

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

A regular meeting of the Provincetown Housing Authority was called to order by Margaret Carroll-Bergman, Chair, on Tuesday, April 6, 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
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: None

APPROVAL OF MINUTES:

T. Nezbeth noted that date for buses to Boston (under Public Statements) should be March 11, not as noted in minutes.

Motion by A. Alon to approve Minutes of Regular Meeting with correction and Executive Session of March 3, 2004, seconded by T. Nezbeth.

**VOTED: Unanimous to approve
Minutes of Regular Session with correction and Executive Session
of March 3, 2004.**

FINANCIAL REPORT:

Board reviewed and discussed the Financial Report for February 2004.

A. Alon noted that the Cash Balance was down almost \$22,000.00 over previous month.

ED said this amount will go up as the State subsidies come in. The Authority is owed subsidy monies for 2003 and for 2004; no payments from the State for app. 5 months due to State's low cash flow. ED has been using income from rents and from other reserves to pay bills until subsidies begin coming in.

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

**VOTED: Unanimous to approve
February 2004 Financial Report
as presented.**

DIRECTOR'S REPORT:

I. DHCD:

A. Atrium Windows- -Contract with Vareika Construction has been signed and work begun; to be completed within 90 days. Contractor to set-up each day no earlier than 7: 30 a.m. and to start daily construction at 8:00 a.m. ED to begin billing State for reimbursement of expenditures laid out by the Authority.

B. FY2004 Budget--Written approval of the FY2004 budget has been received

from the State.

II. MAUSHOPE:

- A. Hot Water Tank--**Still awaiting water test results.
- B. Annual Rent Re-Certification--**Maushope recertifications have been completed, except for one tenant who is awaiting his tax statements. Tenants have been notified of rent changes; a decrease in rent becomes effective April 1st, rent increases become effective May 1st.
- C. Annual Apartment Inspections--**Have been completed. Only two units did not pass because of various safety and sanitary issues. Those tenants have been advised accordingly and a re-inspection to follow for compliance.
- D. Atrium Construction--**Has begun (see above).
- E. Census** is 24 of 24.

III. FAMILY HOUSING:

- A. Annual Inspections--**Inspections of units completed. Most were generally in good shape and for those units which showed violations tenant will be so notified in writing.
- B. Annual Rent Re-certifications--**Materials have been mailed to Family Tenants and rent reviews to be completed by April 30.
- C. Census** is 9 of 9.

IV. FOLEY HOUSE

- A. Shelter + Care Grant Extension/Renewal--**Paper work has been submitted to HUD.
- B. FH Evictions—**ED up-dated Board re. evictions at Foley House. He is to appear in Court tomorrow relative to the two tenants charged with drug possession. Because the criminal matters have not yet been resolved, ED is unsure of what will transpire relative to the evictions.
ED further advised that one of these tenants subsequently had an altercation in House with another resident who pressed assault charges and subsequently obtained a Restraining Order ordering other resident to vacate premises. Arrangements have been made by ASGCC to secure temporary lodgings for this individual until further action can be taken on the RO. The tenant who allowed unauthorized residency of a friend has vacated his unit.
Prospective residents are being screened.
- C. Census** is 8 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. Family Health Benefits--**Maintenance person waiting for certified copy of

his marriage certificate required by insurer.

OLD BUSINESS:

- A. Creek Road**--Project remains "on hold".
- B. Affordable Housing Trust Fund**--Paper work has been finalized. No work session set for April.
- 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**—M. Carroll-Bergman and T. Nezbeth have taken out the necessary papers for re-election to the Board. ED has stalled notifying State re. a State Appointee and will try to postpone until after upcoming elections.
No one has filed papers for P. Parmakian's seat.
- F. Cumberland Farms**—Abutter has filed for adverse possession of land on the Cumberland property. Some of the land in question appears to be Town owned. Cumberland legal department to take appropriate action. Pam Parmakian has volunteered to conduct an appraisal of property at no cost to the Authority. Cumberland officials to, also, conduct an appraisal to determine possible tax write-off if land is gifted. As yet no concrete decision made re. sale or gift of land although the company seems to be leaning toward gifting.
Devra Bailin of Cumberland Farms has asked for a joint meeting with the Authority; John Gilmore, Director of Community Development for the Town; Town Manager Keith Bergman and Selectperson Sarah Peake to discuss legal action to be taken by the Town re. adverse possession filing. Abutter's attorney has not responded to inquiries. Meeting to be arranged for Friday, April 9th at Town Hall.

The PHA Board is pushing for something more concrete from Cumberland relative to a donation or sale of their property to the PHA.

NEW BUSINESS:

A. Bookkeeper—ED advised he interviewed Steve Roderick relative to replacing the PHA's current Bookkeeper. The current Bookkeeper's absence from Town has become problematic in a number of instances. The PHA Accountant sat in on the interview and felt Mr. Roderick was fully aware of PHA needs. Although his hourly rate is somewhat higher than that of current Bookkeeper, Mr. Roderick was amenable to charging the Authority a flat monthly rate, more in keeping with current bookkeeper. ED to review current Bookkeeper's contract; he is an independent contractor whose contract has been automatically renewed. A 30-day termination notice should be sufficient.

A. Alon conjectured that despite higher rate there will likely be cost savings in the long run; plus Mr. Roderick will be available as needed.

T. Nezbeth also spoke favorably about Mr. Roderick.

Motion by T. Nezbeth to allow ED to change Bookkeeper at his discretion. Seconded by A. Alon.

**VOTED: Unanimous to
permit ED to hire new
discretion.**

Bookkeeper at his

B. Open Seat Election--To wait until after up-coming elections before having an appointment made to the

Board for Pam Parmakian's vacant seat.

C. Feedback on meeting with Foley House and CCASG--ED advised he has discussed with PHA Attorney limiting keys to Foley House to staff only. Attorney feels this is legal but could create some problems as overnight staff may be asleep and unable to hear doorbell. ED would like to wait until there is a final resolution of the pending evictions.

L. Thornton advised that house policies draft, with resident input, is being reviewed and she is preparing policy/procedure manual for staff. Admittance criteria has been tightened and applicants must now meet with the ASG before an admission decision is made.

D. Town Meeting Articles—Board discussed strategies for Town Meeting relative to several articles dealing with affordable housing, most notably the article concerning creation of the Community Preservation Commission. All Board members and ED to be in attendance.

APPROVAL OF VOUCHERS:

Board reviewed check registry and checks presented for signature.

A. Alon questioned Check #5374 which was apparently missing from last month's registry.

ED will check out with Bookkeeper.

Motion by T. Nezbeth 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, May 5, 2004 at 5:15 p.m. in the Common Room at Maushope. There being no further business a motion to adjourn was made. Meeting adjourned at 6:15 p.m..

Respectfully submitted,

Lucy Singer Farkas
Recording Secretary