 1/13 to discuss the MOA. Nine persons were present. Unanimous vote to approve the MOA as presented. On 1/26 TA representatives met with Board members R. Sormani and K. Hanahan who approved the MOA as presented o/b/o the entire Board.

**APPROVAL OF MINUTES:**

Because M. Bunn was not present at the January Board meeting, there was no quorum present to approve the minutes of that meeting. Vote deferred.

**FINANCIAL REPORT:**

ED advised that he had met with the Accountant to get answers to questions raised by Board members at last meeting.

Accountant states the PHA is in good financial condition and can support an increase in hours and benefits for Jim Turner. Some of the money can come out of reserves and some money can be moved from the "Maintenance Supplies" item. The State may be willing to grant the PHA a one-time waiver to pay a percentage of what the PHA would be paying. In any event, the Accountant did not feel getting the money for increased hours and benefits was problematical.

Accountant indicated that in order for her to provide the Board with a quarterly comparison of figures she would have to bill extra for the work, as this task is not in her contract and she does not wish to set a precedent. She suggested, as an alternative, the PHA simply compare current figures to last year's figures for the same time period. ED could include this information in a separate report to accompany her own.

R. Sormani stated that he wants the comparative materials in order to concisely monitor spending patterns. He feels we can save additional accounting costs by preparing materials in-house as the information is readily available.

M. Bunn asked if last year's material could be attached to the current financial report.

It was decided to present the material on a quarterly basis in a separate document attached to the Financial Report, clearly labeling the figures for the previous year.

R. Sormani requested that the Accountant's report be submitted in a more timely manner so that the Board can have sufficient time to peruse the document prior to the Board meeting.

ED said that Accountant advised that "Non-Dwelling Rental" was incorrectly listed under "Excess Utilities" in last month's report.

R. Sormani asked if the Accountant had replied to all the questions asked by the Board last month. Feels the "Other" category should be specified as it is too gray an area and that items should be spelled out.

M. Bunn, also, felt that a break-down of "Other" expenditures would make it clearer to the Board.

ED suggested that "Non-Routine" account items be similarly spelled out.

The Board reviewed the current Financial Report.

M. Bunn inquired if the FAX and the computer table have as yet been purchased.

ED has not had the time to do this.

K. Hanahan questioned the figures for Foley House. Says the amount is correct but shown in the wrong place in the report; should be shown as Federal, rather than State monies.

M. Bunn responded that HUD only allows a 10% vacancy rate and for several months the Foley House vacancy rate was higher than that, thus an "unfavorable" showing in the report. But this does not necessarily indicate a shortage.

M. Bunn questioned "Contract Costs" for Foley House.

ED stated \$1270 was used for the painting of rooms.

M. Bunn speculated if trend continues there may be an over-run and suggests increasing allocation for this category next year.

Motion by K. Hanahan to accept the Financial Report with the answers supplied by the Accountant and with the provision that reports be supplied in a more timely manner, seconded by R. Sormani.

**VOTED: Unanimous to accept report with Accountant's explanations and with the provision that reports be presented in a more timely manner.**

## **DIRECTOR'S REPORT:**

### **I. DHCD:**

A. No response yet from BOAST.

B. State has yet to approve budget although DHCD coordinator, John Gannon, has given his approval to the budget.

M. Bunn wants a response as to why there has been such a delay in securing State approval, ED reported that money can be spent despite the delay in receiving budget approval.

### **II. MAUSHOPE:**

A. MOA has been completed, approved, and signed by all necessary parties. All Maushope and Family tenants are to get signed copies.

B. Ed has talked again with fire officials regarding door plaques. A meeting of officials to draft fire safety instructions will be held this week.

R. Sormani asked from where we will get the materials to be posted.

ED stated instructions can be typed, or printed, and framed and placed on each inside door. There will, also, be some sort of sliding device on the outside doors to signal when tenant is in occupancy. ED looking at several such devices.

C. Long Point Electric has delayed wiring for the air conditioner in order to install the walk-way lights at the same time, thus saving the cost of a service visit. The temperature control is pre-set and can only be changed manually by climbing up to the machine.

D. ED continues unsuccessfully in efforts to reach SMOC re. the refrigerators .

M. Bunn suggested a letter be sent them in addition to phone tries.

E. Walk-way lights are ordered but not yet received.

F. Snow blower has been purchased and is in use.

G. Current census is 24 of 24.

### **III. FAMILY HOUSING:**

A. The MOA has been done.

B. Refrigerator situation is same as for Maushope.

- C. Installation of the new heating system was delayed by Day's as they have been too busy with snow emergencies. Now scheduled for 2/11.
- D. Current census is 7 of 9 (including Pearl Street).

#### IV. FOLEY HOUSE:

- A. Current census is 9 of 10.

#### V. OTHER:

- A. ED will be attending Public Housing Management training in April. This is a 4-day course with a final examination on day five.
  - M. Bunn asked that ED report back on his experience.
- B. Contract renewal for Jim Turner—Board members elicited responses from ED regarding Jim's performance.
  - ED reported very favorably regarding Jim's capabilities and his rapport with PHA tenants. He responds quickly to emergencies and is responsive to tenants' requests.
  - K. Hanahan reported that his experiences with Jim have been excellent.

