

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
MARCH 13, 2001**

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A meeting of the Provincetown Housing Authority was called to order by Michael Bunn, Chair, on Tuesday, March 13, 2001 at 5:30 PM in the Maushope Common Room, 44 Harry Kemp Way, Provincetown, Massachusetts.

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

ABSENT: Ross Sormani, Vice-Chair
Eric Dray, Vice-Treasurer
Mona Anderson

Because a quorum was not present, the Board could not conduct its regular business; however, informal discussion was held on several issues.

The two Board members present, also reviewed vouchers and signed checks presented for signature.

ED was directed to invite the PHA Accountant to the April Board meeting.

The next regular Board meeting is scheduled for Tuesday, April 10, 2001 at 5:15 p.m. in the Maushope Common Room.

Respectfully submitted,

Lucy Singer Farkas,
Recording Secretary

VOTED: Unanimous to approve agenda as presented.

PUBLIC STATEMENTS:

Gladys Graham, TA President, thanked the Board for their work on behalf of the tenants this past year.
E. Dray announced the up-coming production of “Amhal” at Town Hall and will attempt to secure discount tickets for Maushope residents.

APPROVAL OF MINUTES:

Approval of the November minutes was postponed until next month as two Board members had not been present at that meeting and could not vote on same.
E, Dray is to check with the Town Clerk to determine if there is a correct procedure to follow to deal with this situation.

FINANCIAL REPORT:

Board reviewed October financial report, the first of the new fiscal year.
M. Bunn expressed concerns about possible under-budgeting for Employee Benefits based on last year's figures.
ED explained that Jim Turner did not receive a full year of benefits and that now he is budgeted for a full year.
M. Bunn stated that as presented in the report, it seemed that each month will show higher expenses in this category.
ED will clarify this and Health Benefits amounts with the Accountant.
M. Bunn questioned Emergency Repairs for Awnings.
ED clarified that this is money that has been set aside for such but not as yet expended.
M. Bunn asked about a new line in the Foley House balance sheet,
ED advised this was as per new HUD requirements and is an allowance for doubtful accounts in situations where tenants leave owing rent and where the rent is not likely to be recouped, This is not, in fact, an allowance but money the PHA will likely never receive.
M. Bunn quested the Operating Statement for Foley House concerning contract costs and electricity expenses.
ED will clarify the contract costs with Accountant. He explained that more electricity is used during the winter months and, thus, the discrepancy in electric costs.
M. Bunn noted that the electric costs were almost double.
E. Dray said that this should even out over the year.
ED will, also, clarify this with the Accountant.
M. Bunn suggested that the Accountant attend a Board meeting on a regular basis, perhaps twice a year, to clarify Board questions about the Financial Report . She last appeared before the Board at budget approval time.
E. Dray suggested waiting to see what type of questions “pop-up” in January and then decide when best to ask Accountant to attend Board meeting.
M. Bunn stated the training aspects of her visits would be useful, as well.
M. Bunn further questioned that the Authority is at 91% of its maximum reserves.
ED explained that the DHCD pays rent subsidies at end of the year, often over-paying actual amount, and then requesting the return of unexpended funds. Not sure how the DHCD formula works but says that overpaid rent subsidies must be repaid and cannot be used towards other expenses. Subsidies are kept in the general operating reserve. It is possible to get a waiver to avoid repayment of unexpended funds, but only if the Authority is operating at a loss.

Motion by E. Dray to approve Financial Report with clarifications, seconded by M. Anderson.

VOTED: Unanimous to approve Financial Report with clarifications.

Board agreed to discuss Creek Road project (Old Business) prior to Director's Report as E. Dray had to leave meeting early.

He reported that Reggie Donahue of Coastal Engineering was recently injured, delaying the follow-up to the initial report on the property. Mr. Donahue will be preparing a proposal on the cost for remediation of the property to be completed within six weeks.

A. Maguire asked if David Guertin of the DPW could provide a cost estimate more quickly.

E. Dray said he would check with David but believes his figures will be very high.

A. Maguire emphasized the need for a "ball park" figure for the remediation; asked if we can get it this week.

E. Dray will do so tomorrow and Ann can then present to Keith Bergman.

A. Maguire apprised Board the new town sewer review is due in March and that Creek

Road remediation could possibly fit in with this, if the Authority has some cost guidelines. The Town has shown its intent to turn over the property to the PHA but needs to know if the project is viable. If so, decisions can then be made as to how and to whom the project can be presented for funding.

DIRECTOR'S REPORT:

I. DHCD:

A. Open charge account—PHA Attorney Grace has advised that the account cannot be paid off as the Authority does not yet have an actual bill. She has advised Bank One that the records are needed to substantiate charges.

