

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
Wednesday, January 5, 2005**

A regular meeting of the Provincetown Housing Authority was called to order by Margaret Carroll-Bergman, Chair, on Wednesday, January 5, 2005 at 5:23 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, Treasurer  
Patrick J. Manning, Executive Director  
Lucy Singer Farkas, Recording Secretary  
  
Jenna Milne, PHA Accountant

**EXCUSED:** Nancy Jacobsen, Vice-Treasurer

**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:**

L. Farkas noted that December 1<sup>st</sup> Minutes incorrectly noted A. Alon's Board position. Motion by T. Nezbeth to approve Minutes of Regular Meeting of Dec. 1, 2004 with correction, seconded by A. Alon.

Motion by A. Alon to approve Minutes of Joint Meeting of Dec. 10, 2004 as presented, seconded by T. Nezbeth.  
**VOTED: Unanimous  
to approve Minutes of Dec. 1, as corrected, and Minutes of Dec. 10<sup>th</sup>.**

**FINANCIAL REPORT:**

Jenna Milne, PHA Accountant, reviewed the FY2005 Budget information with Board. State is requiring level funding for LHA's; capital expenses, salaries, etc. are to be budgeted at 2004 levels.

Jenna advised that a memo from NAHRO and her information from some other LHA's indicates that Authorities should submit "real" budgets, reflecting actual needs and let the State make the cuts if and where they choose.

The largest increases for the PHA have been in health benefits and property insurance. Materials and contract costs have also seen big changes based on actual spending for the past two years. There are only so many line items that can be cut safely (i.e. office and material supplies); Bookkeeper's costs were less than anticipated; but it may be possible to charge other line item overages to the reserve. Foley House is not a problem as it tends to "make" money. Possible that a 1% salary increase for ED, Clerk, and Bookkeeper could come from FH income. (Salary increases for maintenance person are set by State DLI rates which come in April.) An actual budget with a 1% salary increase would come to less than a \$4000.00 increase in State subsidy, compared to FY2004.

Other items showing large increases are electricity and water costs. 2005 costs for fuel and electric will depend on the severity of the winter.

ED advised that NAHRO has noted three options for LHA's:

1. Submit a level funded budget but do not sign same, as a protest;
2. Submit a real budget based on actual needs and let the State make cuts;
3. Submit a level funded budget with signature, as per State request.

He added that DHCD has been very responsive to PHA requests for additional monies for special projects, such as the Maushope atrium and new septic system on Court Street.

M. Carroll-Bergman asked what was deadline for budget submission.

ED said technically October 1, 2004 but that the guidelines were just promulgated.

Jenna said should go out by February

T. Nezbeth asked if a delay in submitting budget request would limit amount of money available to the PHA and that, if so, it would behoove the PHA to get their request in as soon as possible. Will budget be retroactive to Oct. 1, 2004? Jenna said would be retroactive but "early" submission would not guarantee a larger State subsidy. However, it will likely take the State three months to review and approve budget so early submission is advisable.

Jenna, also, advised that the State wants LHA's to keep their reserve at 40%. The PHA reserve would be 33.52% if everything in the budget is expended.

ED asked if this percentage was for the operating reserve or if it included the restricted reserve.

Jenna said just for operations. The Restricted Reserve is separate. Despite the lower-than- 40% reserve Jenna does not feel that the PHA is in dire straits.

She advised that the State has changed its reporting requirements which will require additional and new information from the Accountant. This will result in a "one-time" increase in accounting services of \$1000.00; cost to be covered by the DHCD. Reporting changes will make local financial statements consistent with federal format.

No big capital expenditures for FY2005 are seen; some monies have been allocated for four replacement stoves.

M. Carroll-Bergman said that by Board vote the Restricted reserve can be reallocated should an emergency arise.

Another option for salary increases over 1% could be from Sect. 8 management fees.

Also, extra vacation time could be offered in lieu of salary increase.

