

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
MAY 2, 2000**

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A regular meeting of the Provincetown Housing Authority was called to order by Michael Bunn, Chair on Tuesday, May 2, 2000 at 5:23 PM in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

**PRESENT:** Michael Bunn, Chair  
Ross Sormani, Vice Chair  
Eric Dray  
Patrick J. Manning, Executive Director  
Lucy Singer Farkas, Recording Secretary

**ABSENT:** Ann Maguire, Treasurer

**AGENDA:** Motion by E. Dray to approve agenda as presented, seconded by R. Sormani.

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

**PUBLIC STATEMENTS:**

Gladys Graham, President of the Maushope Tenant Association, reported that at the recent TA meeting, tenants unanimously approved the dog leash regulation requiring leashed animals on Maushope property . All tenants have been so advised by the ED.

**APPROVAL OF MINUTES:**

Motion by E. Dray to accept minutes of April 11, 2000 as presented, seconded by R. Sormani.

**VOTED: Unanimous to accept minutes of April 11 as presented.**

**FINANCIAL REPORT:**

ED advised that the Accountant will be present at the next meeting to make certain budget amendments, to include Jim Turner's benefits and the State contribution of \$100 per housing unit for maintenance, etc. A check for these funds has been received but a budget amendment is needed before it can be expended.

The 2001 fiscal year budget process is to begin in June.

M. Bunn asked if anything in particular has been flagged for next year's budget.

ED advised that the Accountant is to look at several things.

M. Bunn questioned the item "Accounts receivable—other".

ED stated that part of this is cable dollars and some is dollars left from 1998. He will clarify with the Accountant.

M. Bunn asked in what areas that money can be spent.

ED said for certain maintenance, such as new carpeting and the like.

R. Sormani questioned Section 8 receipts.

ED said that monies are coming in from other housing authorities and being spent as per guideline.

M. Bunn commented that line item 3115 "Federal Sect.8" will have to be adjusted as not budgeted for last year. Also, the PHA seems to be getting in monies and paying out monies that do not show up on the balance sheet. Accountant should address.

R. Sormani stated the report also shows that Section 8 monies are being used at Foley House.

ED said these are Federal funds and separate from Section 8 funds,

Motion by E. Dray to approve the Financial Report with clarifications, seconded by R. Sormani.

**VOTED: Unanimous to approve report with clarifications.**

**DIRECTOR'S REPORT:**

**I. DHCD:**

The DHCD has requested that an authorized signature be provided them.. This will put on file the individual authorized to sign contracts o/b/o the PHA Board with the DHCD.

Motion by M. Bunn to designate Patrick Manning, ED, as the authorized signatory for contracts with the DHCD o/b/o the Board, seconded by R. Sormani.

**VOTED: Unanimous to designate Patrick Manning, ED, as authorized signatory o/b/o the Board for contracts with the DHCD.**

**II. MAUSHOPE:**

A. Fire Dept. Recommendations—ED reported that Fire Commissioner Alexander says to move ahead with estimates for fire prevention construction (ie. fire door for level one). The Fire Dept. will work with the PHA to get work done.

M. Bunn asked how many bids are required.

ED said it depends on the cost of the project.

ED reported that the door plaques cost app. \$75 per plaque and that he is exploring a less expensive alternative. He stated that the plaques can be made in different sizes and florescent painted to be more visible.

M. Bunn asked to see a sample prior to purchase.

B. Air Conditioner—wiring has been completed but unit needs a switch which Jim Turner is to install.

C. Refrigerators—Gladys Graham thanked the Board o/b/o tenants for the new refrigerators.

ED said these are the same size as the old ones but are frost free, quieter, and more energy efficient.

M. Bunn asked if the PHA could use the SMOC program again.

ED stated that all the refrigerators in Maushope and the Family Units are no older than two years. He added that SMOC will pay for the two refrigerators to be installed at Pearl Street.

M. Bunn suggested that a letter of thanks be sent to SMOC.

ED will do so as soon as the refrigerators are installed at Pearl Street.

Towanda McClure asked about new stoves for Maushope.

ED stated that some have been replaced but most are the original ones. There is not money in the budget for new stoves, however money that had been budgeted for refrigerators could be re-budgeted for stoves.

