

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
September 5, 2001**

A regular meeting of the Provincetown Housing Authority was called to order by Eric Dray, Chair, on Wednesday September 5, 2001 at 5:14 PM in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

PRESENT: Eric Dray, Chair
Ross Sormani, Vice Chair
Howard Burchman, Treasurer
Olga Vitello, Vice-Treasurer
Michael Bunn
Patrick J. Manning, Executive Director
Lucy Singer Farkas, Recording Secretary

ABSENT: None

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

Voted: Unanimous to approve agenda as presented.

PUBLIC STATEMENTS:
None.

FINANCIAL REPORT:

Board reviewed the financial reports for August and September.
Motion by M. Bunn to approve both reports as presented, seconded by R. Sormani.

**VOTED: Unanimous to approve
Financial Reports for August and September.**

Board reviewed contract renewals for accounting firm of Milne, Shaw & Robillard for Maushope /Family and for Foley House. ED advised that increase in fees over last year is minimal.
E. Dray asked if the Authority had incurred "additional costs" last year over and beyond the contract provisions. ED said no.
M. Bunn asked if new State requirements would require additional accounting hours. ED advised that the Accountant has already included those requirements in her regular scope of services.
H. Burchman stated that the contract provision regarding non-discrimination be expanded to include sexual orientation.

Motion by H. Burchman to approve both contracts with Milne, Shaw & Robillard with the inclusion of "sexual orientation" in the non-discrimination clause, seconded by R. Sormani.

**VOTED: Unanimous to approve contracts with Milne, Shaw &
Robillard for accounting services, with inclusion of sexual
orientation in the non-discrimination clause.**

APPROVAL OF MINUTES:

Motion by R. Sormani to approve September minutes as presented, seconded by H. Burchman.

**VOTED: Unanimous to approve September minutes as
presented.**

R. Sormani and E. Dray, only two Commissioners present at the October meeting, approved October minutes. No vote required.

EXECUTIVE DIRECTOR'S REPORT:

I. DHCD:

A. Maushope Atrium Windows—Authority still exploring various options and awaiting the proposals prepared by the State so that cost factor for each proposal can be examined.

Beverly Spencer, Maushope TA President, asked for clarification on the status of the project.

ED reiterated that no decisions have yet been made; strictly at exploratory stage.

B.Spencer expressed tenant concerns about the current walkways and asked the rationale for enclosing the spaces.

ED stated that some tenants have complained of freezing walkways in winter and of water dripping from upper levels.

B.Spencer stated her particular concern was that the fresh air would be closed off. She asked if there had been a formal survey conducted of the tenants.

ED said no survey had been done but that if a plan proves financially viable the tenants will be asked to become more directly involved in the process; premature at this point.

Barbara Jones, Maushope resident, spoke against enclosing the walkways.

ED advised that a solid enclosure is not being contemplated; possibly sliding windows would be used to open or close as weather conditions necessitated.

B. Dental/Vision Insurance—Board discussed providing ED and James Turner with such coverage under the DHCD insurance plan. Authority cost for both individuals would be \$925.68 per year.

In response to a question, ED advised that the Accountant says there is money in the budget from traditionally “underspent” line items to cover the insurance costs.

R. Sormani opined that this is a well-deserved perk for Ed and Jim.

H. Burchman asked about plan benefits and ED briefly reviewed same with Board.

M. Bunn asked about cost comparisons with other such plans.

ED said the cost was comparable. The plan is approved by Mass NAHRO, the authorized State insurer.

Motion by _____ to provide ED and James Turner with dental and vision insurance under the State plan, seconded by _____

VOTED: Unanimous to provide such coverage.

II. Maushope:

A. New Stoves—All of the first 8 new stoves have been installed. The next round of 8 has been budgeted but because the State has not yet approved FY2002 budget the stoves cannot yet be ordered. Recipients of the new stoves have expressed their satisfaction with the appliance.

B. Census—Census is 24 of 24.

III. Family Housing:

A. Census—Census is 8 of 9. Jim Turner currently working on cleaning and refurbishing the vacated 3-bedroom unit which tenant left in very poor condition. Too, there is a likelihood that a second family unit will become available this week with eviction of another tenant.

A dumpster has been ordered to hold discarded items left by tenant and the Authority incurred a towing charge for an abandoned vehicle.

