

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
January 2, 2001**

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A regular meeting of the Provincetown Housing Authority was called to order by  
Michael Bunn, Chair, on Tuesday, January 2, 2001 at 5:15 PM in the  
Maushope Common Room at 44 Harry Kemp Way, Provincetown,  
Massachusetts.

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

**ABSENT:** Ann Maguire, Treasurer

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

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

**PUBLIC STATEMENTS:**

Gladys Graham, Maushope TA President, wished the Board a Happy New Year on behalf of the Maushope tenants.

**APPROVAL OF MINUTES:**

E. Dray advised that as per the Town Clerk a Board member who is absent for a particular meeting can still vote approval of the minutes for that meeting.

Motion by R. Sormani to approve minutes of November 8, 2000, seconded by M. Anderson.

**VOTED: Unanimous to approve minutes of  
November 8, 2000.**

Motion by M. Anderson to approve minutes of December 5, 2000. seconded by R. Sormani.

**VOTED: Unanimous to approve minutes of  
December 5, 2000.**

**FINANCIAL REPORT:**

The Board reviewed the report, including clarification of questions raised at the December meeting.

R. Sormani asked about "Doubtful Accounts" in Foley House report.

ED explained this will be shown monthly as per new HUD guidelines, and represents accumulating debt of tenants who leave owing rent. The amount shown is actual monies owed. At the end of the year any monies collected will be deducted from that amount.

R. Sormani asked about the Operating Reserve at 91% and if this is problematical.

ED explained this is normal for this time of year because DHCD takes back money for unexpended subsidies at this time; as a result the reserve drops considerably.

M. Bunn asked if there is a cap on Capital Reserves and for what that money can be used.

ED will clarify with the Accountant.

M. Bunn remarked that Foley House appears to remain in good financial

condition despite vacancies; asked how the program measured up to other such programs in the State. ED stated that programs are not identical, depends on how they are set-up. Because Foley House is a relatively new building and because furnishings were not initially bought by the PHA, maintenance expenses are relatively low. The mortgage is small because most of the development costs were covered by grants.

Motion by E. Dray to accept Financial Report and clarifications as presented, seconded by R. Sormani.

**VOTED: Unanimous to accept Financial Report and clarifications.**

## **DIRECTOR'S REPORT:**

### **I. DHCD:**

A. Open charge account—ED advised that PHA Attorney Grace says that fees and interest on the account are likely to accrue. However, she advises that the bill not be paid until the Authority receives a written statement of the account. DHCD will not approve payment without a written bill, when the PHA is audited.

E. Dray asked where the Bank is mailing the monthly statements.

ED said apparently to the individual whose name is on the account.

R. Sormani asked the Board to re-visit the issue of paying off the account.

M. Bunn suggested the Board meet in Executive Session immediately following regular meeting to hash out the matter.

B. Atrium Windows—No further contact by DHCD re. atrium windows for Maushope walkways, but ED advised that Tom Hackenson has contacted someone regarding window specs, costs, etc..

M. Bunn asked if DHCD has guaranteed repayment for PHA costs associated with this project.

ED advised that, according to Tom, DHCD will pay because it involves an issue of safety, but that this is not an official ruling. Also, the tenants do not have to have a consensus in the matter.

M. Bunn directed ED to continue to follow-up with DHCD.

### **II. MAUSHOPE:**

A. Fire Dept. Recommendations—ED reported the second contractor has not returned his calls; Ed to keep trying and, also, to seek another bid for the project.

B. Apartment 18—New tenant has been selected and tentative move-in date is January 3<sup>rd</sup> if tenant provides a final piece of necessary documentation for emergency status.

C. Census is 23 of 24.

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

A. Tenant Dispute—The tenants involved appeared in Court on December 26<sup>th</sup>, were sent for mediation, which was unsuccessful. Decision by the Judge was deferred. ED has requested a copy of the police report from both individuals but neither so far has complied. The police will not provide the Authority with a copy as the PHA is not a party to the action.

B. Census is 9 of 9.

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

A. Interior Painting—Painting of common area by tenants remains on hold. Board suggests removing item from agenda until some future time.

