

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
JULY 11, 2001**

A regular meeting of the Provincetown Housing Authority was called to order by Michael Bunn, Chair on Wednesday, July 11, 2001 at 5:29 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
Olga Vitello
Howard Burchman
Patrick J. Manning, Executive Director
Lucy Singer Farkas, Recording Secretary

ABSENT: None

Howard Burchman and Olga Vitello, two new Commissioners were welcomed to the Board.

Ms. Vitello, a year-round Provincetown resident since 1995, informed that she has a professional background as a psychiatric social worker, privately and for the VA, including work as an AIDS counselor. She has advocated for affordable housing. She is, too, an artist and is employed at a local art gallery.

Howard Burchman, new to Provincetown, has a significant professional background in affordable and special needs housing, primarily in the New York Metropolitan area working closely with HUD. He has been a technical consultant to DHCD and was instrumental in creating low-income, special needs housing throughout the South and North East. He owns and operates a local guest house.

AGENDA: Motion by E. Dray to approve agenda as presented, seconded by H. Burchman.

VOTED: Unanimous to approve agenda as presented.

PUBLIC STATEMENTS:

Connie Dixon, Maushope TA President, thanked the Board o/b/o tenants for the new common room furniture and welcomed the new Commissioners. She asked about a bookcase for the reading room.

ED advised that some furniture is back ordered and the table was returned as it was delivered defective.

Furniture for the reading room will be on the second order by the PHA.

Tenants present thanked Jim Turner for recent window washing.

APPROVAL OF MINUTES:

M. Bunn noted that Cheryl Gayle of the LCCCDC was incorrectly noted as Cheryl Dale.

Motion by R. Sormani to approve June minutes with correction of Ms. Gayle's name, seconded by E. Dray.

VOTED: Unanimous to approve June minutes with above correction.

ELECTION OF OFFICERS:

Chair:

Motion by M. Bunn to nominate E. Dray as new Chair of the PHA Board, seconded by R. Sormani. E. Dray accepted nomination.

VOTED: Unanimous to elect E. Dray as new Chair of the PHA Board

H. Burchman asked about the duties of the other Board positions.

M. Bunn and ED briefly clarified same.

ED advised that the positions of Treasurer and Vice-Treasurer are more in name only as the Authority does have an Accountant and a Bookkeeper who are responsible for the financial business of the Authority. The Board positions were established as per State requirement. All Board members have a fiduciary responsibility, not just the Treasurer and Vice-Treasurer.

E. Dray stated that the Accountant provides a written monthly report to the Board. If there are questions these are referred back to the Accountant for clarification.

Periodically, as per her contract, Accountant attends Board meetings and members have an opportunity to directly ask questions about her reports and other financial considerations. As far as he knows, there are no specific duties required of Board Treasurer and Vice-Treasurer.

ED believes this information is accurate but will further clarify with the State.

He, also, advised that there is no statutory limitation to the number of Commissioners. The State does require one State appointee to the Board, in this case R. Sormani.

O. Vitello asked if the State appointment is for the Vice-Chair position.

ED said no; appointed only as a Commissioner.

Vice-Chair:

Motion by M. Bunn to nominate R. Sormani as Vice-Chair of the Board, seconded by E. Dray.

Motion by R. Sormani to nominate M. Bunn as Vice-Chair.

M. Bunn declined nomination, citing his preference not to hold Board office due to his outside employment. Motion withdrawn.

R. Sormani accepted nomination.

VOTED: Unanimous to elect R. Sormani as Vice-Chair of the Board.

Treasurer:

Motion by R. Sormani to nominate H. Burchman as Treasurer of the Board, seconded by M. Bunn. H. Burchman accepted nomination.

**VOTED: Unanimous to elect
H. Burchman Treasurer of the Board.**

Vice-Treasurer:

Motion by M. Bunn to nominate O. Vitello as Vice-Treasurer of the Board, seconded by R. Sormani. O. Vitello accepted nomination.

VOTED: Unanimous to elect O. Vitello as Vice Treasurer of the Board.

FINANCIAL REPORT:

H. Burchman asked who provides the Financial Report to the Authority.

ED advised that reports are provided by the PHA Accountant, Jenna Milne. A copy of the current report is sent monthly to each Board member.

E. Dray suggested that a primer course in “deciphering” the reports may be helpful to the Board and that Jenna should be invited to conduct same.

ED stated that Jenna is to attend the August meeting and, perhaps, can meet with those interested Board members prior to same.

M. Bunn stated this should be viewed as a training session rather than official business, and will not require a quorum or official record keeping.

R. Sormani agreed about the complexity of the reports and the importance of the Board’s understanding of same.

E. Dray asked ED to schedule the session for August.

ED, also, offered his own expertise re. the reports to the new Board members.

E. Dray questioned Item 43-90 Other.

ED said that this was for septic pumping and cable.

E. Dray questioned Item 65-10 Extra Maintenance and Item 75-20 Replacement of Equipment. Asked if these reflect budget items not yet purchased.