M. Bunn directed ED to prepare an inventory of the stoves showing age and condition, for Maushope and Family Units.

ED advised that SMOC is willing to replace the washing machine at Maushope, but as per SMOC guidelines, it could not be coin operated.

E. Dray asked where the money collected for washer and dryer use go.

ED stated into the Elder/ Family operating budget and used for various maintenance projects.

Collections are app. \$75-\$100 per month.

There are no PHA owned washers at the Court Street units and none are planned for Pearl Street.

E. Dray suggested that increasing the cost for use of the dryer could off-set loss of funds from the washer.

T. McClure commented that without the need to use special tokens outsiders may be able to come in and use the appliances.

ED acknowledges this is a consideration. He noted, too, that the SMOC washer would be a front loader and this might be more difficult to use than the current model.

Barbara Jones stated that a front loader tends to do a better cleaning job.

M. Bunn stated that with the token system the PHA has some control over the use of the machines, as tokens must be purchased from the office.

Arthur Jones added that entry into Maushope is relatively easy as anyone can press apartment buttons and is likely to be buzzed-in without question by the tenant.

M. Bunn asked if the SMOC machine could be retro-fitted for coins, or tokens.

ED is not sure.

- E. Dray asked the age of the current machines.
- B. Jones said they were original to the project but worked well.
- M. Bunn suggested tabling the idea by consensus until the present machines are “ready to go.”
- E. Census is 23 of 24. Handicapped unit is still vacant as the screening process requires that the handicap need be documented. Selection should be completed by the end of May.

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

- A. Refrigerators—same as for Maushope.
- B. Water use—Last week the Town Water Dept. alerted the PHA to astronomical water use at 35A Court Street.  
ED advised that one tenant there had two washers and had been connecting to an outside faucet. On more than one occasion faucets were simply left running. No line leak was detected and the meter was double checked for accuracy. The faucets have now been disconnected. Both tenants at the location were notified.  
ED advised that the leases for the units do not provide for washers and dryers and the tenants cannot hook-up legally.  
He will continue to follow the situation.  
M. Bunn asked how the water use could be monitored.  
ED advised he will ask the Water Dept. for a reading every two months.  
M. Bunn said he was grateful to the Water Dept. for alerting the PHA and they should be thanked. He asked, too, how long the excessive water use had been going on.  
ED was not sure, but indicated that the running faucets were detected during a routine maintenance visit.
- R. Sormani asked if the unit could be visited before the next scheduled inspection.  
ED advised that Jim Turner does an informal check about once a week.
- M. Bunn asked if there were similar problems with any of the other units.  
Ed said none have been apparent but he will keep alerted to the situation.
- C. ED reported that newly installed sliders at 421/2 A Aunt Sukey Way were broken by a friend of the tenant’s daughter. The Court has ordered him to pay for the door.  
M. Bunn asked if repairs had been made.  
ED advised that he was in the process of getting a contractor and was working in cooperation with the police and the family of the offender. He advised that the PHA will not have to pay for the repairs but that the bill will go directly to the Court who will monitor payment. The broken glass has been cleaned up by the offender and the family is cooperating fully.
- D. Census is 7 of 9, including Pearl Street.

### **IV. FOLEY HOUSE:**

- A.. Tenants are to develop a plan for the painting of the common areas to include what is to be done, when, and by whom, and will present same to the Board. Jim Turner may likely do some supervision of the work. Tenants are enthusiastic about the project.
- B. Jim will be doing the room painting as needed.
- C. Census is 10 of 10.

### **V. OTHER:**

- A. The Accountant is to incorporate Jim Turner’s benefits in the budget revisions.
- B. ED’s vacation is set for May 18 to June 7. In his absence M. Bunn and A. Maguire will troubleshoot for the office.
- C. ED advised that he has clarified with the Accountant that a form 1099 must be filed with the Federal Government if an employee earns \$600 or over. One painter earned less; the other was just at \$600. Neither painter is incorporated.

### **OLD BUSINESS:**

- A. Pearl Street—ED advised that Gordon Yuen of the DHCD is to file a CFA amendment in order to get additional monies for the project. The amendment will add \$14,000.00 to the Pearl Street budget.

