

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
Wednesday, July 27, 2005**

A regular meeting of the Provincetown Housing Authority was called to order by Margaret Carroll-Bergman, Chair, on Wednesday, July 27, 2005 at 5:18 p.m. in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

**PRESENT:** Margaret Carroll-Bergman, Chair  
Arturo Alon, Treasurer  
Nancy Jacobsen, Commissioner  
George Bryant, Commissioner  
Patrick J. Manning, Executive Director  
Lucy Singer Farkas, Recording Secretary

**ABSENT:** None

Chairperson Bergman officially welcomed Commissioner Bryant to the PHA Board.

**AGENDA:**

Motion by A. Alon to approve agenda as presented, seconded by N. Jacobsen.

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

**PUBLIC STATEMENTS:** None.

**APPROVAL OF MINUTES:**

Motion by N. Jacobsen to approve Minutes of Regular Meeting and Executive Session of May 4, 2005, seconded by A. Alon.

**VOTED: 2 to approve  
2 abstentions**

Motion by A. Alon to approve Minutes of June 1, 2005, seconded by M. Carroll-Bergman.

**VOTED: 2 to approve  
2 abstentions**

Motion by A. Alon to approve Minutes of July 6, 2005, seconded by N. Jacobsen.

**VOTED: 3 to approve  
1 abstention**

Motion by A. Alon to approve Minutes of Joint Meeting of June 27, 2005, seconded by M. Carroll-Bergman.

**approve Minutes of Joint Meeting of June 27, 2005.  
VOTED: 3 to  
1 abstention.**

**FINANCIAL REPORT:**

Motion by A. Alon to accept Financial Reports for April, May and June 2005 as presented, seconded by N. Jacobsen.

**VOTED: 3 to approve**

**Financial Reports for April, May,  
and June 2005 as presented;  
1 abstention.**

**DIRECTOR'S REPORT:**

**I. DHCD:**

**A. Maushope Atrium Payment-** - There is an additional \$9000.00 payment due the PHA from the State. DHCD wants a final accounting from PHA Accountant and will then sign off on final contract.

**B. Subsidy Payments--**Still awaiting \$2000.00 subsidy payment for 2004.

**C. State Audit--**State audit has been completed and written evaluation from auditors indicates PHA compliance for the 21/2 period covered by audit.

G. Bryant asked what was covered in the audit.

ED said all financial and operational procedures; tenant selection process; condition of housing units; minutes of meetings; etc.. Auditors examine all aspects to make sure the Authority is operating within State guidelines and meeting State requirements for LHA's. The current audit covered period from 10/1/02 to 3/31/05. Next audit will likely be in two years.

**II. MAUSHOPE:**

**A. Washing Machines--**PHA received reimbursement for machines of \$2240.00 from the Cape Light Compact. Of the total cost of \$3677.64, the cost to the Authority was \$1437.00.

A. Alon asked if that expense came from the PHA General Fund.

ED said "yes".

**B. Census** is 23 of 24. Of the two prior vacancies one unit has been leased and the other (handicapped unit) to be leased as of August 1<sup>st</sup>.

**III. FAMILY HOUSING:**

**A. DHCD Inspection--**Tenant whose unit twice failed inspection has done some cleaning of premises but still far from compliance. ED pushing ahead with eviction.

**B. Up-Date on Tenant Complaint--**PHA Attorney Pat Grace is waiting for a Court date for the eviction proceeding. ED, if tenant so requests, will convene a meeting of the Grievance Committee to attempt a pre-Court resolution of matter. That cannot be done until tenant is served with Court papers for appearance.

**C. Septic Failure--**ED has been advised that it may be possible for the Court Street unit to be hooked into the Town sewer system in its second phase. If possible and feasible the Board may want to set up an escrow account for hook-up costs.

DHCD still working with septic contractor Billy Rogers.

They feel that the system can be repaired rather than having to install an entire new system. If the property cannot be linked to the Town sewer system, or if a new technology is required, a decision will then have to

made re. repair vs. replacement. The DHCD to work with the DEP re. new type systems.

G. Bryant asked about the nature of the septic failure.

ED advised that there was a discharge to the surface. The system is an older Title 5 and the leaching field failed but the system has only had to be pumped once. Rogers did the original Title 5 installation.

