

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
Wednesday, July 26, 2006**

A regular meeting of the Provincetown Housing Authority was called to order by Margaret Carroll-Bergman, Chair, on Wednesday, July 26, 2006 at 5:21 p.m. in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

PRESENT: Margaret Carroll-Bergman, Chair
Nancy Jacobsen, Vice Chair
George W. Bryant, Commissioner

Patrick J. Manning, Executive Director

APPROVAL OF AGENDA:

Motion by N. Jacobsen to approve agenda with changes; move 7A and & 7F to #3 on Agenda, seconded by G. Bryant.

**VOTED: Unanimous to approve
agenda with changes.**

**AFFODABLE HOUSING TRUST FUND
COMMUNITY PRESERVATION COMMITTEE**

Members of the Community Preservation Committee present: Elaine Anderson, Chair; Mona Anderson, Vice Chair; Nancy Jacobsen; Austin Knight; Steve Milkewicz; William Dougal.

The CPC was invited to attend the PHA meeting by M. Carroll-Bergman who attended the CPC meeting on Tuesday, July 25, 2006. The purpose of the meeting was to discuss and review the Needs Assessment/Survey and proposed "Scope of Services" by consultant John Ryan. The CPC informed PHA Board that the Needs Assessment/Survey only had a 5% return and they hoped additional responses would be forthcoming. CPC urged all in attendance to encourage people to respond to the survey. CPC also had concern that some of the data was derived from the 2000 census and they hope more current data could be utilized.

CPC members have voted to approve \$10,000.00 from CPA funds toward the \$25,000.00 cost of the additional "Scope of Services" presented by consultant John Ryan to facilitate a housing summit. The CPA is requesting that the PHA approve \$15,000.00 from the Affordable Housing Trust Fund for the remaining balance. CPC informed PHA Board the BOS supports the housing summit and would like the summit to be held in September. The focus of the summit will be to identify short and long term solutions to the housing crisis confronting the Town of Provincetown. The CPC would like the summit to provide an action plan for the Town's housing crisis. W. Dougal stated that the Economic Development Council has endorsed the results of the Needs Assessment/Survey presented by John Ryan that identifies the need for; 200/250 units of affordable rentals, 30/40 units of affordable ownership, and 300/450 units of affordable seasonal rentals. The survey has identified that Provincetown is losing about 100 residents per year due to the housing crisis. The CPC continues to support their commitment to the acquisition of 90 Shank Painter Road by the Town and PHA. A. Knight stated that the CPC is committed to a Town wide housing plan and not just 90 Shank Painter Road. M. Carroll- Bergman asked if the Scope of Services for \$25,000.00 is a duplication of the working being done by MHP. W. Dougal responded they are 2 different initiatives. G. Bryant asked for information regarding the credentials of John Ryan. G. Bryant requested consultant give a presentation and that the Scope of Services needs to be more specific. CPC informed that John Ryan has 20+ years experience working on affordable housing with numerous communities in addition to working with DHCD and MHP. M. Anderson suggested that CPC, PHA and LHP all develop a list of questions of concerns and/or questions for the consultant prior to a presentation. M. Carroll-Bergman asked what \$25,000.00 would produce. W. Dougal responded; site specific info, specific household size with bedroom needs, specific income levels of the Town, a governing and management system for specific sites, identify or create a non-profit with a full time ED to F/U on all housing issues/needs. W. Dougal states he would like the \$25,000.00 to produce an action plan with solutions. M. Anderson stated she does not support for-profit developers to create affordable housing even though the current for-profit has produced a considerable number of affordable housing unit in the Town. S. Milkewicz stated the need for an entity/person to be charged with all affordable housing issues because the CPC, PHA Board and LHP can not do it as volunteers. M. Carroll-Bergman informed all that the PHA Board can not approve spending AHTF monies without a Joint Meeting with the PLHP. CPC requested a PHA Board vote in support

of the Scope of Services.