ED advised that this is money budgeted for the walk-way awnings, whether used or not, and for replacement of stoves.

M. Bunn asked if the Authority had yet received the water rebate check from the Town.

ED said yes but that monies have not yet been credited by the Accountant but will be reflected in next month's Financial Report. App. \$1800.00 was rebated.

H. Burchman asked about the Foley House budget.

ED explained that this is based on an occupancy of 10, allowing a 10% vacancy rate. Occupancy fluctuates and the figure represented is a cumulative one. HUD subsidizes only the number of units actually used. He further explained that the HUD grant for Foley House was for a 20 year period. At that end of that time, unexpended subsidy monies can be used to extend the program.

H. Burchman asked under what federal program Foley House is funded.

ED advised under Section 8 Mod Rehab. He stated that expenses for the project are low, so even without full vacancy the program is not losing money.

M. Bunn and ED explained that certain liabilities listed in the FH Financial Report are, in effect, "forgiven loans". Money designated to Bay State Contractors actually went to the Town Historical Commission, but because it was part of the total HUD grant, it must be reflected in the FH balance sheet.

M. Bunn stated the program opened in 1996, is in very healthy financial condition, and despite vacancies continues to operate in the black.

Motion by M. Bunn to accept Financial Report as presented, seconded by R. Sormani.

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

DIRECTOR'S REPORT:

I. DHCD:

Atrium Windows--ED explained to new Board members that the open walk-ways at Maushope have become problematic because the walk-ways are exposed to the elements. However, because of a previous fire at the facility they were designed to be open. The Authority is trying to find an acceptable way to re-close the areas and is exploring a number of possible solutions. DHCD is not willing to fund the project. However, if the Authority can document that the current walk-ways present a danger, the Authority may be able to get an emergency grant for the project. The Fire Department and the Building Commissioner will have to approve enclosure of the walk-ways.

E. Dray said that the costs of various solutions are still unknown.

M. Bunn asked if the DHCD has an estimate of the emergency grant funds that will be available.

ED said not as yet.

E. Dray stated that a design solution with cost estimate is needed to decide what strategy to pursue.

ED is to follow-up on a suggestion for partial moveable louvers, which has been favorably viewed by the Fire Department. He will, also, check to see if DHCD money is available for architectural advice.

H. Burchman asked if the monies set aside for the awnings could be used for purchasing windows.

ED said yes, because the awnings are not an acceptable solution.

R. Sormani stated that the \$5000.00 allocated will not be sufficient for windows.

ED advised that the Maushope TA has been saving towards a fire escape and may be willing to allow the Authority to draw on those resources for windows. The projected cost for solid windows is app. \$200,000.00. He will, also, have to get the permission of the Fire Commissioner to go that route.

II. MAUSHOPE:

A. Fire Dept. Recommendations—The fire door has been installed and the fire road in back of the building was installed last year. Identification and fire instruction plaques for tenants' doors have arrived and will be installed by Jim Turner. The State is to conduct an elevator and alarm inspection on July 18th.

B. Common Room Furniture—Two pieces have been delivered; one piece is backordered to August and the table was returned as it arrived broken. Still need lamp and end tables and furniture for the reading room.

C. Stoves—Board reviewed information on replacement stoves. Replacement will likely be done in three separate purchases of eight. Joe & Sons of Provincetown seemed to provide the most for the money. ED recommends going with that supplier. He will, too, explore a discount for multi-purchase.

D. Census is 22 of 24. Two units (one elderly and one under 60/disabled) are available due to death of two tenants. The elderly unit is to be rented as of July 20th. The Authority is planning an administrative move of the current single tenant at Pearl Street to the Maushope disabled unit, and moving a current Family tenant, whose household size has declined, to the one-bedroom unit on Pearl St.. This will free up a 3-bedroom family unit.

III. FAMILY HOUSING:

A. Tenancy Status—(See above) Also, grievance hearing re. eviction of a Family Unit Tenant has been postponed as tenant ostensibly out of town on emergency business. The second possible eviction process is awaiting assessment by the PHA Attorney, Pat Grace, as a similar case is pending in Court and she wants to see what precedent is set before proceeding.

B. Census is 9 of 9.

IV. FOLEY HOUSE:

A. Painting—Exterior painting is not considered essential at this time, but likely will be done in a few years. J. Turner is to determine if he can handle the interior painting as soon as he is able to review the facility.

B. Brick Patio—Proposal presented to the Board from Robert Jolbert to install patio at reduced cost. Volunteers are to assist with project.

E. Dray suggested pricing bricks at Cape Cod Stove Company.

ED advised that the Authority is required to make sure the contractor is legitimate, licensed and insured. Not sure if this is the case with Jolbert but will check out.

C. Furniture Replacement—Original furniture was purchased by Dept. of Health. ED to determine if there are HUD monies available for replacement furniture.

H. Burchman said that additional monies may not be needed if Section 8 monies can be used for furniture, as well as for the actual facility.

