

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
Wednesday, February 5, 2003**

A regular meeting of the Provincetown Housing Authority was called to order by Margaret Carroll-Bergman, Vice Chair, on Wednesday, February 5, 2003 at 5:18 p.m. in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

PRESENT: Margaret Carroll-Bergman, Vice Chair
Michael Bunn, Treasurer
Brenda Haywood, Vice Treasurer
Robert Cabral, Commissioner
Patrick J. Manning, Executive Director
Lucy Singer Farkas, Recording Secretary

Mark LaTour, Deputy Director Community Development
Terry Nesbit, Local Housing Partnership

ABSENT: None

AGENDA:

M. Bunn asked that a discussion of State budget cuts be added under New Business.
Motion by M. Carroll-Bergman to approve agenda with addition, seconded by B. Haywood.

**VOTED: Unanimous to approve
agenda with addition.**

AFFORDABLE HOUSING TRUST FUND:

M. Bunn recused self from meeting during discussion of this item to avoid any appearance of possible conflict of interest due to his employment.

M. LaTour advised that he has begun a draft of policies and procedures for the administration of the Trust. Has examined the Falmouth County Trust set-up which is quite informal, and will be looking at other municipalities for more input and will relay this information back to the PHA and LHP Boards as received.

ED asked if Falmouth has possession of their Trust Fund money or if it is under Town auspices.

M. LaTour to clarify.

M. Carroll-Bergman asked if M. LaTour has discussed with the Provincetown Town Counsel.

M. LaTour responded that he had not as it has been difficult getting the needed approval from the Town Manager to seek Counsel's advice due to cost factors. Town has asked for more information from the PHA and the LHP before involving Town Counsel.

M. Carroll-Bergman advised that she will shortly be meeting with the Rhode Island Director of Housing to discuss their Trust Fund process.

ED said he is, also, trying to obtain materials from other LHA's re, their Funds management,

M. LaTour stated that one possible use of Trust monies was for an engineering study of 100 Alden Street relative to affordable housing development on that property. Barnstable County funds may be available up to \$5000.00 if the

Town can come up with matching funds.

R. Cabral questioned whether at this point the Trust can approve such an expenditure as no procedures have yet been worked out; he does, however, support the concept.

ED agreed that expending funds without mechanics in place is not appropriate. Suggested that LaTour contact the MHP for matching funds for the proposed Alden Street study; ED will make contact with Ann Houston of that agency on his behalf.

M. Carroll-Bergman said the LHP Board has to be consulted first. Also suggested that other funding sources be investigated.

ED asked if Barnstable County monies will be awarded on a first come first served basis.

M. LaTour said "yes", but the matching funds must be in place first.

M. Carroll-Bergman asked Terry Nesbit if the LHP Board might agree that this was something within the purview of the Trust Fund..

T. Nesbit says she does not see as being inimical to the mission of the Trust.

ED reiterated that there cannot be a commitment at this point and that he will assist in trying to find other sources for matching funds. Said there will be on-going meetings between the PHA and the LHP Boards to work on Trust protocol. The next LHP meeting is scheduled for February 21st. Once information is gathered both full Boards to meet on a regular basis.

B. Haywood agreed to represent the PHA Board at the Feb. 21st LHP meeting.

M. Bunn returned to the meeting at close of discussion of the AHTF.

PUBLIC STATEMENTS: None.

APPROVAL OF MINUTES:

Motion by M.Bunn to approve minutes of January 8, 2003 and January 17, 2003 as presented, seconded by R. Cabral.

**VOTED: Unanimous to approve
Minutes of Jan. 8 and Jan. 17 2003 as presented.**

FINANCIAL REPORT:

Board reviewed Financial Report for December 2002.

M. Bunn asked about the septic/sewage account.

ED said he has contacted John Gannon of DHCD re. same but no chance yet to fully discuss. John did see the reserve as acceptable but warned about looming budget cuts.

M. Bunn asked about possible cuts in the PHA Operating Reserve.

ED said this is possible.

M. Bunn reminded that the vote to establish the Restricted Reserve for septic/sewage was made quite some time ago by the Board.

