

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
Wednesday, September 27, 2006**

A regular meeting of the Provincetown Housing Authority was called to order by Nancy Jacobsen, Vice-Chair on Wednesday, September 27, 2006 at 5:18 p.m. in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

**PRESENT:** Nancy Jacobsen, Vice Chair  
George Bryant, Commissioner  
Pam Parmakian, Commissioner  
Molly Perdue, Commissioner (arrived 5:30 p.m.)  
Harry Opsahl-Gee, Commissioner  
Patrick J. Manning, Executive Director  
Lucy Singer Farkas, Recording Secretary  
  
Jenna Milne, PHA Accountant

**ABSENT:** None

**APPROVAL OF AGENDA:**

Motion by P. Parmakian to approve agenda as presented, seconded by G. Bryant.

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

**PUBLIC STATEMENTS:** None

**APPROVAL OF MINUTES:**

Motion by G. Bryant to approve the following Minutes:  
Regular Meeting of August 30, 2006;  
Joint Meeting of PHA and Local Housing Partnership of Sept. 8, 2006;  
Joint Meeting of PHA and Local Housing Partnership of Sept. 15, 2006,  
seconded by N. Jacobsen.

**VOTED: Unanimous to approve  
all above noted Minutes.**

**FINANCIAL REPORT:**

Jenna Milne, PHA Accountant, addressed the Board re. various elements of the budget and the FR. She has not yet begun preparation on the 2007 budget (which begins Oct. 1, 2006) as the State has not yet released the guidelines for same. She advised that for the past five years the State has kept non-operating expenses at 0% increase with only minor increases allowed in prior years. The greatest escalation in cost has been with insurance benefits and utilities. She feels it is likely that the State will again continue with a zero increase policy.

Jenna reviewed the FR with Board highlighting those items she felt to be of greatest significance. She advised that she also prepares a cost analysis each month for all programs. Foley House budget, because FH is a Federal program, does not have to reported to the State but the Authority has elected to share this information with the State. Part of the salaries for the PHA Staff is paid from the FH budget.

Jenna said that she hopes to return to the Board in several weeks with the preliminary FY2007 budget. She suggested that Commissioners provide their input to ED about items they would like to see contained in that budget. ED said that he will be getting estimates for replacement equipment, such as new stoves, and will advise Jenna accordingly.

Motion by P. Parmakian to approve the Financial Report for August 2006, seconded by M. Perdue.

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

**DIRECTOR'S REPORT:**

**I. DHCD:**

**A. Mod Project-33 Court Street--**ED said no further word from the State re. possible acquisition of the abutting property. Jim Turner has begun clean-up at 33 Court and is doing needs assessment. Property in bad condition and rehab costs likely to be much higher than anticipated. State Mod money is very limited.

N. Jacobsen asked about the possibility of using the Habitat for Humanity for help in rehab.

ED said this was an excellent idea and he will contact Habitat.

**II. Maushope:**

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

**B. Outdoor Replacement Sign--**Board reviewed a letter from the Maushope Tenant Association asking for a replacement sign at the entrance to Maushope. The current sign is badly worn and it is difficult to read name and address of the complex.

ED is to canvas residents re. refurbishing or replacement of the sign and look into possible donations for the work to be done.

P. Parmakian said it would be nice to see the TA very pro-active in this project, with the design of the sign and possible money-raising options.

In response to a question, ED said that the Authority does give the TA a yearly stipend of \$250.00 for their operational expenses.

**III. Family Housing:**

**A. Tenant Complaint Up-date--**ED reported continued in-fighting between PHA tenants on Aunt Sukey Way. One family called the police but no other official action apparently taken. The alleged instigator believed to be an illegal tenant at one of the Units showed documentation of living elsewhere.

N. Jacobsen said this matter has dragged on for well over a year without resolution.

ED iterated that without credible documentation of illegal tenancies the Authority cannot proceed with eviction proceedings. The PHA Attorney is loathe to prosecute without documentation. ED explained that once the complaint becomes official the tenant may request a Grievance Hearing prior to Court action.

In response to a question from M. Perdue, ED explained that the Grievance Committee is comprised of three volunteer individuals from the community.

A tenant has a right to a hearing before this Committee prior to the initiation of an eviction process by the PHA. If the tenant prevails at the hearing the matter is then closed without further action; else, the Authority will proceed with formal Court action for eviction.

At this time the matter is moot as no specific charges have yet been levied by the Authority against the tenant.

**B. Septic Failure--**Consent order has been approved and the property on Court Street will be hooked into the Town sewer system if and when that system goes down Court. ED working with the MHP on possibilities of

acquiring the abutting property. If successful the expanded parcel will be examined for sewer capabilities. The allocation of \$19,000.00 from the State can be used to repair, or maintain the current system, or for sewer hook-up costs.

**C. Census** is 8 of 9 pending rehab and rental of 33 Court Street unit.

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

**A. Census** is 9 of 10. ED said no one is on the wait list currently as applicants are not so placed until they complete a formal application and interview.

P. Parmakian asked about advertising for the program by program supervisor. ED said “yes”, at State-wide housing meetings, Cape-wide inter-management meetings, and at substance use/abuse and mental health facilities.

#### **V. OTHER:**

**A. ED Medical Leave of Absence**--ED advised Board about his impending surgery and need for medical leave. He will be out from October 20<sup>th</sup> for app. 3-6 weeks. Asked that a Commissioner volunteer as a point person in his absence.

