

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

A regular meeting of the Provincetown Housing Authority was called to order by Teri Nezbeth, Vice-Chair, on Wednesday, November 5, 2003 at 3:36 p.m. in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

**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  
  
Jenna Milne, PHA Accountant

**ABSENT:** None

**AGENDA:** Motion by P. Parmakian to approve agenda as presented, seconded by A. Alon

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

**FINANCIAL REPORT:**

Board reviewed the FY2004 budget proposals, one calculated with a 2% salary increase for administrative staff and one at a 4% increase.

Accountant provided an overview of the State restrictions for FY2004 which include level funding for non-utility items and a maximum 2% salary increase for staff.

Because part of administrative salaries are charged to Foley House, and because the Authority currently has additional income from hosting Sect. 8 tenants, a 4% salary increase with 2% funded from these two sources would meet State restrictions and should not negatively impact on the FH reserves. The Board discussed both options and supported a 4% salary increase to include the ED, the Secretary and the Bookkeeper.

Maintenance staff had received a substantial salary boost in April 2003 with the new salary rates set by the Dept. of Labor and would not be included in this increase.

Motion by P. Parmakian to approve the FY2004 budget for Maushope and Family Housing with a 2% salary increase for administrative staff, seconded by A. Alon.

**VOTED: Unanimous to approve  
the FY2004 budget to include a  
2% salary increase for  
administrative staff.**

Motion by A. Alon to approve an additional 2% salary increase for PHA administrative staff to be funded from the Foley House reserve and the Sect. 8 host account, seconded by M. Carroll-Bergman.

**VOTED: Unanimous to approve  
an additional 2% salary increase  
for administrative staff to be  
funded  
by Foley House reserve and the Sect.8 host account.**

Accountant explained that the Sect.8 host account is not a State account and unexpended funds are not returnable to the State at the end of the fiscal year. These funds are accrued from management services provided by Authority staff for Sect. 8 tenants who have moved to Provincetown from other LHAs. Currently there is approximately \$6000.00 in this account although monies may well fluctuate with the arrival and/or departure of Sect. 8 tenants. Funds in the account have not been allocated and can be used at the discretion of the Board.

Further discussion on this account was tabled to some subsequent meeting.

J. Milne reviewed the year-end balance sheet with Board and pronounced the Authority to be in very good fiscal shape.

M. Carroll-Bergman asked if monies could be pulled from the Restricted Reserve set aside for septic/sewerage if needed for operating expenses.

Accountant said "yes" with notification to the State.

The Foley House balance statement shows a healthy fiscal condition; likely, according to Accountant, FH will require more expenditures as the building ages but does not see this as problematic.

Accountant invited Board members to call her with any question, or meet with her individually as needed when she is down for her regular quarterly appearances.

Board signed FY2004 budget to submit to the State.

Board reviewed FR for August and September 2003.

Motion by P. Parmakian to approve as presented, seconded by A. Alon.

**VOTED: Unanimous to approve  
Financial Reports for August and  
September 2003.**

#### **PUBLIC STATEMENTS:**

Beverly Spencer, Maushope Tenant Assn. President, noted the large screen projection television in the Common Room which had been donated to Maushope by

Dr. Mary Ellen Henry. The residents are trying to build a film library.

The TA published a formal thank you to Dr. Henry in the Banner.

#### **APPROVAL OF MINUTES:**

Motion by P. Parmakian to approve the Minutes for September 3, 2003, and September 17, 2003, seconded by A. Alon.

**VOTED: Unanimous to approve  
September 3<sup>rd</sup> and Work Session**

**Minutes of Regular Meeting of  
for September 17, 2003.**

Motion by T. Nezbeth to approve Minutes for Oct. 1, 2003, seconded by M. Carroll-Bergman.

**VOTED: Unanimous to approve**

**Minutes of October 1, 2003.**

#### **DIRECTOR'S REPORT:**

##### **I. DHCD:**

**A. Atrium Windows-** -State architect has submitted revised plans but ED has not yet had time to review same. The architect and the engineer are to be on site Nov. 17<sup>th</sup>.

**B. FY2002 Subsidy Overpayment--**PHA Accountant Milne still advising

withholding of subsidy return pending receipt of letter from the State confirming amount to be returned.

## **II: MAUSHOPE:**

**A. Hot Water Tank**--Still pending determination of inherent flaw in system. Item to remain on agenda until resolved.

**B. Fire Extinguishers**--After discussion it was agreed to purchase non-rechargeable fire extinguishers due to high costs for re-charging units. The units are available at Maintenance Warehouse at half the cost quoted by Perry & Sullivan. There is an added cost of \$4.00 per unit for inspections of the units under the contract with P & S. The PHA Attorney has recommended that units be placed under the inspection contract to avoid any possible liability issues.