ED said that DHCD approval is required before submission of request because it was not submitted as part of the PHA's FY2003 budget. It will be a separate account but State needs to approve first.

M. Bunn commented that that Authority is looking at a possible loss of app. \$60,000.00.

M. Carroll-Bergman asked if the Authority has a lobby group.
ED said that John Gannon the DHCD Asset Manager is our “lobbyist”.

M. Bunn asked about the high cost of Extra Maintenance.
ED said he believes the purchase of eight new stoves for Maushope is included in this line item but he will clarify with Accountant.

M. Bunn asked about Emergency Repairs and Contract Costs; what is included under these line items?
ED to clarify with Accountant and report back.

Motion by M. Bunn to accept the Financial Report with clarification, seconded by B. Haywood.

VOTED: Unanimous to approve

Financial Report with

clarifications.

DIRECTOR’S REPORT:

I. DHCD:

- A. Atrium Windows-** Board reviewed copy of E-mail between M. Bunn and John Gannon. State to send Tom Hackensen, State engineer, to Maushope to re-examine possible corrective options. Possible combination of new walkways and closing in and/or adding new windows.

M. Carroll-Bergman said it was her understanding that the walkways had been left open because of fire safety concerns.
ED said windows were changed after the Maushope fire, Solid walkways would mitigate effect of another fire.

R. Cabral asked if tenants had a preference.
ED said all viable options will be presented to the Tenant Association.

M. Carroll-Bergman suggested that the Fire Chief be present at that TA meeting.

Towanda McClure, tenant, stressed the need for a corrective action that would not eliminate light.

M. Bunn said the Board should wait for engineer’s report, however he doubts if the State will pay for alterations.
ED said if safety risks are posed the State may be willing to provide some funding.

- B. FY2002 and FY2003 Budgets**—ED said the sign-off page for the FY2002 budget has been mailed to DHCD and the return of the official stamped copy is awaited. The FY2003 budget has been submitted electronically. ED assured by John Gannon that approval of same will not be too long in coming.

II. MAUSHOPE:

- A. Elevator--**There has been a delay in signing contract with ThyssenKrupp as original contact person no longer with company. Thyssen wants a five year contract . ED said he is leery about such a long commitment but the Company has been highly recommended by the Town. ED recommended that Board approve contract.

M. Carroll-Bergman asked if it were possible to get a shorter contract. ED will clarify with Company but feels Thyssen trying to protect against extraordinary expenses the first year of coverage with no guarantee that the Authority will re-new contract.

B. Handicapped Unit--State has advised that the only way a non-Elderly tenant can occupy the unit is if the four units for under 60/Disabled were not at full census. ED is still recruiting for appropriate tenant. Advises that as per State requirements the window locks must be replaced, or repaired in order to meet ADL requirements.

C. Census is 23 of 24.

III. FAMILY HOUSING:

A. Census is 9 of 9.

IV. FOLEY HOUSE:

A. Shelter Plus and Care Grant Extension/Renewal—ED advised that the ten year grant is up in 2004 although there is some confusion re. the actual grant award date. The HUD contract says from the date the award was signed. The Authority can go for an extension of the contract if there remains enough money in the grant to do so. Otherwise, will have to seek a renewal.

HUD advises that only an extension is necessary. This would be for five years, from 2005 to 2009. If FH runs out of money before 2009 the Authority can file a letter of intent with HUD for additional funding. Going for an extension will allow the Authority to put in for a fair market rate in 2004. Says the Authority has substantial material to justify a State increase.

B. Census is 10 of 10.

V. OTHER:

A. ED Contract--M. Bunn advised will try to get resolved by next meeting.

B. Staff Raises--The FY2003 budget has reflected a 4% increase for PHA Bookkeeper, Maintenance Person, and Secretary. ED recommends that same be approved by the Board, retroactive to Oct. 1, 2002. Board must

vote to approve salary increases.

Motion by M. Bunn to approve 4% salary increases for staff to include Bookkeeper, Maintenance Person and Secretary, retroactive to Oct. 1, 2002, seconded by R. Cabral.

