

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
Wednesday, July 2, 2003**

A regular meeting of the Provincetown Housing Authority was called to order by Margaret Carroll-Bergman, Chair Pro Tem, on Wednesday, July 2, 2003 at 5:15 p.m. in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

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

EXCUSED: Pam Parmakian

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

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

PUBLIC STATEMENTS: None

APPROVAL OF MINUTES:

Motion by M. Carroll-Bergman to approve minutes of June 11, June 17, June 18, and June 23, 2003, with typographical corrections, seconded by A. Alon.

**VOTED: Unanimous to approve
Minutes of June 11, June 17,
June 18, and June 23, 2003 with
corrections as noted.**

FINANCIAL REPORT: Board reviewed Financial Report for May 2003. ED advised that the PHA Accountant was here last week to do the books. Line 4540 Employee Benefits shows an over spend which resulted because Group Insurance Commission had double billed the Authority. A refund is anticipated and next month's FR will, thus, be in sync in this line item.

Line 4430 was a non-anticipated cost for repair of the Foley House fuel burner. This deficit amount should be resolved at end of the FH fiscal year via under spent line items.

Accountant to appear at Board meeting in August or September to review the FY2004 Budget with Commissioners and to answer questions re. the Financial Reports.

M. Carroll-Bergman questioned "unfavorable" rental income for Foley House.

ED explained that this was due to vacancies but should have no effect in paying down the debt as the FH reserve is in very healthy condition. Unspent monies can be rolled over to the next year. The tenancy rates fluctuate due to death, tenants' moving, etc. Since February there has been a turnover of eight. There is a delay in re-renting the vacated units as they must first be cleaned and refurbished.

Motion by A. Alon to accept the Financial Report as presented, seconded by T. Nezbeth.

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

DIRECTOR'S REPORT:

I. DHCD:

- A. Atrium Windows-** - Following the Board vote to accept DHCD remediation monies, competitive bidding process for the work has begun. ED working with DHCD person regarding necessary steps in process.
- B. FY2003 Budget--**Has been officially approved by State.
- C. FY2002 Subsidy Overpayment—**Accountant has renegotiated overpayment to be returned to State to app. \$5000.00; suggests that PHA retain overpayment pending written agreement from State as to the corrected amount.

II. MAUSHOPE:

- A. Elevator—**ED advised that Thyssen allowed Authority to abrogate the contract; a bill for \$265.00 for June service to be paid them. Associated has sent a new 2 year contract to begin July 1st which provides full maintenance and no o/t charges. The contract did not indicate waiver of the outstanding \$1200.00 bill; ED to receive waiver before signing new contract. He will keep close tabs on quality of service.
The new contract does have an automatic renewal clause.
- B. Septic System—**New floats, electrical work and conduit between tanks have been repaired and system working fine. System for Maushope and 4 Family Units. Repair costs were app. \$6800.000
ED suggested reducing the amount for the Restricted Reserve by \$5000.00 to pay for repairs.

M. Carroll-Bergman said that it may be better to set up the Reserve at original amount of \$25,000.00 and draw money for the repairs from the reserve.

ED will check with John Gannon of DHCD to see which way is better.
- C. Hot Water Tank—**Item to remain on agenda until there is a final resolution of matter. Will continue tracking with F.A. Days.
- D. Apartment Fire Extinguishers—**ED working with Perry & Sullivan re. ordering units; two to be ordered, also, for the Foley House attic.
- E. Air Conditioners—**One unit to have in-wall unit installed as tenants already purchased this type of system; a second tenant purchased a unit that needs only a 4" venting hole. This was ordered via the PHA's procurement system and tenant to reimburse the Authority. Installation awaiting availability of carpenter.

Beverly Spenser, Maushope TA President asked the Board to consider installation of ceiling fans in bedrooms. Not all units have good cross ventilation due to configuration of apartment.

A. Alon asked if Authority can explore cost of fan and wiring.

ED to explore costs and Board also to determine, if approval given. whether tenant or Authority will have to bear cost.

F. Census is 24 of 24.

II. FAMILY HOUSING:

A. Inspections—Most of tenants have corrected deficiencies noted during recent inspections. Jim Turner and ED will continue to check on yard upkeep. To provide tenants with new notice of responsibilities re. yard..

T. Nezbeth asked about consequences if tenant fails to comply.

ED said it is a technical breach of the lease. Generally the Authority contracts to have work done and charges back to the tenant. This charge back is treated as delinquent rent and could become the basis for eviction proceedings.

B. Census is 9 of 9.

IV. FOLEY HOUSE:

A. Shelter Plus Care Grant Extension/Renewal and HUD Subsidy Payment—Extension grant still pending. Current HUD subsidy is locked in for 10 years. PHA will be seeking an increase of \$468.00 per unit to be included in the request for extension.

B. Census is 10 of 10.

V. OTHER: Bank Signature Cards—Board updated bank signature cards which must be done each time there is a change in Board membership.

OLD BUSINESS:

A. Creek Road--Still pending information on tax title of abutting piece of property. Hold on agenda until final determination made as to feasibility of development.

B. Affordable Housing Trust Fund—A. Alon asked about the possibility of taxing condo conversions which proceeds could be earmarked for the Fund.

M. Carrroll-Bergman said this had been broached at a meeting on the Trust Fund but feels the local realtors' groups will oppose any such suggestion.

ED said this tax should have no effect on the realtors as it comes into play after a property has been sold. Suggested bringing to the next Town Community Vision meeting tentatively set for some time in July.

C. 44 Harry Kemp Way—Spot that had been earmarked for possible development infringes on the fire road. Coastal Engineers to reassess feasibility of development on the land across the parking lot.

D. Tax Title Properties—The list of tax delinquent properties has “shrunk” from seven pages to three. The Authority will simply have to wait and see what eventually develops before any action can be taken.

E. State Appointee—No further action since last meeting. Commissioners still canvassing prospective candidates.

F. Cumberland Farms—Application for grant for study of land has been sent

to Mass. Housing Partnership. Ann Houston of MHP to do a site visit next week. ED feels that the technical assistance grant requested will likely be awarded the Authority. Reggie Cabral of Coastal Engineers to double check on possible wet lands on property. Meanwhile, Cumberland Farms is moving ahead on the planned reconfiguration of their property; have already presented to two Town Boards and survey in the works.

ED has sent a letter of thanks to Cumberland officials.

NEW BUSINESS: M. Carroll-Bergman told the Board that the child of a friend has been raising money for the AHTF via a roadside lemonade stand. Commissioner Bergman would like to fax a picture of child to the Banner; may assist with additional donations from the community.

A. Alon suggested possibility of donation jars being placed in retail stores.

T. Nezbeth says the stores seem to be overloaded with such jars.

APPROVAL OF VOUCHERS:

Board reviewed check vouchers and checks presented for signature.

Motion by M. Carroll-Bergman to approve vouchers as presented, seconded by A. Alon.

VOTED: Unanimous to

approve vouchers as

presented.

ADJOURNMENT: A Work Session was set for Wednesday, July 16th at 3:00 p.m. The next Regular Meeting of the Board was set for Wednesday, August 6th at 5:15 p.m. in the Maushope Common Room. There being no further business a motion to adjourn was made by M. Carroll-Berman, seconded by A. Alon. Unanimous to adjourn at 6:08 p.m...

Respectfully submitted,

Lucy Singer Farkas
Recording Secretary

