

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

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A regular meeting of the Provincetown Housing Authority was called to order by Michael Bunn, Chair, on Monday, October 2, 2000 at 5:24 PM in the Maushope Common Room, 44 Harry Kemp Way, Provincetown, Massachusetts.

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

**ABSENT:** Eric Dray, Vice- Treasurer  
Mona Anderson

**AGENDA:** A. Maguire requested additions to the agenda of a recent HUD grant, and the Capt. Bertie Project selection process.  
M. Bunn requested that Clem Silva's presentation be moved forward on the agenda, following Financial Reports.

Motion by A. Maguire to approve agenda with noted changes, seconded by R. Sormani.

**VOTED: Unanimous to approve agenda with noted changes.**

**PUBLIC STATEMENTS:**

Joyce Wiles, Maushope tenant presented the Board with a request for the use of the Maushope Common Room by her Women's Support Group on Mondays from 7-8:30 p.m. until the end of May.

A. Maguire asked if the room was available.

ED stated the room is not used regularly by the tenants and would normally be free during the time requested.

Towanda McClure advised the Tenant Association had voted to approve such use of the room by the group.

M. Bunn stated that in case of an emergency use of the room by tenants would take precedence.

Motion by A. Maguire to approve use of the Maushope Common Room by the Women's Support Group on Mondays from 7-8:30 p.m., until May 15, 2001, seconded by R. Sormani.

**VOTED: Unanimous to approve such use of the of the room by the group.**

**APPROVAL OF MINUTES:**

Approval of the September minutes was deferred until November meeting, as

R. Sormani was not present in September and could not vote on same.

**FINANCIAL REPORT:**

Board reviewed Financial Reports for July and August.

ED noted that corrections to the Foley House statement, requested in June, had not yet been made. As a result, the carry over amounts are incorrect.

Motion by A. Maguire to approve Financial Reports, with corrections to be made to the Foley House Account, seconded by R. Sormani.

**VOTED: Unanimous to approve reports, with Foley House corrections to be made.**

## **PRESENTATION BY CLEM SILVA:**

Clem Silva and Laura Shufelt of Cape Affordable Housing Consortium, presented the Board with an update on the progress of Clem's project and discussed possible PHA management of the residential units in the project. These include a one-bedroom affordable handicapped unit, ten affordable SRO's, and a four-bedroom apartment, either to be used by Clem's employees over the summer and rented off-season at market value, or to be let on a yearly basis at market value.

A. Maguire asked about the interfacing with the management of the project's commercial units. Who is responsible?

L. Shufelt advised that the commercial clients would take care of their own premises and pay rent directly to the landlord. The PHA would be responsible for structural and grounds maintenance and administration of the other units. Taxes and insurance would be the responsibility of the owner and not borne individually by the tenants or by the Authority.

R. Sormani asked how a multiple-use building is taxed.

L. Shufelt advised that the entire project is taxed as a "for-profit".

M. Bunn asked if the PHA would be responsible for all utilities.

L. Shufelt said yes.

A. Maguire asked if the building will be presented to the Authority as a turn-key, with all construction and landscaping complete.

L. Shufelt said yes.

A. Maguire asked about responsibility for trash removal, exterminator and elevator maintenance. These need to be clarified in the contract.

ED asked about the septic system.

L. Shufelt said the PHA would be responsible for septic pumping and maintenance.

A. Maguire expressed concerns about the ability of the PHA to manage the project with existing staff.

ED stated it would not be possible under current staffing conditions.

A. Maguire said the Board would have to examine hours for ED and support staff.

ED asked about the parking area.

B. Silva said there are 24 spaces and likely a space would be assigned to each unit.

M. Bunn stated it appears the Authority would be responsible for everything but the payment of taxes and insurance.

R. Sormani questioned if the management fee proposed would be sufficient.

A. Maguire said this could be negotiated and that some maintenance tasks could be contracted out if the PHA cannot handle with current staff.

R. Sormani asked if the MHP recommended the management fees and schedule.

L. Shufelt answered "yes", but says their estimates tend to be conservative.

A. Maguire directed ED to further peruse the proposal re. administrative needs, for further Board discussion.

ED asked if the MHP schedule was based on full occupancy.

L. Shufelt said "yes", but there is a 5% vacancy rate.

R. Sormani asked if there is a back-up plan in the event the PHA rejects the proposal.

L. Shufelt stated the alternative would be a private company, although no specific company has been ear marked. The owners would prefer to invest management with the PHA based on the Authority's good record.

ED asked if the MHP would be agreeable to contracting out maintenance services.

L. Shufelt said "yes".

B. Silva advised that a Nov. 1<sup>st</sup> occupancy is anticipated but that the PHA would not become involved until later on.

A. Maguire said a timely discussion of the proposal is definitely needed.

## **DIRECTOR'S REPORT:**

### **I. DHCD:**

Open charge account—Ed advised that PHA Attorney Grace is now dealing with Bank One legal

department in an effort to get account records, including the original application. She has suggested a meeting with the Attorney General if the Bank remains unresponsive. She feels this may be likely. R. Sormani asked if there is any proof that there was prior approval given to open the account. ED said “no”. He has learned, too, that no payments have been made on the account since April. Pat Grace has asked that any calls from the Bank be referred to her.

## **II. MAUSHOPE:**

A. Fire Dept. Recommendations—ED has received three estimates for the fire door, with the original estimate of \$1575.00 being the lowest. Board authorized the payment of a \$500.00 deposit to the contractor.

The plaques for the doors should be installed before the end of the month.

B. Apartment 18—ED advised that discovery has been served on defendant and there is now an automatic delay of two weeks. New Court date is October 19th.