M. Carroll-Bergman asked if the local fire department would provide regular inspection at no cost.

ED will follow-up with Fire Chief and have the TA make actual purchase of units.

**C. Census** is 24 of 24.

## **III. FAMILY:**

**A. Census** is 9 of 9. No specific issues re. Family Housing noted at this time. ED will continue to monitor as best as possible the question of unauthorized tenants in these units.

## **IV: FOLEY HOUSE:**

**A. Shelter + Care Grant Extension**—remains on hold until December.

**B. Census** is 10 of 10.

M. Carroll-Bergman asked for an update on the situation at FH. Agreed to discuss in Executive Session to immediately follow regular meeting.

## **OLD BUSINESS:**

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

**B. Affordable Housing Trust Fund**—No work session held in October. ED to have outline for Board of Trust Fund guidelines, etc. by next session on Nov. 19<sup>th</sup>.

**C. 44 Harry Kemp Way**--Project remains on hold pending reconfiguration of property by Coastal Engineers to another location on the site.

**D. Tax Title Properties**—Although this item will remain on hold, Ed said he is not very encouraged that the Authority will be able to secure land via this route.

M. Carroll-Bergman said it may be likely to secure the little strip of land on Creek Road that would make development of that property more viable.

- E. State Appointee**—Difficulty recruiting individual for this Board position. Gov. Romney did send out letters of solicitation to LHA's, but no one from Provincetown responded to his canvas. A. Alon will continue with his solicitation attempts at various meetings in Town he attends.
- F. Cumberland Farms**—ED advised that Devra Bailin of Cumberland Farms did respond to his call but there has been a delay in consideration of the PHA request for land because of an encroachment problem with a neighbor. Cumberland Farms has advised their attorney and is awaiting response from the neighbor's attorney. ED advised Ms. Baylor that the PHA wants to move ahead with its application for a Block Grant, which deadline is approaching, and Ms. Bailin to contact her legal department for a possible subdivision so that the Authority can proceed with its application. P. Parmakian asked if there was a structure on the encroached property. ED said he believed there was a cement driveway. T. Nezbeth asked about the size of the alleged encroachment. ED says does not appear to be major but issue must be resolved before Cumberland officials can actually cede any land to the Authority. In response to a question by M. Carroll-Bergman, ED said it is still unclear if the land will be donated without cost or offered for sale. Ms. Baylor cannot on her own initiative make a commitment but she does seem supportive of donation of land.

## **NEW BUSINESS:**

### **Community Preservation Act**

Board reviewed memo from Town Administrator re. plan for the CPA. This Act, if approved by voters, calls for an across the board tax levy of 3% and would allow for 80% of revenues collected to be used for affordable housing purposes. It thus provides greater flexibility for this purpose than does the Land Bank tax.

Town meeting would vote on how CPA funds are expended. Funds would not go into the AHTF but would be deposited in a special Town account other than general funds.

M. Carroll-Bergman noted that there is the flexibility to change the formula for median income persons in Provincetown.

ED said one option could include funds for the new Care Campus jointly with Truro.

P. Parmakian noted that in effect townspeople would be hit with a 6% tax levy over and above the regular real property taxes

M. Carroll-Bergman said that there are exemptions for properties under certain assessment levels.

ED emphasized the broader flexibility allowed under the CPA. Posited that the school annex could be refurbished for affordable housing with preference to local teachers, as an example. The Town plan has looked at all segments of the community to come up with a viable plan. Said the Town did a comprehensive analysis of the most recent census and reviewed reports of homeless coalitions and of HUD in deriving their plan.

M. Carroll-Bergman felt that the PHA should actively support the Town plan for the CPA.

P. Parmakian asked reasons for townspersons' opposition.

A. Alon said it had been because the Town had no plan but can now provide something concrete for consideration. Appears to be gaining support.

ED said the Town did a comprehensive analysis of the most recent census and reviewed reports of homeless coalitions and of HUD in deriving their plan.

M. Carroll-Bergman asked ED to write a letter of support for the CPA plan.  
A. Alon suggested that the Board voice their support at Selectmen's meeting.

Motion by A. Alon to actively support Town passage of the CPA and the Town plan for same, seconded by M. Carroll-Bergman.

**VOTED: Three (3) in favor;**  
**One (1) abstention to allow further study of plan presented.**

**APPROVAL OF VOUCHERS:**

Board reviewed vouchers and checks presented for payment.

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

The next regular meeting of the Board was set for Wednesday, December 3, 2003 at 5:15 p.m. in the Maushope Common Room. The regular meeting of the Board was adjourned at 5:35 p.m. to allow the Board to meet in Executive Session.

Motion by M. Carroll-Bergman that the Authority go into Executive Session and will not re-adjourn to Regular Session, seconded by A. Alon.

**VOTED: Unanimous to so adjourn to Executive Session.**  
Respectfully submitted,

Lucy Singer Farkas  
Recording Secretary