Motion by R. Sormani to increase Jim's hours from 16 to 20 per week and to provide him a full benefit package and to renew his contract, with ED to follow-up with the State for a one-time exemption, seconded by K. Hanahan.

M. Bunn emphasized that the Accountant feels the PHA can afford this.

**VOTED: Unanimous to increase Jim Turner's hours, provide benefit package, and renew contract, with ED applying to State for one-time exemption.**

M. Bunn asked if maintenance requests are first screened by ED. ED responded sometimes, but tenants will, also, go directly to Jim who keeps a log of all service requests.

- C. ED stated he will try to have Accountant E-mail financials to PHA in order to get them sooner to the Board.

M. Bunn says the PHA computer system can be programmed to accept the Accountant's system [Lotus].

#### OLD BUSINESS:

- A. Pearl Street—Habitat has approved bid for cabinets and getting quotes for insulation, sheetrocking and carpentry. The plumber is still working very slowly and is unresponsive to Habitat's request to finish work by deadline.
  - ED to meet with plumber to enforce the work dead line as per the contract.
  - R. Sormani suggested that a letter of acknowledgment of his efforts be sent to Bob Szerejko, to be signed by all Board members.
  - M. Bunn asked that a copy be sent to the Habitat office.
  - R. Sormani suggested that Jim Turner accompany ED to his meeting with plumber.
  - ED will ask Jim if he is comfortable with this idea.
  - M. Bunn emphasized the need for a status report from the plumber, as to why work not being done more quickly.
  - ED stated the plumber had told him that he had been called out on a snow emergency and also had the flu.
- B. Creek Rd.—The MHP has approved \$2000 for engineering and architectural renderings and has signed contracts with Coastal Engineering and Spring Hill Designs.
  - ED advised that the architect was here to look at the site but that no site plan was available for her perusal. She and John Bologna of Coastal Engineering are to meet in order to coordinate plans.
  - R. Sormani distributed copies of the site plan to the Board.
  - ED asked about the time frame for submitting the article for Creek Road for the Town warrant.
  - M. Bunn stated that there were two related articles put in by the PHP. One is the conveyance of the Creek Rd. property and one regards #5 Fritz's Way to be used for a Habitat project. The PHP wants the PHA to co-sponsor both articles.

R. Sormani questioned the propriety of co-sponsorship of the article involving Fritz's Way, as the PHA will have no control over this project.

M. Bunn advised the Board can elect to be noted in the warrant as co-sponsors, or can simply verbally support the articles during Town Meeting.

R. Sormani recommended that the PHA not co-sponsor the Fritz's Way article so as not to appear that the PHA is involved with this project.

K. Hanahan asked questions about Habitat and felt the Board should endorse the project as advocates for affordable housing.

ED clarified the difference between co-sponsorship and advocacy.

M. Bunn recommended co-sponsorship of both articles

Motion by K. Hanahan to co-sponsor both articles entered by the PHP to be presented at April Town Meeting, seconded by

R. Sormani.

**VOTED: Unanimous to co-sponsor both articles entered by the PHP to be presented at April Town Meeting.**

#### **NEW BUSINESS:**

A. K. Hanahan asked if the Maushope Common Room could be used by the PASG for their regular Board meetings and for their CAB meetings until flood damage is repaired at the PASG offices. This is estimated to be for app. a three month period.

M. Bunn endorsed the idea but felt the Maushope TA first be consulted.

K. Hanahan stated that the TA was not opposed. PSAG meetings would be on the first Monday and the second Thursday of the month.

Motion by M. Bunn to make available and offer the use of the

Maushope Common Room to the PASG for their regular Board meetings and for their CAB on the first Monday and the second Thursday of the month, seconded by R. Sormani.

**VOTED: Unanimous to make available and to offer to the PASG the Maushope Common Room for such meeting purposes.**

C. M. Bunn noted that the flag at Maushope is very worn and directed ED to contact the VFW re. a new one.

D. R. Sormani suggested that the Board invite Clem Silva to a Board meeting to discuss his affordable housing project on Shankpainter Rd.

M. Bunn directed ED to invite Mr. Silva to the next Board meeting.

#### **APPROVAL OF VOUCHERS:**

The Board reviewed vouchers and checks presented for signature.

R. Sormani commented that the Sect. 8 vouchers look to be in terrible condition.

ED responded that the PHA has not yet received money for Sect. 8, but once received the money will be paid to the Foley House account.

M. Bunn questioned the bill from Bell Atlantic.

ED explained this was for the cell phones.

Motion by R, Sormani to approve vouchers as presented, seconded by K. Hanahan.

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

#### **ADJOURNMENT:**

Next Board meeting is scheduled for Tuesday, March 7, 2000 at 5:15 p.m. in the Maushope Common Room.

There being no further business a motion by K. Hanahan to adjourn the meeting was made, seconded by R.

Sormani. Unanimous to adjourn the meeting

at 6:50 p.m..

Respectfully submitted,

Lucy Singer Farkas

