

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
Wednesday, February 4, 2004**

A regular meeting of the Provincetown Housing Authority was called to order by Margaret Carroll-Bergman, Chair, on Wednesday, February 4, 2004 at 5:15 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

**ABSENT:** None

**AGENDA:**

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

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

**PUBLIC STATEMENTS:**

Mary Chatlos, Maushope tenant, noted that tenants were re-arranging the Common Room and asked if the current side tables and lamps could be removed and used elsewhere.

ED said the Tenant Association needs to agree on addition/removal of furnishings.

P. Parmakian also suggested that some of the residents may want the items to be discarded and suggested that a notice to that effect be placed on bulletin board.

**APPROVAL OF MINUTES:**

L. Farkas noted that the correct meeting date for the Executive session should be January 6<sup>th</sup>.

Motion by A. Alon to approve Minutes of Regular Meeting and Executive Session of January 6, 2004 and Work Session of January 21, 2004, seconded by T. Nezbeth. Parmakian.

**VOTED: Unanimous to approve  
Minutes of Regular and Executive  
Minutes of Work Session of  
Jan. 21, 2004.**

**Sessions of Jan. 6, 2004 and**

**FINANCIAL REPORT:**

Board reviewed and discussed the Financial Report for December 2003.

ED clarified that Routine Expenses are the monthly operating expenses; monthly report includes the total operating expenses for that month.

A. Alon asked about any unusual large expense for month.

ED advised that water bills were paid in December and that two Family Units had excessively high water bills for the time period billed.

P. Parmakian asked about the Foley House Monthly Operating Statement.

ED advised it shows the actual expenses for the month as well as the amount allotted in the annual budget for FH.

Motion by P. Parmakian to approve the December 2003 Financial Report as presented, seconded by A. Alon.

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

## DIRECTOR'S REPORT:

### I. DHCD:

A. **Atrium Windows-** - ED reported that architect had opened project for bids and six qualified bids were received. All bidders had reviewed plans with architect and had visited Maushope to scope out the project. Low bid was 7% less than project allotment and architect has recommended that Board approve bid.

M. Carroll-Bergman asked about materials and project details. Board had discussed same and Maushope Tenant Association had input but no clear consensus was reached.

ED said the approved project calls for replacement of all rotted wood on decks and exterior with pressure treated wood. Walkways to be covered with a weather-impermeable carpet. Double hung windows will replace the present sliders. Two exhaust fans to be installed at top of atrium; these will trip in case of a fire alarm. Fans and lighting to be hooked into the generator so will remain operational in case of a power failure. The walkway areas will be treated for mold and mildew.

A. Alon asked how long the project will take as bonding contract seems good for only 45 days.

ED said the contractor will be bonded for the full time of the work.

If Board approves the bid, the DHCD will then enter into a contract with contractor specifying all work requirements and materials to be used and penalties for delay in completing project. The contract to note that all work be done with consideration for safety and convenience of tenants. Contractor may elect to subcontract some job aspects but is responsible for seeing that all specifications are adhered to. Also, ED and maintenance person will be on site to "keep any eye" on project progress.

ED will let Board review copy of the contract when ready but the DHCD and the State architect will be doing a thorough review as the State is party to the contract, not the PHA.

ED asked Board to approve the low bidder as recommended by architect so that the DHCD can move to contract stage.

Motion by P. Parmakian to approve awarding contract to Vareika Construction, Inc., seconded by A. Alon.

**VOTED: Unanimous to award  
contract to Vareika Construction.**

**B. FY2002 Subsidy Overpayment**—Matter has been resolved with written acknowledgment by DHCD of amount to be repaid by the PHA. The total is \$11,533.00 (\$8574.00 for fiscal year 2002 and \$2959.00 for 2003).

ED explained that money to be refunded to State resulted from overpayments by the State during the fiscal year and does not affect the actual operating expenses. Very often as a result of LHA's refunding to State, the State can then subsidize special projects, such as the Maushope atrium project. The Operating Reserve will show a marked drop on paper but will increase as the 2004 subsidy comes in from the State.

M. Carroll-Bergman asked if the unspent monies could go into the septic reserve, or some other.

ED said “no”, it must be refunded.