M. Bunn asked if interest was accruing on the account.

ED will clarify with Accountant.

A. Maguire went on record as opposing any pay-off of the account by the PHA.

B. Maushope Atrium Windows—DHCD has assessed the safety of the walkways and has suggested replacing screens with moveable glass windows and using roof fans for circulation. The fans will be hooked into the alarm system and will turn on if the alarm goes off.

M. Bunn asked who will pay for the renovation,

ED believes the DHCD will bear the costs, particularly as matter involves a safety issue. Anti-mold paint would replace what is currently on the walls.

M. Bunn asked if there was a time table for the renovation and if the windows will be stationary.

ED has no idea of time frame and says the windows will be operable.

II. MAUSHOPE:

A. Fire Dept. Recommendations—Contractor Page has advised he is unable to install fire door due to health problems. ED to contact second bidder.

B. Apartment 18—The apartment is vacant but rent is still owed and will likely have to be written off.

A. Maguire asked if someone is ready to move in.

ED advised that new DHCD emergency guidelines have delayed tenant processing. Local emergency will take precedence over an out-of-town emergency. The apartment has been cleaned but some furniture has been left behind which a new tenant may want.

C. Census is 23 of 24.

III. FAMILY HOUSING:

A. Tenant Dispute—A December 26th Court date has been set for the alleged assault of one tenant by another. The Authority must wait to see what the Court does before proceeding with its own action.

B. Census--Census is 9 of 9.

IV. FOLEY HOUSE:

A. Painting of common area by tenants on hold due to tenant turnover.

B. Census—Census is 7 of 10.

A. Maguire asked if there is a wait list.

ED said there are several persons on the list and Tim Hazel is interviewing prospective tenants.

A. Maguire asked about the maintenance of the Foley House chair lift.

ED advised that inspection is necessary every five years. He will check to see when last done,

V. OTHER:

A. ED Contract—ED contract ended in November and Board has been presented with material for review and discussion. He noted that his salary was figured erroneously and, in effect, he has been over paid app. \$328.00 through November.

M. Bunn suggested a meeting to discuss contract and he and A. Maguire will meet next week with ED re. same.

B. Town Art at Maushope—ED advised that he has been approached about displaying some Town owned art works at Maushope. These are pieces currently in storage by the Town.

M. Bunn asked about liability insurance.

ED will check with Attorney Grace about same and also about public access to any display.

A. Maguire suggested checking with the Town to determine if they carry the necessary liability insurance.

OLD BUSINESS:

A. 40 Pearl Street—All DHCD monies have been paid and the Authority is awaiting final payment from SMOG for the additional plumbing work. This will reimburse the Authority who has paid the plumber. The project will break even or be in the \$300-\$400 shortage range.

B. Creek Road—Previously discussed.

NEW BUSINESS:

Board received notice from Vicki Goldsmith of Habitat re. their project on Fritz' Way. Ms. Goldsmith is looking for ideas and volunteers for the project.

M. Bunn advised that the necessary papers are to be submitted by the LCCCDC to acquire the 27 Nelson Avenue property. There is the possibility that the Authority will be asked to manage the 2-unit building.

A. Maguire asked if this would be for maintenance only.

M. Bunn said "yes"; responsibility for the tenants will be managed by the LCCCDC.

M. Anderson again raised the possibility of the Authority purchasing land and developing its own affordable housing.

The Board discussed the sundry steps needed for such acquisition and various funding sources depending on the type of housing planned.

Land and development costs would have to be low enough so as not to preclude affordability of units. Also suggested that if the Authority tends to move in that direction a professional consultant should be hired to put together all applications; someone who is knowledgeable about available grants. There is grant money available to pay for a consultant.

A. Maguire suggested starting with an overview and determine what the demand is for a particular type of housing. Suggests getting a ball-park figure from the land owner.

ED suggested checking zoning for the area.

APPROVAL OF VOUCHERS:

The Board reviewed vouchers and checks presented for signature.

M. Bunn asked about a \$15.00 voucher for the Orleans District Court.

ED advised that the Authority must now do its own filing of forms at the cost of \$1.00 per form. A supply will be kept on hand.

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

VOTED: Unanimous to approve vouchers as presented.

ADJOURNMENT:

There being no further business a motion by A. Maguire to adjourn the meeting was made, seconded by M. Anderson. Next Board meeting is Tuesday, January 2, 2001 at 5:15 p.m. in the Maushope Common Room. Meeting adjourned at 6:35 p.m..

Respectfully submitted,

Lucy Singer Farkas, Recording Secretary