

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

A regular meeting of the Provincetown Housing Authority was called to order by Ross Sormani, Vice-Chair, on Wednesday December 5, 2001 at 5:10 PM in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

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

**ABSENT:** Eric Dray, Chair  
Howard Burchman, Treasurer

**AGENDA:** Motion by M. Bunn to approve agenda as presented, seconded by Olga Vitello.

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

**PUBLIC STATEMENTS:**

Towanda McClure, Maushope resident, disseminated her Christmas newsletter to the Board.

Barbara Jones, Maushope resident, advised Board that the Maushope TA President, Beverly Spencer is in hospital undergoing surgery. Beverly asked her to clarify to the Board that in speaking of the possible walkway enclosures for Maushope, Beverly did not mean installation of fans for individual apartments but, rather, hallway fans.

Board wished Beverly a speedy recovery.

**APPROVAL OF MINUTES:**

M. Bunn clarified a statement under Old Business relative to the Creek Road feasibility study. The cost for same must be paid back if development proceeds; it is "forgivable" only in the event that study shows development to be untenable.

R. Sormani asked ED to clarify same with E. Dray and H. Burchman.

Motion by M. Bunn to approve November minutes with clarification, seconded by O. Vitello.

**VOTED: Unanimous to approve November minutes with clarification on the Creek Road study costs.**

**FINANCIAL REPORT:**

Board reviewed the financial report for October.

M. Bunn asked about the high expenditures for Non-routine Expenses.

ED advised that funds in this category accrue monthly but a negative balance is shown because money has been spent up-front due to apartment turn-over; cleaning and refurbishing costs have been quite high due to the poor condition of units left by the former tenants.

M. Bunn feels there is a likelihood that funds in this category may be depleted before end of the budget year.

ED will discuss same with Accountant.

Board discussed setting up a Restricted Reserve.

ED advised that Accountant has suggested minimal changes. Possibly setting up the reserve to be used to hook into the new Town sewer system when constructed, if that option becomes available. The sewer project is several years down the road and the reserve can be redesignated if needed.

Other suggestions were for new roofing and septic systems for Family Housing.

M. Bunn asked if reserve could be used towards property development.

ED said “no”. He added that designating a reserve for non-routine projects may limit the Authority’s getting additional State funds for such projects.

R. Sormani said the septic system at Pearl Street is not a full Title 5 system. Suggested setting up the reserve to up-grade system.

ED stated the reserve can be set up for both sewer system and septic up-grade and will suggest this to Accountant.

Motion by R. Sormani to clarify with Accountant if a Restricted Reserve of \$25,000.00 for septic/sewer can be established, and for ED to report back to Board at January meeting, seconded by M. Bunn

**VOTED: Unanimous to clarify Restricted Reserve use with Accountant before next Board meeting.**

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

**VOTED: Unanimous to accept October Financial Report.**

## **EXECUTIVE DIRECTOR’S REPORT:**

### **I. DHCD:**

A. Maushope Atrium Windows—Tom Hackenson of DHCD is pushing for State funding for some sort of walkway enclosure. Feels Town is resistant to enclosing the space because of the previous fire at Maushope and enclosing space presents safety concerns. ED has asked for an up-date from Town; feels that an enclosure will not be approved and that some sort of consistent air flow is needed.

R. Sormani asked about the proposed awnings.

ED advised that these will restrict light and that tenants are not in favor of same.

M. Bunn expressed view that focus may better be directed on improving the safety of the walkways and leaving the current windows as are, particularly as there is no tenant consensus and cost will be prohibitive.

R. Sormani suggested improving the drainage so that water does not collect in front of apartments.

M. Bunn suggested installation of a French drain and re-grading the walkways so that water drains towards the outside perimeter.

T. McClure said that the second floor walkway appears to be rotting due to water collection.

B. Jones asked if the wooden walkways could be treated with a water repellent.

M. Bunn suggested possible replacement of the wood with a new plastic product which is very durable.

ED said this could be installed with a slight pitch towards the outside; perhaps, a gutter system installed to prevent drips below.