**D. Re-grade Access Road**--Board reviewed three bids for re-grading of the Court Street access obtained by one of the property owners affected. The PHA share would be one-third, or \$1075.00, of the lowest bid (from Noon's).

M. Carroll-Bergman said the work to be provided was comparable in all the bids although one company did provide a longer warranty. This may become moot if the Town sewer system eventually goes in that area and is not, thus, worth the added cost.

ED advised Board that the work is needed and should be done. He emphasized that work does not entail paving of road but rather hardening and stabilization of surface. The bid from Noon's provides for a covering of shell or stone (same cost); other property owners prefer shell but Board felt stone would be more durable.

A. Alon asked who will supervise the work.

ED said the two private property owners will do so.

M. Carroll-Bergman asked where the money will come from.

ED said from Operating Reserves.

Motion by A. Alon to approve the expenditure of 1/3 cost of \$3200.00 for the improvement and re-grading of the Court Street access road by Noon's Company, seconded by N. Jacobsen.

the **VOTED: Unanimous to** **approve expenditure of 1/3 total**  
**cost of \$3200.00 for re-grading of** **Court Street access road by**  
**Noon's Company.**

**E. Census** is 9 of 9.

#### **IV. FOLEY HOUSE**

**A. Eviction Up-date**--ED advised that he has worked out an agreement with the potential evictee which involves returning the matter to Court for mediation. This would act as leverage to ensure continued compliance with lease sanctioned by the Court. This action has been suggested by the PHA Attorney.

G. Bryant asked about reason for eviction.

ED advised based on a physical assault of another resident and other infractions of House rules. At this time both tenants and staff feel comfortable with this resident remaining at FH. Court date will likely be mid to late August.

- B. Census** is 9 of 10. One resident has moved and a new applicant has been approved and room is currently being prepared for habitation.

## **V. OTHER**

**A. ED Contract and Barnstable County Retirement Association--**

Contract remains on hold pending acceptance of the PHA into the Barnstable County Retirement Association.

M. Carroll-Bergman explained to Commissioner Bryant that the PHA has submitted an application to join the Association and is awaiting approval by that body.

## **OLD BUSINESS:**

- A. Creek Road--**M. Carroll-Bergman advised Commissioner Bryant about drainage problems on property which hinder development. PHA waiting to see if a small parcel of abutting land will be taken by the Town for back taxes and, if so, whether it will be awarded to the PHA. With this added property development may be viable.

- B. Affordable Housing Trust Fund--**ED working to finalize forms and protocol.

- C. Tax Title Properties---**No further information on other properties that may become available to the PHA. Item to remain on agenda until determination is

made about the property abutting Creek Road site.

- D. State Appointee--**Confusion surrounds the appointment of N. Jacobsen as the State Appointee to the PHA Board because of her recent re-appointment to the Board by the Town as a local Commissioner. However the Town Clerk did pre-approve the process and ED has since clarified with the DHCD. Suggested that ED contact Representative Gomes to help influence appointment ASAP.

- E. Cumberland Farms--**Because the matter of adverse possession is unresolved there has been no further movement on the property. ED, N. Jacobsen and M. Carroll-Bergman did attend a presentation by Laura Shufelt at a recent CPC meeting and said that a number of considerations presented could be applicable to the development of the Cumby property.

In September representatives from the PHA plan to tour site at Falmouth to get an idea of that project and various funding mechanisms other than via Town resources. Want to see what other communities are doing in similar situations.

N. Jacobsen asked how would the PHA set up its funding/development.

ED said that could be set up as a non-profit body, or use a non-profit body already in existence with the Authority maintaining ownership.

M. Carroll-Bergman cautioned that the site has not yet been given to the Authority and that this is only the initial planning stage.

In response to N. Jacobsen, ED said it is likely that the Authority will present the CPC with a plan but this cannot be done until property passes



**VOTED: 2 to approve vouchers as  
presented. 1 abstention.**

The next Regular Meeting of the Board was set for Wednesday, August 31, 2005 at 5:15 p.m. in the Common Room at Maushope. There being no further business a motion to adjourn was made by N. Jacobsen, seconded by G. Bryant. Unanimous to adjourn at 6:18 p.m..

Respectfully submitted,

Lucy Singer Farkas,  
Recording Secretary