

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
JUNE 13, 2000**

The following minutes are available on-line as a service and are not the official record due to changes in formatting for the Internet. The minutes may have attachments that are not included here in this format. The official, complete paper copy can be viewed during regular office hours, Monday - Friday: 8 a.m. to 5 p.m. in the Office of the Town Clerk, 260 Commercial St. Provincetown, MA 02657.

A regular meeting of the Provincetown Housing Authority was called to order by  
Michael Bunn, Chair on Tuesday, June 13, 2000 at 5:40 PM in the  
Maushope Common Room at 44 Harry Kemp Way, Provincetown,  
Massachusetts.

**PRESENT:** Michael Bunn, Chair  
Ross Sormani, Vice Chair  
Ann Maguire, Treasurer  
Mona Anderson, Board Designee  
Patrick J. Manning, Executive Director  
Lucy Singer Farkas, Recording Secretary

**ABSENT:** Eric Dray

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

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

**PUBLIC STATEMENTS:**

Towanda McClure inquired about window boxes, a subject raised and tabled in Sept. '99. These would be placed on the half-walls between apartments, excepting the ground floor.

M. Bunn asked if boxes had previously been provided tenants.

T. McClure advised that except for the ground floor, prior to the fire they had been. There are currently four boxes in use.

A. Maguire said it was better for all tenants to use a box or none at all.

M. Bunn stated that eight more boxes will be provided.

Board approved without formal vote.

Gladys Graham, President of the Maushope Tenant Association, welcomed the ED back from vacation and thanked other PHA staff, M. Bunn and R. Sormani for their help in ED's absence.

T. McClure asked if there was any follow-up to report about replacement stoves.

ED advised the inventory is yet to be conducted.

G. Graham advised that memorial services for Tyne Sousa will be held June 30 at 8:30 a.m. at St. Peters.

Mona Anderson, Board Designee was introduced to those tenants present at the meeting.

**APPROVAL OF MINUTES:**

Because A. Maguire was not present at the May meeting there was no quorum present to approve the May minutes. A vote to approve will be taken at the next Board meeting. It was noted that page 3 of the April minutes was not included in the Board packets. This will be provided the Board prior to the July meeting.

**FINANCIAL REPORT:**

Jenna Milne, Accountant for the PHA, was present to review the April Financial Report, Revisions to the 2000 budget, and the proposed 2001 budget with the Board.

She advised that the operating reserve and the 2000 budget are in healthy condition, with overruns and undercosts balancing each other out.

Septic costs were bumped up for 2001 based on prior year costs.

M. Bunn asked where income from programs go.

J. Milne advised to the reserve for capital improvements. There is no limit on how high these reserves can go; their purpose is to replace larger items as they wear out.

M. Bunn asked why monies for the chair lift at Foley House were not shown.

ED stated that the lift was donated directly, not the monies for its purchase.

J. Milne said that it does, however, increase the value of the property.

M. Bunn asked about prior year adjustments.

J. Milne said these involved expenses incurred last year that were not paid until this year.

She advised that in May the operating reserve was 56%, which is very good for this type of program.

A. Maguire asked how much the Authority is likely to add to the reserve.

J. Milne said it depends on how much the Authority plans to spend.

A few thousand taken from reserves will most likely be off-set by monies put into the reserve. She projected little fluctuation in the reserve.

In response to questions re. Item 3115, she advised that Sect. 8 units managed by the PHA are, in effect, a whole separate program and, as such, should have a separate budget and set of books. She will charge a fee of \$25 per month for this purpose.

There was a motion by A. Maguire to create a separate budget and books for Sect. 8 units, and to allocate the Accountant's fee. This was subsequently withdrawn in order to allow the Board to review the total budget to determine if a separate budget was necessary.

A. Maguire suggested a separate Sect. 8 budget as a frame of reference for expenditures.

Ann Maguire asked about the exorbitant water bill for the Court St. unit. She suggested, if possible, to get a quarterly reading so that better budget planning can be done if it appears the bill will be excessive, and to provide a warning for excessive use.

ED will so ask the Water Department. He advised that an abatement has been applied for but that the bill must be paid first, and that an abatement is not guaranteed.

J. Milne advised that the State can subsidize excessive operating costs for water.

Motion by A. Maguire to approve the monthly financial statement as presented by Accountant, seconded by M. Bunn.

**VOTED: Unanimous to approve report as presented by the Accountant.**

J. Milne reviewed the 2000 budget revision with the Board.

In order to get DHCD monies for unit maintenance (\$100 per unit) the revisions must be processed by June 30<sup>th</sup>. The \$3400 of additional funds must be spent on deferred maintenance items.

She advised that the DHCD has come up with a new salary schedule for Housing Authority Directors that tends to benefit the smaller Authorities. This provides a one-time boost in ED's salary. ED is eligible for same July 1<sup>st</sup>.

At the renewal of his contract in October, the Board can approve a 4% increase over that. The Receptionist and the Bookkeeper are eligible for a 4% increase in October. Jim Turner received his increase on April 1st.

Budget revision includes

Addition of benefits for Jim and payroll for Lucy.

R. Sormani asked why the State hadn't contacted the Board re. salary increases, rather than the Accountant.

ED said that the notice was received; he referred all to the Accountant.