R. Sormani asked how often the mattresses are replaced.

ED stated this has not been problematic. Some individuals bring in their own furniture, including bedding. Staff keeps tabs on condition of furniture and replaces mattresses as needed.

D. Census is 7 of 10. Two individuals are being interviewed; one appears to be ineligible due to a bad CORI history.

ED explained to new Board members about the Criminal History checks and the other criteria for admission to the program. Although an admission criterion of being "clean and sober" is stated, this is not legally enforceable.

IV. OTHER:

None.

OLD BUSINESS:

- A. 27 Nelson Ave.—Board reviewed the LCCCDC proposal re. maintenance of this property by the Authority. The LCCCDC will be responsible for maintenance supplies. No specific budget has as yet been set, but anticipated not to exceed \$1000.00.

ED has discussed maintenance issues with J. Turner, who at this point, feels he may be able to incorporate maintenance demands in his current 20 hours weekly. However, should increased hours prove needed, additional salary will have to be paid out of the program budget.

H. Burchman asked who determines when an outside contractor becomes necessary.

ED said that it will be Jim's assessment.

E. Dray stated that any agreement should clarify Jim's specific duties and the responsibility for outside contractors.

M. Bunn agreed that a specific contract with the LCCCDC is needed.

It was decided that ED is to re-visit issue with J. Turner and to ask the LCCCDC to provide greater specificity of Jim's tasks.

M. Bunn asked from where the money will come for Jim's salary if an increase in his hours becomes necessary.

ED said from the grant or, possibly, from the Foley House budget.

Motion by M. Bunn to get clarity from the LCCCDC re. routine maintenance duties and a specific maintenance supply budget, and to secure a guarantee from the LCCCDC that one unit at 27 Nelson will go to a Provincetown resident. Matter to be reconsidered at next Board meeting depending on response from the LCCCDC. Motion seconded by R. Sormani.

VOTED: Unanimous to seek such clarification and guarantee from the LCCCDC and to further discuss their response at next Board meeting.

At this point M. Bunn recused himself from the meeting and left the room.

- B. Creek Road—Ann Houston of the Mass Housing Partnership would like to meet with Board on July 18th at 1 p.m. re. site planning and technical assistance for development of project.

E. Dray provided the New Board members with background on project.

ED said the Authority will explore all possible options and benefits of each proposal.

E. Dray suggested that the meeting with MHP be posted to draw as much input as possible.

ED said it is likely the property could accommodate three buildings for a total of seven units.

E. Dray suggested contacting Ted Malone of Community Housing Resources to secure architectural plans that Ted had previously drawn up for his project. The Authority may be able to adapt same for Creek Road. He will, too, have clearer answers about the drainage remediation next month.

- C. Affordable Housing Trust Fund—Board reviewed memos from Keith Bergman re. the Trust Fund. The Trust has received a favorable committee report from the State but details are still unclear as to how the PHA would administer the Trust monies, if Trust Fund is approved by the State.

E. Dray advised that the Town wants to use some Trust monies to hire an affordable housing specialist. This would be a Town position, the details of which remain to be specified. Feels the Authority's resources will be overtaxed if made to act in capacity of housing specialist.

H. Burchman said it is important that there be follow-up on agreements that allow contractors certain priorities because of affordable housing construction as part of their projects. The affordable housing is often not created and the Housing Specialist should monitor same.

At this point M. Bunn rejoined the Board and remained for the rest of the meeting.

NEW BUSINESS:

R. Sormani advised that he has called John Gannon of DHCD to see if he is still authorized to sign PHA

checks pending State reappointment.

ED clarified check signing policy to new Board members and stated that R. Sormani remains an authorized signatory pending his reappointment.

M. Bunn provided Board with up-date on the use of Land Bank funds for affordable housing; Town meeting approved increase in such use from 10% to 35%. He recently attended a legislative meeting re. this issue in which the increase was viewed favorably. However, the legislative vote was postponed due to letter received from some Provincetown residents questioning the increase.

APPROVAL OF VOUCHERS:

The Board reviewed vouchers and checks presented for signature.

ED explained vouchers and check signing process to new Board members. They will need signature cards before being allowed to sign Authority checks.

M. Bunn asked about the bills from Rbt. Peterson and from Seaton.

ED advised this was for the Maushope fire door and for the door plaques recommended by the Fire Department.

H. Burchman asked about separate Accountant bills for Foley House and Maushope/Family Units.

ED explained that because Foley House is a federal program it is billed separately. Statements are for two billing periods.

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

M. Bunn.

VOTED: Unanimous to approve vouchers as presented.

ADJOURNMENT:

The next regular meeting of the Board is scheduled for Wednesday, August 8, 2001 at 5:15 p.m. in the Maushope Common Room.

There being no further business a motion by M. Bunn to adjourn the meeting was made, seconded by R. Sormani. Unanimous to adjourn at 7:15 p.m..

Respectfully submitted,

Lucy Singer Farkas,
Recording Secretary