**VOTED: Unanimous to
for Authority staff, retro-**

**approve 4% salary increase
active to Oct. 1, 2002.**

M. Bunn asked if the Bookkeeper is under a separate contract. ED says he is included in the budget as an employee of the PHA and is on the PHA payroll. He will clarify with Bookkeeper if he can be listed as an employee in some other manner.

C. Legislative Up-Date--To be discussed under New Business.

D. Historic District Designation--Foley House has been notified it is included in the local Historic District. Requires no action on the part of Authority.

R. Cabral said he is unhappy with the designation as it may eventually require conditions being placed on the property by the Town.

M. Carroll-Bergman asked if FH had a handicapped ramp.
ED advised rear has handicapped access. Says there is a Public Hearing of the Historical Commission re. Historical District on Feb. 11; Board members may attend as individuals or in their capacity as Commissioners of the PHA.

OLD BUSINESS:

A. Creek Road--ED advised that Town may likely recoup the funds set aside for remediation of the property to be used instead towards the Town deficit. PHA has not as yet received official notification of this action.

M. Bunn suggested accepting the property anyway; could be used as a “bargaining chip” for other Town parcels.

ED said the property is of use to the Authority only if an abutting land parcel can be acquired.

R. Cabral asked if the PHA did own the property would there be an onus on the Town to provide remediation.

ED said if neighbors threatened a lawsuit the Town would have to address.

M. Carroll-Bergman opined that the land would allow for needed set-backs to develop abutting parcels assuming the PHA can secure those.

M. Bunn asked if the Town gives the property to the PHA can it be sold? Money **realized** could be used for development elsewhere in Town.

R. Cabral said the abutter is not willing to donate the land but will entertain an offer to buy.

ED said the Authority needs clarification from the Town re. the property and will write to Town for same.

B. Affordable Housing Trust Fund--Previously discussed.

C. 44 Harry Kemp Way--Contract for engineering studies has been signed with the MHP. Coastal Engineers has done a site visit and currently working up a report.

D. Tax Title Properties--Still a waiting game.

E. State Surplus Lands--Board reviewed memo from DCAM which, in effect, negatively responded to the PHA’s getting any State lands. ED reported that he has talked to Paul McPartland at the DHCD who will bring the PHA’s

interest in the land back to DCAM. The new State Administrator is eager to improve affordable housing stock State-wide. DCAM, thus far, has remained firm that F & W presented a large amount of information and research to buttress their case for the lands. DCAM will review the commitment to F & W but McPartland feels it is a “done deal”. Suggests going through other avenues may be more viable.

Rep. Gomes has been apprised of the situation and ED will follow up with her. Too, Sen. O’Leary will be meeting with the Board re. same at a special meeting on the 12th.

R, Cabral suggested that the Board have a direct discussion with F & W. He feels their budget cannot support all the acreage and that they may be willing to compromise with the Authority. Says F & W also owns app. 64 acres on Shankpainter Road. Suggests contact with Cumberland Farms about a piece of land behind their establishment.

M. Bunn said he will follow-up to get ownership information from the tax rolls on who owns the parcel.

NEW BUSINESS:

- A. State Appointee**—Board asked to identify replacement for State Appointee to the Board. M. Bunn suggested someone with legal/financial background would be good.
- B. State Budget Cuts**—M. Bunn reported that the State plans a five million dollar reduction from affordable housing operating and capital reserves. Fears this would put at risk the PHA reserve of app. \$60,000.00 and suggested discussing this with Sen. O’Leary at the up-coming Special Meeting.

ED advised that the PHA Accountant has told him that in a previous situation wherein the State took back housing reserves LHA’s prevailed in their lawsuit and monies had to be repaid to the LHA’s.

APPROVAL OF VOUCHERS:

Board reviewed check vouchers and checks presented for signature.

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

R. Cabral.

**VOTED: Unanimous to
approve vouchers as**

presented.

ADJOURNMENT: The next Regular Meeting of the Board was set for Wednesday, March 5, 2003 at 5:15 p.m. in the Maushope Common Room.

There being no further business a motion to adjourn was made by M. Bunn, seconded by R. Cabral. Unanimous to adjourn at 7:00 p.m...

Respectfully submitted,

Lucy Singer Farkas
Recording Secretary

