

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
February 6, 2001**

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A regular meeting of the Provincetown Housing Authority was called to order by  
Michael Bunn, Chair, on Tuesday, February 6, 2001 at 5:16 PM in the  
Maushope Common Room at 44 Harry Kemp Way, Provincetown,  
Massachusetts.

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

**ABSENT:** Mona Anderson

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

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

**PUBLIC STATEMENTS:**

Gladys Johnstone, Maushope TA Secretary, introduced Towanda McClure as the new TA Chair, pro tem, replacing Gladys Graham.

Towanda emphasized that her position is temporary and that she will re-assume the position of Vice-Chair as soon as the Association can fill the position of Chair on a permanent basis. She stated that Gladys Graham left the office in tip-top condition.

The Board thanked G. Graham for her service to the TA.

**APPROVAL OF MINUTES:**

Motion by R. Sormani to approve minutes of January 2, 2001 of both regular and executive sessions, seconded by E. Dray.

**VOTED: Unanimous to approve minutes of  
January 2, 2001.**

**FINANCIAL REPORT:**

ED distributed a corrected statement of the DHCD subsidy payback.

M. Bunn noted that the corrected figures show that the PHA must repay a larger amount than originally shown. ED explained that the Authority received a larger subsidy last year and that a double payment was, too, received. DHCD has written the Authority requesting expedient pay-back; this is for FY2000 only, as subsidy overpayments for previous years have already been re-paid.

M. Bunn questioned why the Capital Reserve Fund is so low.

ED explained that this reserve is used for larger capital improvements (for example, new roofing). Generally, if this reserve is kept low should capital expenditures be required that exceed the reserve, the DHCD will likely help finance those expenditures, rather than ask the PHA to foot the entire bill. The Authority is not required to have any specific amount in the reserve but has set it low upon the advice of the PHA Accountant for reason stated above.

ED clarified the difference between Capital Reserve Funds and Restricted Reserve Funds. The latter must be used for the specific purpose for which the funds were set aside. Currently the PHA has no Restricted Reserves. A. Maguire asked where is the money that must be sent back to the DHCD and why is it owed.

ED explained that the money is in the PHA Operating Reserve and represents subsidy overpayments given the Authority during the past fiscal year. No such money from prior years is owed as it has already been reimbursed to DHCD. ED is not familiar with the way DHCD calculates the subsidies.

A. Maguire noted that the subsidy amount and the amount to be repaid are almost identical and feels further investigation of this “coincidence” is needed.

R. Sormani, also, questioned the Low Capital Reserve and feels it should be “healthier” than it is,

A. Maquire stated that a higher Capital Reserve would allow the PHA greater flexibility to do projects without having to rely on the largess of DHCD, particularly as there is no guarantee that they will help fund projects beyond the Authority’s reserve. Also feels the Authority should earmark funds to a Restricted Reserve.

E. Dray asked the ED to clarify with DHCD if maintaining a higher Capital Reserve is likely to limit DHCD funding.

R. Sormani asked what is a healthy rate for the reserve funds.

At the Board’s request, ED will ask the Accountant to appear at the April meeting to answer Board questions re. these issues.

M. Bunn asked about Foley House investments in MMDT.

ED advised that as Foley House is a Federal program the monthly subsidy money goes into an interest bearing account; in this case a money market.

M. Bunn asked if this was the best interest rate and whether there are other investment options open to the Authority.

ED will clarify what is allowable.

A. Maguire asked about money owed to Bay State Contracting.

ED advised that this is not owed by the PHA and was money given to the Town Historical Commission but is shown as a PHA liability. He is not sure of the deal between the Town and Bay State at the time Foley House was funded but emphasized, again, that this is not a PHA liability.

M. Bunn asked about money earmarked for awnings at Maushope.

ED stated that if DHCD pays for the awnings the PHA will not have to spend its money for same.

M. Bunn asked if this money, or some other budget item, could be used to purchase furniture for the Maushope common rooms.

ED said that money is available that was not spent on refrigerators and it may be possible to use this.

Otherwise, the Board can make a budgetary amendment to move funds from the Operating Funds. He cautioned that DHCD has not yet approved and returned the budget to the Authority and monies allocated in the budget cannot as yet be spent. DHCD has said they will try to have budget approved and returned by this week. A stove inventory will be done at the time of annual apartment inspections.

E. Dray asked why the furniture cannot simply be purchased from the Operating Reserves.

A. Maguire suggested spending the next month investigating types and costs of furnishings and using the money designated for the atrium windows, assuming DHCD funds that project.

ED said the selection process should involve the Maushope tenants. Also, purchases over \$5000.00 will require written bidding.

R. Sormani recommended that the Maushope TA appoint a committee to explore the purchase of furniture.

G. Johnstone suggested that furnishings could be purchased in phases over several years.

A. Maguire asked about Foley House benefits.

ED said that these are pre-paid.

Motion by E. Dray to accept Financial Report with corrected subsidy data, seconded by A. Maguire.

**VOTED: Unanimous to accept Financial Report with corrected subsidy data.**

## **DIRECTOR’S REPORT:**

### **I. DHCD:**

A. Open charge account—The PHA Attorney has advised that the Board has two options re. the open account:

1. Involve the State Attorney General;
2. Put G. Goolishian on notice by letter to pay off the account before going to the Attorney General.