J. Milne clarified that any salary increase is subject to Board approval; the State simply lists maximum rates.

M. Bunn asked about the operating reserve analysis.

J. Milne advised that the State requires showing of actual amounts, accounting for the difference in the actual financial statement and the budget revision.

The State mandates a minimum of \$500 in operating reserves with a maximum of one-half the total operating expenses in the budget.

She advised that legal suit has since set precedent allowing Authorities to exceed this amount.

Motion by A. Maguire to approve the 2000 budget revisions as proposed by the Accountant, seconded by R. Sormani.

**VOTED: Unanimous to approve the 2000 budget revisions as proposed.**

The Board reviewed the 2001 budget.

J. Milne explained again the new salary schedules that will affect most housing authorities.

The PHA is being allowed an extra \$6511.00 to spend on specific line items. Included is \$3750.00 for a

computer and computer training. This is one-time monies for specific items.

The State is, also, allowing up to a 4% increase over prior year's budget for maintenance personnel, so as to bring their salary in line with increases in ED's salary. Again, this is subject to Board approval.

J. Milne reported no substantial changes in budget from last year. The Board has flexibility regarding replacement of items and she suggested the Board give some thought to non-routine expenditures.

J. Milne announced an increase in her fee schedule to begin Oct. 1. She presented Board with payment options.

Motion by R. Sormani to elect quarterly visits by Accountant, as opposed to every other month, seconded by A. Maguire.

**VOTED: Unanimous to have Accountant visit on a quarterly basis, rather than every other month.**

Board to review and approve the 2001 budget at next meeting.

## **DIRECTOR'S REPORT:**

### **I. DHCD:**

The contract amendment for Pearl Street, adding \$14,000 to the project's' budget, has been approved by the DHCD and must now be approved by the Board.

Motion by R. Sormani to approve the DHCD contract amendment adding \$14,000 to the Pearl Street budget, seconded by A. Maguire.

**VOTED: Unanimous to approve the DHCD contract amendment.**

### **MAUSHOPE:**

A. Fire Dept. Recommendations-- ED advised that he is still working on fire plaques. Two contractors were asked to bid on construction of fire doors but neither showed up to review the project.

A. Maguire will suggest other contractors to ED.

B. Air Conditioner—Jim Turner has installed the AC wall switch and unit is fully operational.

C. Census is 24 of 24, with Unit 28 now being occupied.

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

A. Water use—ED advised that he has applied for an abatement on the exorbitant water bill for 35A Court Street. However, the bill must first be paid and there is no assurance that the abatement will be granted. Jim Turner is now checking weekly to make sure the outside water source has not been hooked up again.

B. ED reported that the broken slider for 421/2 A Aunt Sukey Way has been ordered and is due to be installed on June 19<sup>th</sup>. The entire slider panel has to be replaced. It will be replaced with the same brand that is there now. The cost is not an expense to the PHA.

C. Census is 7 of 9, including Pearl Street.

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

A.. ED advised that he is waiting for the tenants' painting plan.

B. Census is 9 of 10.

### **V. OTHER:**

A. Pearl Street—M. Bunn reported that invitations are ready to be sent out for the open house reception on June 29<sup>th</sup>. Still awaiting the DHCD guest list. A. Maguire is to be in charge of programming for the event.

ED advised that the carpeting and linoleum should be installed by Monday. Refrigerators should be installed within two weeks and stoves are to be ordered.

The plumber has yet to complete his work. PHA will advance plumber monies, to be deducted from the contract amount.

ED is trying to come up with a date for the Town Beautification Committee to begin landscaping.

Volunteers to assist in this are available. Martin Landscaping is to do the driveway and front step.

Hook-ups for the stoves are to be completed by the electrician by the end of the week.

Two families are being considered for the 3-bedroom unit. ED is not sure if the PHA must advertise the 1-bedroom unit. DHCD has been consulted.

A. Maguire asked ED to push DHCD for an answer to this.

B. Creek Road—ED advised that he is still awaiting the report from Coastal Engineers.

M.Bunn said that the information is needed by the July Board meeting as it is needed in conjunction

with block grant applications.

**NEW BUSINESS:**

ED said that Laura Shufelt is to get a management proposal to the PHA for Clem Silva.

R. Sormani asked if there is a maintenance contract for the Foley House chair lift.

ED advised that the cost for a contract was too prohibitive. He will look into the possibility of coverage for the lift under the Maushope elevator contract.

M. Bunn asked about the memo from Tom Hackenson of DCHD re. citations at Maushope for wet gallery entrance decks.

ED advised there have been no citations.

M. Bunn announced a workshop on Exec. Order 418—Housing Certification of Towns, on Wed. June 28<sup>th</sup> at the LCDC.

**APPROVAL OF VOUCHERS:**

The Board reviewed vouchers and checks presented for signature.

Motion by A. Maguire to approve vouchers as presented, seconded by

R. Sormani

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

**ADJOURNMENT:**

The regular meeting of the Board was adjourned to allow the Board to meet in a special Executive Session.

Motion by A. Maguire that PHA go into Executive Session for purpose of litigation and will not re-adjourn to regular session, seconded by R. Sormani.

**VOTED: Unanimous to so adjourn to Executive Session.**

Due to the holiday, the next Board meeting will be held on the second Tuesday, July 11, 2000 at 5:15 p.m. in the Maushope Common Room.

Respectfully submitted,

Lucy Singer Farkas  
Recording Secretary