

**WORK SESSION
PROVINCETOWN HOUSING AUTHORITY
September 17, 2003**

Present: Margaret Carroll-Bergman, Chair
Teri Nezbeth, Vice-Chair
Pam Parmakian, Treasurer
Arturo Alon, Vice-Treasurer
Patrick J. Manning, Executive Director
Lucy Singer Farkas, Recording Secretary

Absent: None

A Work Session of the Provincetown Housing Authority was called to order by Margaret Carroll-Bergman, Chair, on Wednesday, September 17, 2003 at 3:02 p.m. in the Maushope Common Room, 44 Harry Kemp Way, Provincetown. The purpose of the work session was to continue discussion of guidelines for the Affordable Housing Trust Fund.

AGENDA:

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

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

T. Nezbeth suggested that future agendas, Board minutes, and related be E-mailed to Board members rather than mailed.

L. Farkas pointed out some difficulties with this suggested process currently, including her difficulty in copying materials to disk and lack of E-mail capabilities on her computer. Several Board members volunteered to help with training and suggested that ED look into setting up a networking system for the PHA office.

Affordable Housing Trust Fund:

It was noted that the Town Board of Selectmen did pass (4-1) a policy which allows up to 70% local preference for affordable housing projects in Town. However, no specific definition of "local preference" was given.

T. Nezbeth asked if the AHTF could set more specific definition.

A. Alon said "no" but that the Local Housing Partnership which oversees permitting could refine definition.

ED asked A. Alon as a member of the LHP to seek advice from Town Counsel re. fine-tuning definition of "local preference".

A. Alon said he will also clarify "local employment" and what local occupations are to be included in this category.

A. Alon asked if AHTF guidelines would permit mixed housing development.

ED said that because funds at this point were so limited, with no specific expectations of additional funding sources, guideline was to limit to 100% affordable rental properties.

However, guidelines can be modified in the future depending on additional funding and as the Trust sees as appropriate.

P. Parmakian asked if there had as yet been any request for funds from the Trust.

ED said "yes" but mechanism for funding not in place and applicant can only use Trust monies as funding of last resort.

T. Nezbeth agreed with the guidelines previously established at last Work Session; says tight stipulations will prevent loopholes in the system. Guidelines can be loosened in the future if it appears warranted to do so.

M. Carroll-Bergman said that a fine penalty should be built into guidelines for persons who misuse the funds accessed from the Fund.

ED said misuse would constitute a breach of contract and a fine could be assessed along with a high interest.

A. Alon said the LHP and the PHA Boards can use the Town Zoning Board for enforcement. He suggested that where permits allow for mixed development the affordable units be constructed concurrent with fair market units, rather than as the final phase; suggested that permit be pulled if this is not done by developer.

OTHER:

Board directed discussion to Cumberland Farms property. M. Carroll-Bergman asked if the Authority can apply for a Community Block Grant without an actual donation of land being made to them, in anticipation of same. Does not want to miss deadline for filing Block Grant application.

ED will check again on surveying process underway for Cumberland Farms and try to get a definite commitment pending their resolution of a minor land dispute. This dispute should not affect land available for housing development.

P. Parmakian said she will not do the appraisal of the parcel because this seems to be a conflict of interest due to her membership on the PHA Board.

ED was asked to find another appraiser who may be willing to donate his services.

M. Carroll-Bergman asked to ED to determine deadline for filing for the Block Grant.

P. Parmakian asked the ED to try to secure a copy of the Cumberland survey.

ED said Coastal Engineers may be agreeable to sharing information when the final report for Cumberland officials is complete.

M. Carroll-Bergman said a written draft of AHTF guidelines be readied for review at the next Board work session. Once in writing the Town Counsel can review.

The next Work Session of the Board was scheduled for Wednesday, October 15, 2003 at 3:00 p.m. in the Maushope Common Room. There being no further business a motion to adjourn was made by A. Alon, seconded by T, Nezbeth. Unanimous to adjourn at 4:15 p.m..

Respectfully submitted,

Lucy Singer Farkas
Recording Secretary