A. Maguire suggested that the PHA Chair at the time the account was opened be contacted.

ED said that this has already been done but no clear answer from the former Chair was given.

A. Maguire emphasized the need for the matter to be resolved. Suggested that the PHA Attorney write to Bank One advising that the Authority has no responsibility for the account, particularly as the Bank has failed to cooperate with the Authority. She, also, asked the ED to check with the Attorney to determine in the event the Board approves something improper if responsibility lies with the Board or with the individual members.

E. Dray asked if it were possible to have the former PHA Board sign an affidavit stating that they did not authorize former Director Goolishan to open the account. If so, this would absolve the PHA from any liability.

B. Atrium windows for Maushope—DHCD architect has submitted plans for DHCD approval. ED has requested a status report from Tom Hackenson.

M. Bunn suggested the use of E-mail to get information; feels this might be more effective than telephone contact.

A. Maguire suggested contacting Ed Roach first and then try the E-mail approach.

C. Pearl Street contract—ED advised that Gordon Yuen of DHCD wants to extend the contract an additional year (to 3/31/02) just in case outstanding bills surface. The contract is still open and the last bill received will be paid by the end of March 2001. ED does not see a need to extend contract.

R. Sormani asked that if the contract remains open will it have a negative impact on new projects?

M. Bunn stated he sees no need to extend the contract.

Motion by M. Bunn to close the Pearl Street contract as of 3/31/2001, seconded by R. Sormani.

**VOTED: Motion passed three to one,  
with A. Maguire abstaining.**

## **II. MAUSHOPE:**

A. Fire Dept. Recommendations—ED still trying to get bids for the fire door.

A. Maguire suggested ED contact Tom Hackenson for possible contractors.

G. Johnstone asked the Board the purpose of the fire door.

ED stated that the Fire Dept. has recommended same as an added safety precaution, particularly for the ground floor units.

B. Census is 24 of 24.

## **III. FAMILY HOUSING:**

A. Tenant Dispute—Matter still pending as defendant appeared in Court without an attorney; new date is late February.

B. Census is 9 of 9.

## **IV. FOLEY HOUSE:**

A. Chair lift—ED has not received a firm price for maintenance of the lift; company advises will depend on time (at \$75 per hour) and materials needed. This will be done as a one-shot routine rather than through a more costly contract.

By consensus the Board approved the expenditure for the lift maintenance.

B. Census is 7 of 10.

## **V. OTHER:**

A. Town Art Display at Maushope—ED advised that DHCD will not provide insurance coverage for any such display; says that the Town should carry such coverage. This may be questionable because Maushope is not a Town-owned building. The question of public access

must, also, be addressed.

ED advised that relative to the purchase of development properties by the PHA, DHCD saw no problem if a member of the Board who was a realtor would not profit in any way from land purchases.

R. Sormani said that personally he would step back from any property acquisition but felt comfortable participating in development plans once an acquisition is made.

A. Maguire stated that is most important to provide a public disclosure of any possible conflict of interest.

#### **OLD BUSINESS:**

A. Creek Road—A draft of the Creek Road article for the Town warrant has been requested of both the PHA and the Local Housing Partnership.

E. Dray believed the article was to be drawn by the Board of Selectmen.

A. Maguire asked E. Dray to contact Keith Bergman to elicit Town sponsorship of the article along with the PHA and the Housing Partnership. She suggested that Board members meet with individual Selectmen to enlist their cooperation as co-sponsors.

M. Bunn will first discuss with Keith Bergman.

E. Dray thanked Ann for interceding to get the Town to pay for remediation of the property.

#### **NEW BUSINESS:**

ED advised that there has been no further communication from the LCCDC re. possible PHA management of 27 Nelson Avenue property. The new Housing Director is Cheryl Dale.

A. Maguire suggested that the Board send her a note of welcome.

M. Bunn briefed the Board on several articles for the Town warrant that impact on affordable housing, although he has not yet seen the written drafts of the articles.

Board consensus was that the PHA should and must be a major player in decisions involving land purchases and development of affordable units.

M. Bunn advised that there is to be a work session next Friday at Town Hall regarding the articles.

E. Dray will attend as the PHA representative.

A. Maguire expressed some concern about the Foley House census.

ED advised that there is a wait list and that prospective tenants were being interviewed.

ED advised that Mona Anderson must file nomination papers by 3/9 to run for her Board seat.

A. Maguire suggested that the Board place an article in the Banner seeking prospective Board members.

ED informed Board that the Town Clerk is doing an article for the Banner regarding all Board seats up for election.

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

The Board reviewed vouchers and checks presented for signature.

Motion by M. Bunn to approve vouchers as presented, except the voucher for repayment to DHCD, seconded by A. Maguire.

**VOTED: Unanimous to approve vouchers as presented, except voucher for repayment to DHCD.**

#### **ADJOURNMENT:**

There being no further business a motion by A. Maguire to adjourn the meeting was made, seconded by E. Dray. Next Board meeting scheduled for Tuesday, March 6, 2001 at 5:15 p.m. in the Maushope Common Room. Meeting adjourned at 7:05 p.m..

Respectfully submitted,

Lucy Singer Farkas,  
Recording Secretary