Arthur Jones reiterated that the current walkways need to be weather treated to prevent further deterioration.

O. Vitello asked if the plastic decking would eliminate slippery conditions.

M. Bunn said he is not sure but it would certainly eliminate maintenance problems.

ED advised he will discuss this new focus with Tom Hackenson and get the State engineer to come down to

re-examine the area.

M. Bunn asked if the State will pay for the examination.

ED advised it is likely because the matter involves public safety.

B. Computer Monies—ED advised that money budgeted for computers must be spent by the end of year. Computer equipment has been priced.

M. Bunn asked about using some of the allocation to up-date software.

Motion by M. Bunn to purchase a new desk top computer for office Clerk/Receptionist and a lap top for ED and to upgrade software package as funds allow, seconded by R. Sormani.

**Voted: Unanimous to purchase computer equipment and software from budget allocation before the end of year.**

M. Bunn asked who the Authority uses for computer help and was told Raymond Johnson. The Town computer person may be another resource to set-up the system. The Authority may be able to pre-pay for technical support in order that allocations be used before end of year.

R. Sormani suggested several documents/records that could be computerized.

## **II. Maushope:**

A. Census—Census is 24 of 24.

## **III. Family Housing:**

A. 33 Court Street—State has allocated \$5000.00 under a painting initiative and funds are being used to paint exterior at 33 Court. Money must be expended by end of December and work currently being done by Stat Renovations.

B. Vacant Units—The two Family Units recently vacated are currently being worked on by Jim Turner and a contracted maintenance person. The transfer of a current 3-bedroom tenant to a refurbished 2-bedroom unit is still being explored.

C. Census is 7 of 9.

## **IV. Foley House:**

A. HUD Subsidy Increase—H. Burchman has advised that he has found HUD regulations which appear to support a subsidy increase to fair market value. ED currently reviewing same and will share information with HUD officials.

B. Interior Painting—This continues on hold.

M. Bunn asked that this item be removed from future agendas until the Authority is ready to proceed with project.

C. Brick Patio—Materials for patio will be by donation and Tim Hazel is to follow up with the contractor for the project. May be too late in season to start same.

D. Furniture Replacement—Inventory of furniture needs not yet completed.

E. Census is 8 of 10. Two additional tenants are expected to move out in near future.

## **V. Other:**

A. ED Contract—Board reviewed current contract with ED which has expired. Board suggested meeting to discuss renewal and possible new terms of contract..

M. Bunn suggested a breakfast meeting among ED, himself and

R. Sormani for Dec. 11<sup>th</sup>. Requested that ED send them evaluation forms and previously completed evaluation prior to meeting.

O. Vitello requested similar information be sent her.

## **OLD BUSINESS:**

M. Bunn asked for follow-up report on matters previously discussed by Board:

1. Change of wording in Accountant's contract to include sexual orientation in non-discrimination clause.

ED said has been done.

2. Routine maintenance schedule.

ED to secure.

3. Issue of liability at 27 Nelson Avenue property.

ED advised DHCD does not believe this property would be covered under the current insurance of the Authority. Could possibly be covered at no additional charge under the Foley House policy. ED has discussed with Cheryl Gayle of the LCCCDC and advised her that a fee increase may be called for if the Authority has to assume expenses for liability coverage. Contract with the LCCCDC has yet to be signed.

Discussions on Creek Road and on the Housing Trust Fund were tabled.

**NEW BUSINESS:**

M. Bunn announced that the Mass Affordable Housing Trust Fund recently awarded \$149,000.00 to Community Housing Resources towards the development of the old A & P property; this award will make up a shortfall.

**APPROVAL OF VOUCHERS:**

Board reviewed vouchers and checks presented for signature.

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

**VOTED: Unanimous to approve vouchers as presented.**

The next regular meeting of the Board is scheduled for Wednesday, January 2, 2002 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 O. Vitello. Unanimous to adjourn at 6:10 p.m.

Respectfully submitted,

Lucy Singer Farkas,  
Recording Secretary

