

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
Wednesday, December 28, 2005**

A regular meeting of the Provincetown Housing Authority was called to order by Margaret Carroll-Bergman, Chair, on Wednesday, December 28, 2005 at 5:15 p.m. in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

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

ABSENT: None

AGENDA: M. Carroll-Bergman asked that discussion of Cumberland Farm Lands and the CPA (items E and G under Old Business) be moved up in the order of discussion so that all Commissioners could be present to discuss items.

Motion by A. Alon to approve agenda with changes as requested, seconded by N. Jacobsen.

**VOTED: Unanimous to approve
agenda with changes as requested**

by Commissioner Carroll-

Bergman.

PUBLIC STATEMENTS: None

ELECTION OF OFFICERS:

Chair: A. Alon placed in nomination M. Carroll-Bergman for position of PHA Chair, seconded by N. Jacobsen. Nomination accepted by M. Carroll-Bergman.

VOTED: Unanimous to appoint

M. Carroll-Bergman PHA Chair.

Vice-Chair: M. Carroll-Bergman placed in nomination N. Jacobsen for the position of PHA Vice-Chair, seconded by A. Alon. Nomination accepted by N. Jacobsen.

VOTED: Unanimous to appoint

N. Jacobsen PHA Vice-Chair.

Treasurer: N. Jacobsen placed in nomination A. Alon for the position of PHA Treasurer, seconded by G. Bryant. Nomination accepted by A. Alon.

VOTED: Unanimous to appoint

A. Alon PHA Treasurer.

Vice-Treasurer: N. Jacobsen placed in nomination G. Bryant for the position of PHA Vice-Treasurer. G. Bryant declined nomination. Position left unfilled.

APPROVAL OF MINUTES:

Regular Board Meeting of Nov. 30, 2005:

Motion by G. Bryant to approve Minutes of Regular Meeting of Nov. 30, 2005 as presented, seconded by A. Alon.

**VOTED: 3 to approve Minutes of
Nov. 30, 2005 as presented;**

Regular Board Meeting of

1 abstention.

Joint Meeting of Dec. 9, 2005:

Motion by A. Alon to approve Minutes of Joint Meeting with Local Housing Partnership held Dec. 9, 2005, seconded by M. Carroll-Bergman.

**VOTED: 3 to approve Joint
Dec. 9, 2005; 1 abstention.**

Meeting with the LHP of

Joint Meeting of Dec. 13, 2005:

Because there was no quorum at the meeting scheduled with the CPC no business conducted.

FINANCIAL REPORT:

Board reviewed Financial Report for November 2005.

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

VOTED: Unanimous to approve

Financial Report for Nov. 2005.

A clarification was made that the prior Board vote for salary increases for the current fiscal year was unanimous for 2%.

DIRECTOR'S REPORT:

I. DHCD:

A. Subsidy Payments--DHCD to make no subsidy payment for 2005 as PHA income equaled expenses. However, DHCD just advised that they over-paid the Authority app. \$1000.00 for which they want reimbursement. ED has asked the PHA Accountant to check records as he does not recall any subsidy monies being given for the time period noted by the DHCD. Also, the DHCD still owes the Authority app. \$1000.00 for prior year.

II. MAUSHOPE:

A. Census is 24 of 24.

III. FAMILY HOUSING:

A. DHCD Inspection--Eviction against tenant in violation of fire/safety standards is proceeding as tenant remains in non-compliance and is moving too slowly at making necessary corrections of the violations.

B. Up-Date on Tenant Complaint--No new incidents reported.

C. Septic Failure—Tenant has decided to voluntarily vacate unit and is in process of moving out possessions. It is still unclear about a resolution of the septic problem and the unit will not be rented until corrective measures are agreed upon and undertaken.

M. Carroll-Bergman asked about the income lost by keeping property vacant.

ED advised that if unit is filled without problem being first rectified the PHA may have to bear the cost of relocating the tenant and the tenant will not be responsible for rent payments.

G. Bryant asked about the time frame to rectify problem.

ED said it is not known. More information is needed about Phase 2 of the Town sewer project which could very well allow the property to be connected and, thus, obviate need for septic repair/replacement. Right now the Board of Health says it is a "failed system" which must be replaced.

State engineers advise system can be repaired to code. Monies allocated by the State for repairs are app. \$19,000.00.

G. Bryant asked if the Town has said the unit cannot be rented.

ED said "no" and that the DHCD may also agree. However, the PHA would be assuming liability for any tenant if they have to vacate during repairs and this could be very costly. G. Bryant asked if there was a cesspool in place or a Title 5 system.

ED said system is a Title 5. The Town bought the property from the original owner who had sued because Town had approved the system. It was then awarded to the PHA. The Town plan for the system would require a very costly raising up of the yard at a cost well above the \$19,000.00 granted the PHA by the State.