ED asked if Jenna could check with other LHA's to get a feel on how many are submitting 0% or "real" budget requests.

Jenna will do so but information may be confusing as other LHA set-ups may be different from that of the PHA.

M. Carroll-Bergman asked about including retirement benefits for ED in the budget request.

Jenna said likely not an optimum time to do so as would mean increase in ED hours. However, it may be possible to get a "special exemption" for ED to join the County retirement system. If that be the case FICA costs for ED would not have to be paid by the State and monies could instead be used to fund ED retirement costs.

Jenna suggests that the Board discuss budget submission and decide whether to submit a 0% or "real" budget.

M. Carroll-Bergman said Board should discuss and vote on at the next regular meeting and that a decision should be reached before end of February.

Board reviewed the Financial Report for November 2004.

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

T. Nezbeth.

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

**AFFORDABLE HOUSING TRUST FUND:**

Keith Bergman, Town Manager, appeared before the Board relative to use of some Trust monies to help defray salary cost of Asst. Town Manager. The job description for that position would include duties of Affordable Housing Specialist. Board must agree to a one-time funding for salary to cover time period from February 2005 to June 2005. Salary costs for the position will not need further funding from the Trust. K. Bergman invited up to two Board members to join the search committee that would select the Asst. Town Manager.

ED asked if Housing Specialist duties would be included in Assistant's job specifications.

K. Bergman advised that Town is looking at eventually contracting out for oversight of all affordable housing issues. Thus there would be one Housing Specialist that would be used by all Town entities dealing with affordable housing; feels this will result in a cost savings. Role of that position would have to be spelled out.

ED asked if services were contracted out could costs come out of AHTF monies.

K. Bergman said would likely come out of the Town budget, perhaps through surplus County funds owed to the Town.

Motion by A. Alon to approve a portion of Assistant Town Manager's salary to come from AHTF monies, seconded by T. Nezbeth.

**VOTED: Unanimous to  
approve a portion of  
Asst. Town Manager's  
salary  
monies.  
to come from AHTF**

K. Bergman advised Board that there were several tax title properties to be taken by the Town. One in particular seemed feasible for development. Said that if the Board is interested in acquiring property must make an explicit request for same to the Board of Selectmen. This must be done by tomorrow in order get on the Selectmen's agenda before their meeting next week.

If Town sells property 25% of proceeds could go into the AHTF. Town Meeting would eventually vote on specific disposition of property.

Mr. Bergman also updated the Board on progress of the Care Campus and Town discussions with New England Deaconess. Town Council to determine if monies could be borrowed by the Town from the CPA fund to be used for affordable units at the Campus.

Again, Town Meeting would be the final authority for approval of the Care Campus plan.

**DIRECTOR'S REPORT:**

**I. DHCD:**

**A. Maushope Atrium Payment-** - ED advised that State has made payment and that the Mod Account to be closed. Funds have been deposited into the PHA revolving account.

**B. Subsidy Payments--**ED advised that a partial payment from the State was received last week for the FY2003 subsidy

**C. Septic System--**DHCD has approved app. \$20,00.00 for upgrade/repairs for Family unit on Court Street.

**II. MAUSHOPE:**

**A. Washing Machines**—Two new front loading washing machines have been installed. HAC to reimburse the Authority for full cost (\$3700.00).

**B. Census** is 24 of 24.

### **III. FAMILY HOUSING:**

**A. DHCD Inspection--**The DHCD inspection report on one of the Family Units finds that the tenant has not complied with corrective measures; unit still poses a fire/safety threat. Tenant has ignored repeated requests to clean up apartment and legal action to be started.

**B. Up-Date on Tenant Complaint--**The Authority will be proceeding with formal eviction proceedings against two Family tenants who have unauthorized persons occupying Unit. Additionally, another Family tenant has advised that he now has an unleased individual at his apartment. That person is to make application to be put on lease by end of January, otherwise will have to vacate.