M. Bunn asked if the PHA will receive the monies before the project is completed.

ED advised that the PHA will likely have to front the money. ED is

Not positive that the Authority will receive the funds but it appears likely.

E. Dray asked if there was a way to expedite the amendment process.

ED stated that according to Gordon the paper work for the project has already been very thoroughly examined and, thus, the review of the amendment should not be too lengthy.

M. Bunn stated that he did not want PHA reserve money spent if reimbursement from the DHCD would not be made for a long period.

R. Sormani agreed.

ED said he would try to get a time frame and assurances that the CFA will be approved.

M. Bunn directed ED to express to Gordon the Board's displeasure with the process and assess his reaction.

ED advised that Vicki Goldsmith of Habitat would like to work with the PHA Board on a dedication ceremony for Pearl Street. This will be an open house before the apartments are actually tenanted.

M. Bunn asked if the tenants have been selected.

ED reported this is being done and a July 1<sup>st</sup> move-in date is feasible. Dedication ceremonies could be held at the end of June.

M. Bunn directed that invitations be sent to all involved in the project and to the media. He asked what work on the project is yet to be completed.

ED advised that the heating system is to be done, as is the carpeting; cabinets are almost complete.

A. Maguire had suggested to ED that the Town Beautification Committee be called in to do yard clean-up and begin landscaping.

E. Dray said he was impressed with the quality of the workmanship of the project.

B. Creek Rd.—ED has not received an up-date on this project.

E. Dray reported that he had asked David Guertin of the DPW if Community Development Block Grant funds were available to correct the drainage problems on the site. He was told the monies could not be used for that. Guertin said he was willing to work with the PHA to determine the extent of the drainage problems and explore possible solutions. In order for money to be budgeted for remediation, a clear scope of necessary work is needed by this summer. The Board should make a decision on the project,

ED is to contact Coastal Engineers for their findings.

M. Bunn advised that CDBG funds are being used for the Town water main repairs. He will contact Ann Houston to see if she has an up-dated report from Coastal.

E. Dray stated that Coastal was to develop a plan around the problem.

C. M. Bunn shared with the Board the draft of a letter to HOME re. the denial of funds for Clem Silva's project. Clem has said he will not be re-applying for the next round of HOME funds.

E. Dray felt that HOME should be told that their process is discouraging developers from building affordable housing. Suggests a face-to-face meeting with HOME to discuss ways to improve their funding process.

R. Sormani voiced his hope that Clem would reconsider applying.

M. Bunn said he believed Clem had found alternative funding sources. He advised that Rep. Gomes and Sen. Rauschenbach have promised to contact DHCD re. the denial and the application process.

## **NEW BUSINESS:**

The Board reviewed Kevin Hanahan's letter of resignation,

M. Bunn presented a Certificate of Appreciation for the Board to sign.

ED advised that the Board does not have to vote on the resignation because

K. Hanahan was an elected member. The Board has app. 30-60 days to name a replacement, or the Board of Selectmen will make the appointment.

E. Dray asked how a search for members is conducted.

M. Bunn asked the Board for suggestions as to a new member.

R. Sormani would like to see a PHA tenant on the Board.

Gladys Graham advised that Kevin has also resigned from the Maushope TA Board. She agreed to bring to the tenants' attention that a new PHA Board member is needed and see if a tenant is willing to so serve.

Motion by M. Bunn to recognize and thank Kevin Hanahan for his service to the PHA, seconded by E.

Dray.

**VOTED: Unanimous to so recognize and thank Kevin Hanahan.**

**APPROVAL OF VOUCHERS:**

The Board reviewed vouchers and checks presented for signature.

ED advised that the Bookkeeper is to make some modifications re. money transfers.

Motion by R. Sormani to approve vouchers as presented, seconded by E. Dray.

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

**ADJOURNMENT:**

Due to ED's vacation the next Board meeting will be held on the second Tuesday, June 13, 2000 at 5:15 p.m. in the Maushope Common Room.

There being no further business a motion by M. Bunn to adjourn the meeting was made, seconded by E. Dray.

Unanimous to adjourn the meeting

at 6:35 p.m..

Respectfully submitted,

Lucy Singer Farkas  
Recording Secretary