M. Carroll-Bergman asked if the property could be sold with proceeds used to purchase another site.

ED does not feel this is possible but feels that because of flooding problems in the area the Town will be looking at sewer hook-up for site in Phase 2 of sewer program. Possible an escrow account can be established with Town approval to hold monies for the Phase 2 hook-up. ED not sure if this is still an option by the Town but will continue to explore all possibilities.

D. Census is 8 of 9.

IV. FOLEY HOUSE

A. Eviction Update--Postponed to allow resident time to relocate; will be app. one month.

B. Census is 8 of 10. Two individuals have been interviewed for placement but one may not be suitable because of criminal history. The CORI check was "clean" when, in fact, the person was incarcerated. Applicant to supply further details before admission decision is made.

V. OTHER

A. ED Contract--There has still been no response to the PHA application. The State Attorney General has advised that because the Authority is a quasi-State agency it is not eligible for the State retirement system; ED referred back to Barnstable County system.

OLD BUSINESS

E. Cumberland Farm--Board reviewed informational packet and proposal for development.

M. Carroll-Bergman said Town awaiting results of environmental tests on property. Not sure who will be conducting tests.

ED said looking at start-up costs to be paid by the CPC, the MHP or the AHTF.

The property has been reappraised by Cumberland Farms officials but this information has not yet been released. The deadline for the proposal to the CPC is January 6th. Although the Authority has filed a Letter of Intent with the CPC the new appraisal is need for the actual proposal to be submitted.

ED said there are a number of options The MHP may provide pre-development technical assistance. Pre-development may be provided by an MHP or DHCD grant that may not need to be paid back if the property is not developed.

M. Carroll-Bergman advised that she and ED met with the CPC about the possibility of setting up a non-profit entity for development purposes; this would allow a mix of low and medium housing with condition being that housing remain affordable in perpetuity. An existing non-profit agency could be used for development purposes. This would be subject to public

bidding laws. Working through a non-profit will allow more flexibility but may restrict funding sources. Because the date for proposal submission is so close, M. Carroll-Bergman recommended that the PHA list all options in same. Must give the CPC a clear idea of what will be done but not box PHA into any one specific option.

Discussion by the Board indicated a number of items that should be included in the proposal:

1. Income mix of housing;
2. Change of rent to reflect changes in tenant's income situation, either up or down;
3. PHA to manage property for a fee;
4. Units would remain as affordable housing in perpetuity.

Full PHA goals to be addressed in ED's Letter of Intent including tapping into funds from the MHP for technical assistance.

G. Bryant asked about the sewer system for a 50-unit property.

M. Carroll-Bergman said that the Selectmen will be discussing this and are considering hook-up into Town sewer system

Motion by A. Alon to approve submission of a PHA proposal for the development of the Cumberland Farms site with the various options suggested by the Board, seconded by N. Jacobsen.

VOTED: Unanimous to submit proposal to the CPC as discussed by the PHA Board.

G. Community Preservation Committee--Board advised that at recent meeting of Selectmen the CPC and the Economic Development Council asked Selectmen to sign on for Fast Track Housing for the 50-units for the Cumberland property.

ED to clarify if this is applicable to low-income housing. Also, feels that it should be stressed that the CPC are gatekeepers for funding and not in control of the ownership of properties acquired with CPC funding.

N. Jacobsen feels there are a number of CPC members who are very amenable to working with the PHA. Asked about the make up of a non-profit committee.

M. Carroll-Bergman said applications by individuals will be reviewed and members then chosen to serve on the non-profit Board.

A. Creek Road --Status quo.

B. Affordable Housing Trust Fund--the PHA and the Local Housing Partnership to meet in January relative to hiring a part-time Affordable Housing Specialist.

C. Tax Title Property--Status quo.

D. State Appointee--Still no response from the State re. N. Jacobsen's application but long wait is not uncommon, according to ED.

E. Cumberland Farms --Discussed earlier.

F. 951R Commercial Street--A proposal is to be submitted by the Board for development. Possibility that the Fast Track Housing proposed by the CPC for the Cumberland Farms site could be combined with this site.

G. Bryant asked about parking availability on property.

ED advised that there are only very preliminary plans; the property is small and oddly shaped. Also, the Authority wishes to allow for public access to the beach. A possible consideration is to work with property abutters on some trade-off.

G. Community Preservation Committee--Discussed earlier.

NEW BUSINESS: None

APPROVAL OF VOUCHERS: Board reviewed check registry and signed checks presented for signature.

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

VOTED: Unanimous to approve

vouchers as presented.

The next Regular meeting of the Board was scheduled for January 25, 2006 at
5:15 p.m. in the Common Room at Maushope. There being no further business a motion to adjourn was made.
Unanimous to adjourn at 6:55 p.m..

Respectfully submitted,

Lucy Singer Farkas
Recording Secretary