C. Census is 24 of 24.

## **III. FAMILY HOUSING:**

A. DHCD has approved the subsidy for the one-bedroom unit at 40 Pearl and advised that no advertising of unit needed as a wait list had been established. The unit was rented as of October 1<sup>st</sup>.

B. Census is 9 of 9, including Pearl Street.

## **IV. FOLEY HOUSE:**

A. Interior Painting—ED advised that several issues have delayed painting of the common area.

B. Census is technically 9 of 10, but as of Oct. 1<sup>st</sup>, actually 6 of 10 due to the abandonment by two residents and the death of another.

A. Maguire asked if there is a wait list.

ED said “yes” and that he is currently discussing new tenants with Tim Hazel. Jim Turner is cleaning and prepping the rooms for new rentals.

## **V. OTHER:**

A. Welfare to Work Program—ED advised that the original individual who had applied for work with the PHA under the program is now working a full contingent of hours elsewhere and not in need of the work. Program could refer another individual.

B. FY2001 Staff Pay Increases—Board discussed staff pay increases which would be effective October 1<sup>st</sup>.

A. Maguire advised that there is money in the budget to accommodate pay hikes.

ED advised that in April 2001 the DHCD will be issuing the new maintenance schedules and in July 2001 ED’s salary will increase to meet those schedules over and beyond what the Board now approves.

Motion by A. Maguire to approve staff pay increases of 4% for ED, J. Turner and Lucy Singer Farkas, and an 8% increase for John Ransom, PHA Bookkeeper, who is a contract employee, seconded by R. Sormani.

**VOTED: Unanimous to so approve  
staff pay hikes.**

## **OLD BUSINESS:**

A. 40 Pearl Street--ED advised that Tom Hackenson of the DHCD did a walk-through of the project. Board must vote to sign-off on the work as complete. This does not signify that monies yet owed by the DHCD will not be paid.

Motion by A. Maguire to accept the 40 Pearl Street project as totally completed and ready for occupancy, seconded by R. Sormani.

**VOTED: Unanimous to so accept and to sign-off on the project.**

ED advised that he has sent another letter to Norman Tierney re. outstanding plumbing bills and awaiting a response. Some, if not all, of the added costs for the up-grades could likely come from SMOC. Mr. Tierney must spell out his work entailed in the up-grades.

M. Bunn asked how he will be paid.

ED advised some by SMOC and the rest by the PHA. There will likely be about \$1500.00 left, over the cost of the project. He stated that Mr. Tierney's workmanship was excellent although above and beyond what was approved.

M. Bunn asked if Mr. Tierney could be paid by the Authority and then await SMOC reimbursement.

ED said this is possible as there is money available in the MOD account.

B. Creek Road—ED advised that there is app. \$2000 left for engineering studies, as per the MHP. Additional monies could come from CEDAC but a proposal to CEDAC would have to be presented. If the project is unrealized through no fault of the PHA this money may not have to be reimbursed, otherwise it must be repaid.

M. Bunn said remediation of the drainage problem must first be worked out.

ED stated the Town could apply for the funds for the remediation once the scope and cost is known.

A. Maguire stated she will try to meet with Keith Bergman regarding Town investment in the project.

C. Clem Silva Project—Discussed earlier.

**NEW BUSINESS:**

Board discussed the proposed acquisition of a 2-unit rental in Provincetown by the LCCCDC.

A. Maguire asked why the CDC is buying the property instead of the PHA.

M. Bunn responded that the CDC was approached by the property owners. It was not discussed about contacting the PHA. The owners want the units to remain affordable and called the CDC because they were aware of other similar involvements by the CDC. The CDC has higher limits for home funds per project than does the PHA, which this project will likely need.

M. Bunn asked the PHA for support of the CDC applications to DHCD and for County Home Funds.

ED asked if Provincetown residents would be given priority.

M. Bunn stated that 70% can be for local resident preference. One unit will be reserved for a subsidy holder. There is already one family in occupancy with a subsidy and is a Provincetown family.

R. Sormani asked if the PHA will ultimately own the property,

M. Bunn said "no", the CDC will own.

Board agreed to support the project and CDC's applications by consensus.

A. Maguire advised the Board that a HUD grant was recently received by a consortium of Cape Housing Authorities. Wants to know why the PHA was not invited to be a member of the consortium.

ED advised that there is a monthly meeting of the Consortium which he has been unable to attend. He does not know why the PHA was not invited to be a Consortium member.

A. Maguire asked about the tenant selection process for the Capt. Bertie Way project.

M. Bunn said this was administered by the Cape Homeownership Center of the HAC.

A. Maguire said there appeared to be discrepancies in tenant income.

ED asked if income depended on the size of the Unit.

M. Bunn advised that the project was all 2-bedroom units but that the HAC has conducted similar lotteries in the past and that they are a very fair and legitimate concern.

ED stated the window is quite small for the applicant to meet both the income guidelines and the guidelines for mortgage qualification.

A. Maguire asked if there are any Cape banks aggressively helping first time home buyers.

M. Bunn said there were several, including Cape Cod 5 Cents, Seamen's, and CCB & T.

A. Maguire said these banks could possibly be used for the Creek Road project.

**APPROVAL OF VOUCHERS:**

The Board reviewed vouchers and checks presented for signature.

A. Maguire questioned expenses for AT&T Broadband and was advised this was simply the new name of Media One cable TV.

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

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

**ADJOURNMENT:**

The next meeting of the Board is scheduled for Wednesday, November 8, 2000 at 5:15 p.m. in the Maushope Common Room

There being no further business a motion by A. Maguire to adjourn the meeting was made, seconded by R. Sormani, Unanimous to adjourn the meeting at 6:40 p.m.

Respectfully submitted,

Lucy Singer Farkas,  
Recording Secretary