The wait list is being examined and prospective tenants being canvassed.

IV. Foley House:

A. HUD Subsidy Increase—HUD contact person, Jim O’Neill has advised that the HUD contract for Foley House does not allow for subsidy increases.

ED to locate the original copy of the contract and suggests a conference call among himself, Jim O’Neill and H. Burchman who disagrees with O’Neill’s assessment.

H. Burchman suggested that a formal letter requesting subsidy increases be sent to HUD. In this way, should an increase be approved it can be retroactive to the date of the Authority's letter.

B. Interior Painting—This is on hold and not seen as a priority. Jim Turner has been busy fixing up recently vacated individual rooms so they can be re-let as soon as possible. Jim may have time during winter to work on painting the common areas.

M. Bunn asked that the needs inspection report for FH be reviewed.

C. Brick Patio—E. Dray advised that proposal has been given to brick supplier but no date for delivery of materials has been received. Will follow up.

D. Furniture Replacement—Inventory of furniture needs has not yet been done. Furniture appears to be in generally satisfactory condition.

E. Census is 7 of 10. Two applicants currently being interviewed for November tenancies.

V. Other:

A. FY2002 Staff Pay Increases—DHCD has allowed a 4% increase in LHA budgets for staff pay raises, effective 10/1/01. This requires local Board approval.

Motion by M. Bunn to approve salary increases for Authority staff as per DHCD guidelines, retroactive to Oct. 1st, seconded by R. Sormani.

VOTED: Unanimous to approve pay raises for staff as per DHCD guidelines retroactive to October 1st.

OLD BUSINESS:

A. 27 Nelson Avenue—Board asked to approve contract with LCCCDC for PHA management of Nelson Avenue property. Newly clarified duties discussed. The contract is for one year from 11/15/01 (if approved) to 11/15/02, and can be renewed. ED advised that no additional staff required to assume new duties. Also, stated that there is a likelihood of future control of the property by the Authority from the LCCCDC.

M. Bunn asked about insurance liability on the part of the PHA.

ED stated that this should be covered under the Authority's current liability insurance provided by the State, H. Burchman advised that the addition of other locations to the policy should not incur added premium costs.

ED to clarify.

E. Dray asked how the contract fee was calculated. Also, feels the liability question be clarified before Board approves contract. What is time table?

ED responded that fee based on Jim Turner's hourly rate times estimated time spent on current family units. The LCCCDC wants contract as soon as possible.

Motion by M. Bunn to approve contract with the LCCCDC for PHA management of 27 Nelson Avenue, pending increase in fee to the Authority should additional insurance costs be incurred, seconded by

H. Burchman.

VOTED: Unanimous to approve contract pending management fee increase should additional insurance costs be incurred by the Authority.

M. Bunn asked if there had been any formal discussion about the LCCCDC transferring the property to the Authority.

ED replied "nothing specific" but based on conversations with Cheryl Gayle of that agency feels this may be a likely future move. Control of the property may well require increased staff. State would approve increase in staff costs for additional units.

E. Dray requested ED to prepare a memo on the State formula for LHA staff increases.

R. Sormani asked how many new units would it take to get additional and/or full-time staff.

B. Creek Road--

N. Affordable Housing Trust Fund—E. Dray had nothing further to report on subject.

NEW BUSINESS:

M. Bunn announced that Paul Rachinskas is the new Affordable Housing Specialist on the Cape Cod Commission.

APPROVAL OF VOUCHERS:

Board reviewed vouchers and checks presented for signature.

H. Burchman advised that he is uncomfortable being a signatory until he can get a handle on the relationship between current expenses and what funds are available.

ED said that Accountant will try to come up with a process to provide this information; likely a monthly balance sheet showing cash flow analysis and projections. He will further discuss with Jenna.

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

VOTED: Unanimous to approve vouchers as presented.

The regular meeting of the Board was adjourned to allow the Board to meet in Executive Session.

Motion by M. Bunn that the Authority go into Executive Session and will not re-adjourn to regular session, seconded by R. Sormani.

VOTED: Unanimous to so adjourn to Executive Session.

The next regular Board meeting is scheduled for Wednesday, October 3, 2001 at 5:15 p.m. in the Maushope Common Room. Regular session adjourned at 6:55 p.m..

Respectfully submitted,

Lucy Singer Farkas,
Recording Secretary