Motion by N. Jacobsen to accept the concept of the Scope of Services as presented in writing submitted by John Ryan, dependant of clarification by a presentation by John Ryan in person to the CPC, PHA, PLHP, BOS representative, seconded by G. Bryant.

VOTED: Unanimous 3-0-0

PUBLIC STATEMENTS: None

APPROVAL OF MINUTES:

Motion by G. Bryant to approve minutes of June 28, 2006, Regular Meeting and Executive Session as presented, seconded by N. Jacobsen,

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

FINANCIAL REPORT:

Board members questioned the low Operations Reserve Percentage of 14%. ED explained that DHCD has level funded PHA for past 3 years and increased operations and utility costs have decreased the Operations Reserve. ED explained the Operations Reserve is the State Programs and does not include the Federal Programs. ED explained that Accountant and MassNAHRO are negotiating with DHCD for increased budgets.

Motion by N. Jacobsen G. Bryant to approve the Financial Report for June 2006 as presented, seconded by G. Bryant.

**VOTED: Unanimous to approve
FR for June 2006 as presented.**

DIRECTOR'S REPORT:

I. DHCD:

A. ED informed Board that DHCD has verbally approved FY2006 budget with increase health benefit cost. The approved budget now needs Board approval.

Motion by N. Jacobsen to approve FY2006 budget with increase health benefit cost, seconded by G. Bryant.

**VOTED: Unanimous to approve
FY2006 Budget with increased**

health benefit cost.

B. ED informed Board that DHCD does not have any funding to purchase additional property on Court Street. DHCD has not provided an answer as to the \$10,000.00 MOD funding for 33 Court Street

II. Maushope:

A. Census is 24 of 24

III. Family Housing:

A. Tenant Complaint Up-date:

ED continues to fill vacancy on Grievance Committee.

B. Septic Failure:

ED attempted to file ACO with Barnstable Registry of Deed. However, the deed could not be located at Registry. ED requested and received the information from Town Assessors Office and will register the ACO with Barnstable Registry of Deeds.

C. Census is 8 of 9.

IV. FOLEY HOUSE:

A. **Census** is 9 of 10.

V. OTHER:

A. **E.D. Contract** – postponed till retirement issues resolved

B. **Barnstable County Retirement System**— ED informed Board that the annual cost to PHA for the ED to join Barnstable County Retirement System is estimated at \$5,120.00. Board questioned that if join the BCRS will all employees be eligible to join. ED informed the Board that all employees would be eligible but only if they work a minimum of 25 hours per week. ED will request from PHA attorney alternatives retirement options to BCRS. ED will request a presentation by BCRS to the Board.

Motion by G. Bryant to accept ED report, seconded by N.

Jacobsen,

**VOTED: Unanimous to accept
ED report.**

OLD BUSINESS:

A. **Affordable Housing Trust Fund:**

Prior Agenda item

B. **State Appointee:**

DHCD has informed PHA that N. Jacobsen will continue as State Appointee until an answer is received by Governor's Office regarding N. Jacobsen's re-appointment.

C. **Cumberland Farms:**

The Town and PHA held a meeting with Cumberland Farms regarding Next steps they must take in conciliating the matter of environmental concerns.

D. **951R Commercial Street:**

ED informed Board that the Town has not completed filing paperwork for transference of property to Town. ED to F/U on transfer of property to PHA..

E. **Community Preservation Committee:**

Prior Agenda item.

NEW BUSINESS:

APPROVAL OF VOUCHERS:

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 scheduled for Wednesday, August 30, 2006 at 5:15 p.m. in the Common Room at Maushope, 44 Harry Kemp Way, Provincetown.
Motion by N. Jacobsen that the Board go into Executive Session and will not re-adjourn to Regular Session, seconded by G. Bryant. Unanimous to adjourn to go into Executive Session. Regular Meeting adjourned at 7:04 p.m..

Respectfully submitted,

Patrick J. Manning
Recording Secretary