P. Parmakian agreed to assume responsibilities as needed.

It was agreed that the next Regular Meeting of Board be held on Monday, Oct. 16<sup>th</sup>. ED will ask Accountant and Bookkeeper to prepare their work early in order to get to Board members by the 16<sup>th</sup>. P. Parmakian may have to arrange for signing of vendor checks on a day following the meeting if checks are not processed in time for the 16<sup>th</sup> meeting.

**B. Contract and Barnstable County Retirement System**—Still remains in limbo until confirmation about joining County Retirement System is received.

#### **SPECIAL FALL TOWN MEETING:**

P. Parmakian opened discussion with suggestion that Board look at generating funds for the AHTF via a 2% transfer fee on realty sales to go into the Fund for low-cost housing.

A similar proposal was presented a few years ago at Town Meeting and lost by a slim margin. Feels the community may be more receptive at this time with recent emphasis on affordable housing needs prompted by the Housing Summit. Feels the Board should now reposition and re-present at STM.

M. Perdue said the Finance Committee at Housing Summit had suggested a transfer tax of 1% which had been consensually agreed upon by members,

P. Parmakian asked if they could present the article at the STM.

M. Perdue said better to avoid two groups working at odds; however, the Authority may want to consider a 1% transfer tax., rather than 2%.

Article must be presented by Oct. 13<sup>th</sup> in order to be on warrant. She suggested getting it on warrant and later withdrawing same if necessary.

P. Parmakian said the 2003 article could be used for language and design; should not be too difficult to draft in time for the STM.

ED said in his opinion there is presently a lot of momentum generated by the Housing Summit and presenting the article may reinforce the Town does advocate for low-cost housing are taking actual steps to follow up.

Board also discussed the proposed condo conversion by-law. Felt this should be supported if developer/converter agrees that a certain % of conversions be made affordable.

P. Parmakian said currently there is no policy requiring involvement by Office of Growth Management when a conversion is undertaken and there is little push to convert to low-income.

M. Perdue asked if the LHP will support the condo conversion by-law if developer agrees to making a certain percentage of the conversions low-income. Feels the PHA should also push for this provision. Will try to put together more information re. conversion.

H. Opsahl-Gee said he feels developers will be very opposed to restrictions on conversions and ED countered by saying that there will be benefits to developers even with low-income component.

Motion by P. Parmakian to have the Authority present article at Special Fall Town Meeting proposing a 2% property transfer tax which proceeds are to be used for affordable housing, seconded by M. Perdue.

**VOTED: Unanimous to present  
article at STM supporting a  
2% property transfer tax which  
proceeds to be used for affordable  
housing purposes.**

P. Parmakian volunteered to get matter on warrant and Board can discuss presentation, etc. at next Board meeting.

Board got into discussion of 951R Commercial Street property. The PHA has no authority to seek approval to sell this parcel as Town has not yet transferred it over,

ED said even if the funds were available a feasibility study would have to be done to determine if property on Court Street is viable for PHA development. Initial observation would indicate that a multi-family development would fit in with the scale of the neighborhood.

M. Perdue asked if the Authority wants to support the condo conversion by-law.

G. Bryant said would like to see the actual written proposal before taking action.

## **OLD BUSINESS:**

### **A. Affordable Housing Trust Fund:**

P. Parmakian expressed her opinion that contracting for housing specialist services may be equally efficacious and less costly than hiring a Housing Specialist.

Says there are a number of local agencies that have expertise in this area, particularly the Lower Cape Community Development Council.

ED said that Town is looking into getting proposals for contract services and the LCCDC could specifically be asked to submit a proposal, if contracting out is determined to be the way to go.

### **B. State Appointee:**

N. Jacobsen has officially been re-appointed by the State to the PHA Board. Her new term will expire on 7/27/11.

### **C. Cumberland Farms:**

No further information has been received from Cumberland Farms; there was an Aug. 26<sup>th</sup> deadline to file report with the DEP. Original agreement was that Town would pay for the clean-up up to \$300,000.00. and that Cumberland would pay anything over that amount.

H. Opsahl-Gee asked what was in the land.

ED said that no lead was found and that land could be capped instead of excavated .

### **D. 951R Commercial Street:**

ED advised that he has contacted Susan Connolly of the MHP re. funding options if the Authority determines to develop the property rather than sell it.

### **E. Community Preservation Committee:**

N. Jacobsen advised Board that she will no longer be able to serve as the PHA rep to the CPC.

H. Opsahl-Gee asked about the responsibilities of representative.

M. Perdue volunteered to assume job and suggested that it might be a good idea for each Board member to serve a term as representative in order to get a first-hand look at the Committee and be better acquainted with their goals, etc.. Feels this may spark greater pro-activity by the Committee and provide different perspectives.

**NEW BUSINESS:**

H. Opsahl-Gee asked about any interest the Authority might have in purchasing land abutting Maushope which is being offered for sale by his mother.

ED advised that Harry would have to recuse himself from any discussion of the matter and that, too, his mother, or her sales representative, would have to approach the Authority regarding any possible PHA purchase.

**APPROVAL OF VOUCHERS:**

Board reviewed vouchers and check registry.

Motion by P. Parmakian to approve vouchers as presented, seconded by

M. Perdue.

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

In order to accommodate ED's medical leave and prior commitments of other Board members, the next Regular Meeting of the Board was scheduled for Monday, October 16, 2006 at 5:15 p.m. in the Common Room at Maushope, 44 Harry Kemp Way, Provincetown.

There being no further business a motion to adjourn was made. Meeting adjourned at 7:30 p.m..

Respectfully submitted,

Lucy Singer Farkas  
Recording Secretary