

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
Wednesday, October 26, 2005**

A regular meeting of the Provincetown Housing Authority was called to order by Margaret Carroll-Bergman, Chair, on Wednesday, October 26, 2005 at 5:30 p.m. in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

**PRESENT:** Margaret Carroll-Bergman, Chair  
Nancy Jacobsen, Commissioner  
George Bryant, Commissioner  
Patrick J. Manning, Executive Director & Recording Secretary  
Jenna Milne, Accountant

**ABSENT:** Arturo Alon, Treasurer

**AGENDA:** Motion by N Jacobsen to approve agenda as presented, seconded by G. Bryant.

**VOTED: Unanimous by  
Commissioners present to approve**

**agenda as presented.**

**PUBLIC STATEMENTS:** None.

**APPROVAL OF MINUTES:**

Motion by N. Jacobsen to approve Minutes of Regular Meeting of September 28, 2005 as presented, G. Bryant requested that future minutes reflect time of arrival for Board members who arrive late, seconded by G. Bryant.

**VOTED: Unanimous to approve  
Regular meeting as presented.**

**Minutes of September 28, 2005**

Motion by N. Jacobsen to approve Minutes of Executive Session of September 28, 2005 as presented, seconded by G. Bryant.

**VOTED: unanimous to approve  
Executive Session as presented.**

**Minutes of September 28, 2005**

Motion by N. Jacobsen to approve Minutes of Joint Meeting with Provincetown Local Housing Partnership of October 21, 2005, seconded by M. Carroll Bergman,

**VOTED: 2 to approve, one  
Minutes of Joint Meeting with  
Partnership of October 21, 2005.**

**abstention, Bryant, to approve  
Provincetown Local Housing**

**FINANCIAL REPORT:**

E.D introduced Fee Accountant, Jenna Milne. G. Bryant asked if Accountant works with other Cape Housing Authorities. J. Milne explained that her Company works specifically with Housing Authorities throughout the State and with Orleans and Eastham on the Cape. J. Milne reviewed the FY2006 Budget with the Board. J. Milne explained: 4<sup>th</sup> year DHCD has not allowed increase in non-utility budget lines; 2<sup>nd</sup> year DHCD has not allowed a salary increase for Administrative staff, any Administrative salary increase must come from Federal programs such as Foley House; annual salary increases for maintenance staff set by State labor law; PHA will ask DHCD for a budget increase exemption to cover the increase cost of employee health benefits, if exemption denied the increase cost will need to be covered by decreases in other budget lines; PHA will not receive a subsidy since projected accounts receivable will equal operational expenses.

Board postponed to next Regular Meeting a vote on the FY2006 Budget due to Treasurer, A. Alon not present at meeting.

J. Milne presented September 2005 year end Financial Report. PHA accounts receivable \$3,000.00 over operational expenses.

Motion by G. Bryant to approve Financial Report for September 2005 as presented, seconded by N. Jacobsen.

**VOTED: Unanimous by**

**Commissioners present to**

approve

**Financial Report for  
September 2005 as presented.**

**DIRECTOR'S REPORT:**

**I. DHCD:**

**A. Subsidy Payments--**Monies still due for 2003 and matter to remain on Agenda until paid in full. No subsidy due for 2004 as accounts receivable covered operational expenses.

**II. MAUSHOPE:**

**A. Census** is 24 of 24.

M. Carroll Bergman asked if tenants aware of the utility expenses to operate Maushope and work with PHA to conserve energy, E.D. informed Board that Tenants are very energy conscious. M. Carroll Bergman asked E.D. if Board should meet with Tenants. E.D. thought it would be beneficial for the Board and Tenants to meet. E.D. to write Maushope Tenant Association to request and schedule a meeting between the Board and Maushope Tenants.

**III. FAMILY HOUSING:**

**A. DHCD Inspection--**Still following up with tenant. She has made minimal progress in cleaning property as required.

**B. Up-Date on Tenant Complaint--**PHA Attorney will be out on medical leave from November 30, 2005 to January 15, 2006. Attorney is attempting to assign alternate Attorney.

**C. Septic Failure—**Tenant has given PHA 30 day notice and will be moving. E.D. is requesting from DHCD an exemption of 21 day lease up of vacant units. Exemption request due to septic issue.

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

**IV. FOLEY HOUSE**

**A. Eviction Up-date—**PHA Attorney requested delay due to being out on medical leave.

**B. Census** is 10 of 10.

**V. OTHER**

**A. ED Contract--**ED contract awaiting finalization of retirement package.

**B. Barnstable County Retirement—**ED awaiting response of submitted documentation to AG Office.

**OLD BUSINESS:**

**A. Creek Road--**Status quo.

**B. Affordable Housing Trust Fund—**A Joint Meeting with the Provincetown Local Housing Partnership is scheduled for Friday, November 18, 2005 at 9am to continue discussion regarding the need for an Affordable Housing Specialist and to review the Affordable Housing Trust Fund.

**C. Tax Title Properties---**Status quo.

**D. State Appointee--**Still pending approval by State.

**E. Cumberland Farms—**Board discussed the possibility of creating a Non-Profit Development

Corporation. Board requested ED to explore the creation of a Non-Profit Development Corporation by PHA

**F. 951R Commercial Street—Status Quo.**

**G. Community Preservation Committee**—N. Jacobsen informed Board that the CPC would like to hold a Joint Meeting with PHA to discuss the Cumberland Farms property. Board reviewed their schedules and instructed ED to respond to the CPC to identify the next PHA Regular Meeting of November 30, 2005 would be ideal for a Joint Meeting.

**NEW BUSINESS:** None.

**APPROVAL OF VOUCHERS:**

Board reviewed check registry and checks presented for signature.

Motion by N. Jacobsen to approve vouchers as presented, seconded by G. Bryant.

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

The next Regular Meeting of the Board was set for Wednesday, November 30, 2005 at 5:15 p.m. in the Common Room at Maushope.

There being no further business a motion by N. Jacobsen to adjourn was made. Unanimous to adjourn at 7:41 p.m.

Respectfully submitted,

Patrick J. Manning  
Recording Secretary