The Authority may be facing four eviction proceedings.

M. Carroll-Bergman asked about the legal fees entailed.

ED said will be covered under the contract with State Attorney for the PHA, Patricia Grace.

**C. Septic Failure--**State has approved reimbursement for septic system repairs/replacement at Family Unit on Court Street and State engineer has been down to assess system.

**D. Census** is 9 of 9.

### **IV. FOLEY HOUSE**

**A. Eviction Up-date--**Tenant remains in compliance with Court order.

**B. Census** is 8 of 10. Several applicants are being considered for admission pending verification of paper work.

### **V. OTHER**

**A. ED Contract--**Board to discuss in Special Executive Session.

### **OLD BUSINESS:**

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

**B. Affordable Housing Trust Fund—**Board discussed representation on the Town search committee for the Assistant Town Manager. A. Alon said he is willing to assume responsibility and will also be representing the Housing Partnership.

Motion by T. Nezbeth to appoint A. Alon as the PHA representative on the Town Search Committee for Asst. Town Manager position, seconded by M. Carroll-Bergman.

**VOTED: Unanimous to  
Committee for Town Asst.  
representative.**

**appoint A. Alon to Search  
Manager as the PHA**

A. Alon asked Board to provide input re. questions he should asked

prospective applicants for position.

**C. 44 Harry Kemp Way**--At this time development of property seems untenable. Item to be removed from future agendas.

**D. Tax Title Properties**--M. Carroll-Bergman said that if tax title lands are auctioned off by the Town 25% of proceeds would go to the AHTF. Did the Selectmen ever set policy that the PHA would receive priority on such properties? Whatever the scenario Town Meeting will have the final say in disposition of the properties.

A. Alon said it would be more likely that Town Meeting would approve the 25% of proceeds going to the AHTF than an outright deeding of property to the Authority.

T. Nezbeth said that the mission of the Authority should be to acquire property for development. Whatever is built on same by the Authority would remain affordable in perpetuity.

ED will send Letter of Intent to the Selectmen.

Board agreed it was in the interests of the Authority to acquire the tax title property at 951R Commercial Street for development.

Motion by T. Nezbeth to send Letter of Intent to Board of Selectmen re. PHA interest in acquiring the property at 951R Commercial Street for development of affordable housing, seconded by A. Alon.

**VOTED: Unanimous to  
Board of Selectmen.**

**send Letter of Intent to**

**E. State Appointee**--No new action.

**F. Cumberland Farms**--Matter of PHA acquisition of Cumberland land remains up in the air. Still working to resolve discrepancies in land appraisals.

**G. Community Preservation Committee**—Board discussed Town Manager's update of 1.9 million dollars from CPA monies for Care Campus. M. Carroll-Bergman advised Board that the CPC will hold a public hearing regarding the 1.9 million dollars in CPA funds for 19 affordable independent and assisted living apartments on the Care Campus. By consensus PHA Board approved the expenditure of 1.9 million dollars from CPA funds for the units. Board advised PHA representative to CPC to support the 1.9 million requested.

M. Carroll-Bergman advised that a member of the CPC has contacted her re. a current listing with six apartments. Is the PHA interested? Matter to be referred to Town Council to determine if there is a possible conflict of interest. Town must set up a protocol for property acquisition from realtors who are on the CPC.

**NEW BUSINESS:** None.

**APPROVAL OF VOUCHERS:**

Board reviewed check registry and checks presented for signature.

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

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

The next Regular Meeting of the Board was set for Wednesday, February 2, 2005 at 5:15 p.m. in the Common Room at Maushope.

Motion by A. Alon that Board go into Executive Session and will not re-adjourn to the Regular Session, seconded by T. Nezbeth. Regular Session adjourned at 7:18 p.m..

Respectfully submitted,

Lucy Singer Farkas  
Recording Secretary