

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
Wednesday, August 6, 2003**

A regular meeting of the Provincetown Housing Authority was called to order by Margaret Carroll-Bergman, Chair Pro Tem, on Wednesday, August 6, 2003 at 5:20 p.m. in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

**PRESENT:** Margaret Carroll-Bergman, Chair Pro Tem  
Pam Parmakian, Commissioner  
Arturo Alon, Commissioner  
Teri Nezbeth, Commissioner  
Patrick J. Manning, Executive Director  
Lucy Singer Farkas, Recording Secretary

**ABSENT:** None

**AGENDA:** Motion by P. Parmakian to approve agenda as presented, seconded by T. Nezbeth.

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

**PUBLIC STATEMENTS:** None

**ELECTION OF OFFICERS:**

**A. Chair--**P. Parmakian placed in nomination Margaret Carroll-Bergman, seconded by A. Alon. M. Carroll-Bergman accepted nomination.

**VOTED: Unanimous to appoint  
Board Chair.**

**M. Carroll-Bergman to position of**

**B. Vice-Chair--**P. Parmakian placed in nomination T. Nezbeth, seconded by A. Alon. T. Nezbeth accepted nomination.

**VOTED: Unanimous to appoint  
T. Nezbeth to position of Board**

**Vice-Chair.**

**C. Treasurer--**A. Alon placed in nomination P. Parmakian, seconded by M. Carroll-Bergman. P. Parmakian accepted nomination.

**VOTED: Unanimous to appoint  
P. Parmakian to position of Board  
Treasurer.**

**D. Vice-Treasurer--**M. Carroll-Bergman placed in nomination A. Alon, seconded by P. Parmakian. A. Alon accepted nomination.

**VOTED: Unanimous to appoint  
A. Alon to position of Board  
Vice-Treasurer.**

**APPROVAL OF MINUTES:**

Motion by M. Carroll-Bergman to approve minutes of July 2, 2003, seconded by A. Alon

**VOTED: Unanimous to approve Minutes of July 2, 2003 as**

**presented.**

Motion by P. Parmakian to approve Minutes of Work Session of July 16, 2003, seconded by T. Nezbeth.

**VOTED: Unanimous to approve Minutes of Work Session of July 16, 2003 as presented.**

**FINANCIAL REPORT:**

Board reviewed Financial Report for June 2003.

P. Parmakian asked if the acronym PUM represented “per unit month”.

ED said he believes so and is part of the State reimbursement formula but he will clarify with the Accountant.

M. Carroll-Bergman clarified that the figures presented were cumulative amounts from the beginning of budget year and, thus, represent, three quarters of the budget year which ends Sept. 30.

ED said “yes”.

ED advised that Accountant to appear before Board in September or October relative to the FY2004 budget, as soon as the State finalizes the budget guidelines.

He advised Board that July Financials will likely show a deficit due to costly septic repairs incurred last month.

A. Alon asked if Maushope were eligible for the Town sewer hook-up.

Ed advised not on the sewer route for phase 1; future eligibility will depend on the phase 2 configuration. At this time only Foley House is on the phase 1 route.

P. Parmakian asked for clarification of the Pilot for Foley House.

ED said this was in lieu of State taxes. Town taxes are paid and are billed annually; but no taxes paid to State.

P. Parmakian asked about the Benefit Payments for Foley House.

ED said this represented a portion of the benefits paid to himself and to Jim Turner, just as part of their salaries is charged to FH.

Motion by A. Alon to approve the June 2003 Financial Report as presented, seconded by T. Nezbeth.

**VOTED: Unanimous to approve June Financial Report as presented.**

**DIRECTOR’S REPORT:**

**I. DHCD:**

**A. Atrium Windows-** - All set with the DHCD contract. Town has approved the architectural plans and PHA will be putting out for bids for the actual construction. The plan provides for three self-contained floors with solid walk-ways and sliding windows. ED to further consult with architect to address issues of light, particularly for the lower two floors. Also hopes to have an automated open/close system on windows in case fire alarm is activated.

P. Parmakian asked about the architect.  
ED says State recommended and approved.

Barbara Jones, Maushope tenant asked about window size.  
ED said they will be somewhat larger than those currently installed.

- B. FY2002 Subsidy Overpayment**—State has verbally agreed to subsidy overpayment amount but Accountant waiting for formal written approval before reimbursement made by the Authority.

## **II. MAUSHOPE:**

- A. Hot Water Tank**—Item to remain on agenda until there is a final resolution of matter.
- B. Apartment Fire Extinguishers**—ED working with Perry & Sullivan to purchase equipment. Jim Turner to install which will be a considerable savings for the Authority.
- C. Census** is 24 of 24.