## II. MAUSHOPE:

- A. **Hot Water Tank**—Heat Transfer Company still “studying” failure of tanks and the PHA has been included in this pilot study. Water and heat samples have been taken and sent for analysis. The Authority will be in line for whatever corrective measures are deemed necessary; this may well include complete replacement of the system. Many of the remedies suggested by Heat Transfer have already been tried at Maushope without success, which would seem to indicate a flawed system.
  
- B. **Census** is 23 of 24. ED currently reviewing prospective tenants for the vacant elderly unit and anticipates tenancy by March.

## III. FAMILY HOUSING:

- A. **Water Bills**—ED has discussed high water bills with the two families suspected of misusing water but there is nothing much the Authority can do. Tenants have been cautioned about excessive use of water and if it continues the Board may want to consider banning washers and outdoor spigots. Another option would be for the Family tenants to pay for their own water, but this would require DHCD approval.
  
- P. Parmakian suggested that all the Family tenants be notified about high water usage. Also suggested that perhaps the Authority can place a cap on expenditures, with tenant to pay any overage.

- B. **Census** is 9 of 9.

## IV. FOLEY HOUSE

- A. **Shelter + Care Grant Extension/Renewal**—No action taken yet but PHA has received a draft letter from HUD on how to apply for the extension. To date app. 50% of the grant has been expended and ED sees no problem with extension being granted.
  
- B. **FH Evictions**--To be discussed in Executive Session following Regular Meeting.
  
- C. **Census** is 9 of 10.

## V. OTHER

- A. **ED Contract** – ED has not yet had time to put together information on retirement benefits for consideration of inclusion in his contract.
  
- B. **Loss of Town Community Development Positions**—Board discussed Town Hall’s discussions to eliminate the Community Development positions, effective five months from now, and the impact on the AHTF headed by Deputy Director, Mark LaTour.

M. Carroll-Bergman suggested possibility of ED assuming position of Housing Specialist.

ED said he would have to determine specific duties required and workload involved but will explore further.

- A. Alon said that M. LaTour has not yet documented his work to date o/b/o

the AHTF and, thus, no Fund monies have been dispersed to him.

**C. Family Health Benefits**--Maintenance person must submit additional form to insurer before company will take action.

**D. PHA Annual Town Report**--Board given copy of report for review.

**E. Cape End Manor**—Board discussed latest developments re. Care Campus. New designated site would use some of the Town recreation and school lands. The existing Manor would be used for affordable assisted living as a part of the Campus. The current Manor will not be made available for affordable housing.

M. Carroll-Bergman said that if the CPA is approved, funds could be used towards the Care Campus. Resistance to the CPA appears to be lessening

**F. Budget Overrun**--Board reviewed letter from Accountant required by the DHCD where any item shows a 10% or more overrun. Minor overruns shown for Resident Services and Contract Costs but financial condition of Authority is in no way jeopardized.

#### **OLD BUSINESS:**

**A. Creek Road**--Project remains “on hold”. The PHA does not yet possess interest in the site and will not accept until development of the land becomes viable.

**B. Affordable Housing Trust Fund**--Next Work session scheduled for February 18<sup>th</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**--Several individuals have been approached about the position but all have declined. One individual resides in Truro and may not be eligible to serve; ED to check out.

P. Parmakian suggested individuals with mortgage expertise.

M. Carroll-Bergman suggested placing an ad for position.

**F. Cumberland Farms**--M. Carroll-Bergman advised of her attendance at meeting with lawyers for Cumberland Farms and the abutter. Boundary issue resolved via a survey of land and it appears abutter has encroached on Cumberland property. Abutter may likely initiate a law suit to claim land via adverse possession (since 1976). He has built a substantial concrete structure on one corner of the property and land contains an access road to his property. Abutter has offered to purchase the land in question from Cumberland. A law suit could tie up the matter in the Courts for a substantial time, thus putting a large crimp in the PHA moving ahead with development plans.

M. Carrroll-Bergman said she was very gratified by Cumberland’s lawyer’s positive attitude and advocacy toward using land for affordable housing. Urged Board members to attend meeting tonight between Cumberland and the Town Planning and Zoning Boards.

P. Parmakian suggested writing to local media re. the situation to drum up local support for affordable housing on the property.

**APPROVAL OF VOUCHERS:**

Board reviewed check registry 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.**

The next Regular Meeting of the Board was set for Wednesday, March 3, 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 6:55 p.m..

Respectfully submitted,  
Lucy Singer Farkas  
Recording Secretary