B. Census is 6 of 10 but one new tenant may have moved in over past weekend.

### **V. OTHER:**

A. ED Contract—not discussed.

B. Town Art Display—ED advises that Attorney Grace says that there is likely to be a liability issue but suggests that the Town should cover the cost for such insurance.

M. Bunn asked when the Foley House chair lift was last inspected.

ED said that it had not been done since its installation but should

be done every five years. A maintenance contract is prohibitively expensive and Tim Hazel is to check on costs for individual inspection and maintenance.

## **OLD BUSINESS:**

- A. Pearl Street—Not discussed.
- B. Creek Road—E. Dray advised that David Guertin has estimated remediation costs of app. \$55,000.00, which seems to be a fairly accurate price. He has discussed with Keith Bergman who hopes to include request for this money in the February round for block grants. This appears to be a reversal of prior discussions that no grants for the project would be sought unless and until the property was transferred to the PHA. E. Dray will follow-up with the Town's getting the matter on the warrant.
- M. Bunn said that a representative from the Authority should be present at the Town Meeting to present arguments on the project, if necessary.

## **NEW BUSINESS:**

ED advised that the Authority has received no further communication from the LCCDC re. PHA management of 27 Nelson Avenue.

M. Bunn stated that there have been 21 applications received for tenancy of the two apartments.

ED asked if the paper work naming the Authority as property manager has yet been submitted.

M. Bunn reported that the paperwork has been submitted with the PHA as property manager as one option.

R. Sormani asked if the Board had resolved to purchase new furniture for the Maushope Common Room.

M. Bunn asked if same can be purchased from Operating Reserve funds.

ED to follow-up.

R. Sormani asked about losing money from DHCD.

ED explained he is not clear about their new formula for payment; however, based on that formula, DHCD determines the subsidies for the Authority. At the end of the fiscal year any unexpended monies are recouped by DHCD; these monies cannot be used by the Authority for other purposes. However, by recouping these funds the DHCD does make available access monies that the PHA can tap into for other projects.

R. Sormani asked if the subsidies for this year were higher or lower than previous year.

ED believes they are a little higher but will check out.

E. Dray asked if capital expenditures are included in the budget at beginning of the year, if known. Also, feels the Board should make efforts each year to access project monies.

ED advised that in the past DHCD has contacted the Authority in June (end of fiscal year) re. access funds for projects. They will not, however, fund such things as furniture for the Common Room. Last year the snow blower and computer desk were purchased.

Towanda McClure asked again about replacement of stoves at Maushope.

ED advised that the inventory has not yet been done.

R. Sormani raised a discussion of property purchases by the PHA.

Because he and M. Anderson are realtors, what are legal ramifications in such cases?

E. Dray said that likely such Board members would be recused if they or their agency were involved. If no money benefit is to accrue, a disclosure should be filed.

R. Sormani said he wanted to discuss the issue just in case the scenario presents itself. Personally, he would prefer to stand back from any property purchases by the Authority.

E. Dray said that as a Board Commissioner the realtor could look at property, but if recused should step out of all discussions of property and project.

R. Sormani said that he would feel comfortable becoming involved in project decisions once the actual purchase is made.

E. Dray wants to make sure of legal grounds and precedents and suggests calling the State Ethics Board for parameters.

R. Sormani will, also, check with the State Board of Realtors.

ED will call the DHCD legal department for their opinion.

M. Bunn advised that A. Maguire will be retiring from the Board in May leaving a vacancy. Asked Board members to give thought to potential new members.

**APPROVAL OF VOUCHERS:**

The Board reviewed vouchers and checks presented for signature.

Motion by E. Dray to approve vouchers as presented, seconded by  
M. Anderson.

**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 and will not re-adjourn to regular session.

The next Board meeting will be held on Tuesday, February 6, 2001 at 5:15 p.m. in the Maushope Common Room. Regular session adjourned at 6:10 p.m..

Respectfully submitted,

Lucy Singer Farkas,  
Recording Secretary