## **III. FAMILY HOUSING:**

- A. Lease Agreements and Guest Policy**—ED has met with four Family tenants re. alleged violations of their lease agreements having to do with unauthorized persons living in unit. Two of the four were able to document that the individual(s) reside elsewhere; a third to provide such documentation. The guest policy is being examined. Hard to prove that a guest is staying in the unit beyond the 28-day authorized visit. ED has discussed with the PHA Attorney who advises it is very difficult to evict a tenant for a violation of the guest policy. If the authorized tenant cannot document a permissible guest stay, it will require further investigation by the Authority.

P. Parmakian asked if the unauthorized guest can be put on the lease. ED said “yes” but individual must meet requirements re. criminal history and income. Tenant’s rent would be reviewed for likely increase.

T. Nezbeth asked if there were consequences to the lessee. ED said it is a cause for eviction. If unauthorized guest is put on lease rent would be recalculated from the date that person took up residency in the unit.

- B. Census** is 9 of 9.

## **IV. FOLEY HOUSE**

- A. Sewer Hookup**—The Town is offering FH the option of hooking into the sewer system. The current system is Title 5 system which is working well at this time. However, if replacement does become necessary the FH property could not accommodate the required Title 5 unit. Not sure of hook-up costs and if the Authority would have to pay for all piping from Howland Street.

P. Parmakian advised that homeowner responsible for bring piping to the Town lines. Under the Town’s Betterment Bill the cost estimate for hook-up can be financed for 20 years at 0% interest. Feels the Authority should take advantage of the sewer system particularly with the betterment incentive.

ED will try to get more specific information re. hook-up costs. Possibly FH abutters who would be hooking in can share costs

M. Carroll-Bergman asked how old the current septic is.

ED said app. 7 1/2 years; FH opened in 1996 and the system installed was as per code as of 1995.

M. Carroll-Bergman asked about pumping costs.

ED said app. \$700.00 per year.

P. Parmakian asked how many gallons have to be pumped each year for a system to be considered "failed".

ED advised he will try to determine if FH system is nearing that number.

If so the Board can meet to vote on approval of hook-up; time line for vote is important and ED will try to get information needed ASAP.

**B. Shelter + Care Grant Extension/Renewal--**Will remain on agenda until extension papers filed in December. Request for increase in HUD subsidy will be included in renewal request.

**C. Census** is 10 of 10.

## **V. OTHER**

ED disseminated memo from Mark Latour re. Community Visioning workshop.

A. Alon said that Mark has been meeting with the Community Housing Partnership at their sessions.

ED suggested that Mark be invited to the next Work Session of the Board on August 20<sup>th</sup> from 3 to 4 p.m.

Board approved by consensus and ED will communicate with Mark.

## **OLD BUSINESS:**

**A. Creek Road--**Project remains "on hold".

**B. Affordable Housing Trust Fund--**Work session on the 20<sup>th</sup> will deal with setting Fund priorities.

**C. 44 Harry Kemp Way--**Waiting for Coastal Engineers to assess parcel across the parking lot. Will likely require relocation of the septic lines.

**D. Tax Title Properties--**List is shrinking as more delinquent taxpayers paying up.

**E. State Appointee--**Canvassing for the State Appointee to the Board continues. Board should try to have a nominee by September.

**F. Cumberland Farms--**M. Carroll-Bergman advised she and ED met with Ann Houston of the MHP at the site visit on Cumberland property. Ann advised that should the property be gifted to the Authority the DHCD has available a package plan for housing development at 0% to 1% financing. This makes use of modular units at considerable savings. There would be subcontracts for the plumbing and electrical work, but would eliminate the need to plan the project "from scratch". This is a pilot program between the MHP and the DHCD; currently such a development is in place in Sandwich.

M. Carroll-Bergman said it was her assessment that the MHP was very attuned to Provincetown needs. The DHCD is very much in favor of modular

development.

ED said no specifics yet because Cumberland officials have yet to respond to the PHA request for a gift of land. Coastal Engineers is currently doing the survey for the Cumberland reconfiguration and he will contact them regarding available land on the site for housing development.

M. Carroll-Bergman advised that a project there might qualify for a \$750,000 Block Grant. This needs to be decided by October in order for necessary paper work to be submitted.

In response to a question from the Board, ED advised that Ship's Way is a private way and each property owner, including Cumberland Farms owns to the mid-way of the road. Cumberland has considerable frontage on the Way.

M. Carroll-Bergman estimates the parcel to be app. 3 acres.

**NEW BUSINESS:**

A. Alon provided ED with the latest Provincetown Phone Directory which lists the PHA under Town organizations. He requested that a thank you be sent to them.

**APPROVAL OF VOUCHERS:**

Board reviewed check registry and checks presented for signature.

Motion by A. Alon to approve vouchers as presented, seconded by T. Nezbeth.

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

The next Regular Meeting of the Board was set for Wednesday, September 3, 2003 at 5:15 p.m. in the Common Room at Maushope.

There being no further business a motion to adjourn was made by A. Alon, seconded by T. Nezbeth. Meeting adjourned at 6:28 p.m..

Respectfully submitted,

Lucy Singer Farkas  
Recording Secretary























