

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
Tuesday, January 6, 2004**

A regular meeting of the Provincetown Housing Authority was called to order by Margaret Carroll-Bergman, Chair, on Tuesday, January 6, 2004 at 5:20 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

**ABSENT:** None

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

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

**PUBLIC STATEMENTS:** Beverly Spencer, Maushope Tenant Association Chair. Questioned on behalf of a number of Maushope tenants why double hung windows as opposed to sliding windows were to be used for the renovation to the Atrium. E.D. responded that funding source DHCD recommended double hung due to longevity and ease of operation open of double hung windows.

P. Parmakian requested E.D. to take concerns of T.A. to DHCD.

**APPROVAL OF MINUTES:**

Motion by A. Alon to approve minutes of December 3, 2003 Regular Meeting and December 17, 2003 Work Session and Executive Session, seconded by P. Parmakian.

**VOTED: Unanimous to approve**

**Minutes of December 3,  
Minutes of December 17,**

**2003 Regular Session and  
2003**

**Work Session and**

**Executive Session.**

**FINANCIAL REPORT:**

Board reviewed and discussed the Financial Report for November 2003.

P. Parmakian asked about "Routine Expenses" noted as \$16,686.26. ED to request answers from PHA Accountant.

Board answered question regarding "Routine Expenses"-- this is amount spent in the month of the financial report.

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

**VOTED: Unanimous to approve  
November Financial Report as**

**presented.**

**DIRECTOR'S REPORT:**

**I. DHCD:**

**A. Atrium Windows-** - The paperwork to advertise the bidding process being prepared by architect. E.D to inform DHCD of T.A. concerns regarding double hung windows.

**B. FY2002 Subsidy Overpayment**--Subsidy reimbursement still on hold pending formal written approval by State of exact amount owed.

## II. MAUSHOPE:

**A. Hot Water Tank**—Item to remain on agenda until there is a final resolution regarding the matter of replacement. Probe and igniter of current system failed this month and the parts were replaced at no charge.

**B. Apartment Fire Extinguishers**—Apartment fire extinguishers have been installed at Maushope, Family Housing extinguishers to be installed at inspection time.

**C. Census** is 23 of 24.

## III. FAMILY HOUSING:

**A. Lease Violation:** E.D. informed Board that damage to unit floor will be paid for by PHA.

**B. Water Bills:** E.D. informed Board that new water rates resulted in high water bills this period. E.D. informed Board that 2 Family Housing units appeared to be extremely high (so high the water department actually called the PHA to inquire if there were undetected leaks.) PHA maintenance inspected and found no leaks.

E.D. has requested a Private Conference with the tenants of the 2 units to discuss the issue.

**C. Census:** 9 of 9.

## IV. FOLEY HOUSE

**A. Shelter + Care Grant Extension/Renewal**—Paperwork does not need to be completed until April 2004 with documentation of increased operating costs.

**B. Census** is 10 of 10. Four eviction processes are in the works. Two tenants have been served with a 30 Day Notice and two tenants have been served with court papers by the Sheriff.

## V. OTHER

**A. ED Contract** – Negotiation to take place in a Special Executive Session.

## OLD BUSINESS:

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

**B. Affordable Housing Trust Fund**—Work session scheduled for January 21<sup>st</sup> at 3:30 p.m...

**C. 44 Harry Kemp Way**—No new action; item to remain on agenda.

**D. Tax Title Properties**—No further actions; item to remain on agenda.

**E. State Appointee**--Canvassing for the State Appointee to the Board continuing.

**F. Cumberland Farms**—Devra Bailin has provided no further information.

## APPROVAL OF VOUCHERS:

Board reviewed check registry and checks presented for signature.

Motion by T. Nezbeth to approve vouchers as presented, seconded by P. Parmakian.

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

The next Regular Meeting of the Board was set for Wednesday, February 4, 2004 at 5:15 p.m. in the Common Room at Maushope.

Motion by A. Alon that the Board go into Executive Session and will not re-adjourn to the Regular Session, seconded by P. Parmakian. Meeting adjourned at 6:15 p.m..

Respectfully submitted,  
Patrick J. Manning  
Recording Secretary