

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

A regular meeting of the Provincetown Housing Authority was called to order by Nancy Jacobsen, Vice-Chair on Wednesday, December 27, 2006 at 5:20 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 5:50 p.m.)  
Harry Opsahl-Gee, Commissioner  
Patrick J. Manning, Executive Director  
Lucy Singer Farkas, Recording Secretary

Chris Austin, Inter-Faith Council

**ABSENT:** None

**APPROVAL OF AGENDA:**

Motion by P. Parmakian to discuss Item 7A-1 (Inter-Faith Council) as first agenda item, seconded by N. Jacobsen.

**VOTED: Unanimous to change  
order of agenda as noted above.**

Chris Austin of the IFC presented Board with a brief overview of her agency whose aim is to prevent homelessness via case management and referral to other area agencies for aid. The IFC has been in existence for app. 15 years. It is financed from local municipal sources and churches and private donations; it, thus, has more flexibility than Federal or State funded agencies. The agency is staffed by a PT Director, one PT Caseworker and two FT Caseworkers.

Individuals and families participate in an Intake process where needs are determined and referral is then made to an appropriate area agency, or directly provided by the IFC.

P. Parmakian advised Board that the IFC will be submitting an application to the AHTF and/or the CPC for funds for a program to assist local residents with their first and last month rental and security payments. App. \$20,000.00 has been earmarked for this program.

G. Bryant asked if clients who receive assistance from the IFC are asked to refund monies received. Chris said most clients have no resources to refund as the IFC is the last resort for assistance. Refunding to other local agencies would be determined by those agencies' policies.

Chris added that individuals who sometimes "get lost in the cracks" are tracked by such agencies as local food pantries and the Soup Kitchen. In this way those individuals can be directed to the IFC or other service agencies if they so choose.

**PUBLIC STATEMENTS:** None

**APPROVAL OF MINUTES:**

Motion by P. Parmakian to approve the following Minutes:  
Joint Meeting with LHP on Nov. 8, 2006;  
Regular Meeting and Executive Session of Nov.29, 2006;  
Site Visit at 33 Court St. on Dec. 4, 2006;  
Public Meeting on Housing Summit of Dec. 7, 2006;

Work Session on CPC priorities on Dec. 12, 2006;  
Housing Summit Meeting on Dec. 18, 2006,  
seconded by H. Opsahl-Gee.

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

**FINANCIAL REPORT:**

Board reviewed and discussed FR for November 2006.

Motion by M. Perdue to approve the Financial Report as presented, seconded by P. Parmakian.

**VOTED: Unanimous to approve  
FR for November 2006 as given.**

The PHA Accountant, Jenna Milne, recently received State guidelines for the 2007 budget. Generally she will meet with the Board to review new budget before submitting. ED asked Commissioners to consider various changes/proposals beforehand and advise Jenna. He, also, asked Commissioners to consider salary hikes for staff at 3 and 7%. State has given approval for a 7% budget increase.

**DIRECTOR'S REPORT:**

**I. DHCD:**

**A. Mod Project-33 Court Street--**Because the \$19,000.00 allocated by the State for septic repair/improvement had not yet been used by the Authority, DHCD has closed the account. The Board must now vote to reopen the account which will likely be used for septic pumping as soon as property is ready to be back on line.

Motion by P. Parmakian for Board to execute contract to approve re-opening of septic repair account of \$19,000.00 by the DHCD, and authorize the Executive Director to sign such contract, seconded by M. Perdue.

**VOTED: Unanimous to  
approve re-opening of**

**DHCD account for septic  
Street.**

**repairs at 33 Court**

G. Bryant said his examination of site showed no septic discharge or septic odor. He, also, said he had examined the abutting property which is up for sale and which seems to be in fair condition. However, any new owner would have to consider costs for new septic system.

Jim Turner has been patching and repairing the house at 33 Court; considerable work is needed to get the building rentable. Estimated costs app. \$10,000.00. These costs will come from the PHA reserve funds.

The Board discussed looking into purchasing the property for sale at 31 Court and using money allocated for repairs towards expanding the entire property. It was suggested that the CPC be approached for funds for repair at 33 Court. ED said this was not likely as this would not be adding new housing to the Town's housing stock. N. Jacobsen agreed with this assessment but P. Parmakian said the CPA would, for a small investment, be able to get the property in use more quickly.

M. Perdue asked if the money earmarked for repairs at 33 Court could be used towards purchase of the abutting property; this may allow for 10 units to be

built. Feels this option should be explored.

ED said he will look up sale costs relative to abutting property. Feels the asking price will come down due to condition of property and need for new septic system. Says a legal person from the DHCD may be available to assist with negotiations.

P. Parmakian suggested, too, that the LCCDC be contacted for possible partnership with the PHA.

## **II. Maushope:**

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

**B. Outdoor Replacement Sign**--No tangible movement yet by tenants re. replacement of new entrance sign.

## **III. Family Housing:**

**A. Tenant Complaint Up-date**--No further action taken as yet.

**B. Septic Failure**--Discussed earlier.

**C. Census** is 8 of 9.

## **IV. FOLEY HOUSE:**

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

## **V. OTHER:**

**A. Contract and Barnstable County Retirement System**--No further action since last meeting.

## **OLD BUSINESS:**

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

P. Parmakian indicated that the AHTF should put out a clear report of guidelines available to persons wishing to apply for funds under the Trust. How are funds accessed and where are funds maintained. There are notable line items in the Fund budget (i.e. \$20,000 for Interfaith Council; \$15,000 for Housing Summit; \$45,000 for Housing Specialist) that have been earmarked but not spent). These monies cannot be distributed without a vote.

A simple report could be generated covering such items as donations to the Fund (whether through the Town or through the PHA) and accountability for funds.

### **B. Cumberland Farms:**

P. Parmakian recused herself from meeting during discussion of this business.

ED advised he has been in contact with Town Manager re. environmental studies of the site. Cumberland has not yet made their reports available to the Town. Before any decision is made all remediation options should be considered and priced.

ED advised that via the MHP, Brownfield dollars are available for land remediation but cover only capping and not removal of land.

**C. 951R Commercial Street:**

P. Parmakian rejoined Board.

ED advised that Town has not yet completed process of registering the land. He said that he has been dealing with Town Manager on this matter, who has been dealing with Town Counsel.

P. Parmakian asked that ED try to press Town Counsel to get a definitive answer re. status of registration.

**D. Community Preservation Committee:**

M. Perdue reported that applications and directives are still in transition but feels very restrictive and may well preclude applicants from signing up for program funding. However, these may be lessened at end of first cycle depending on how many applications are received.

**E. Housing Summit: Implementation Group**

P. Parmakian reported on her group's meeting today. Many different ideas expressed including looking at how other Cape towns are dealing with housing problems.

**NEW BUSINESS:**

Board discussed a prior proposal of developing land abutting Maushope.

Proposal seems improbable at this point as there is no room for a second septic system that would be needed and for the required fire lane. Development would require a retaining wall and costs would likely be prohibitive.

P. Parmakian suggested a feasibility study by Town Building Commissioner for a single family lot and ED will follow up re. development possibilities and costs.

**APPROVAL OF VOUCHERS:**

Board reviewed vouchers and check registry.

Motion by M. Perdue to approve vouchers as presented, seconded by

P. Parmakian.

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

The next Regular Meeting of the Board was set for Wednesday, January 31, 2007 in the Common Room at Maushope, 44 Harry Kemp Way. 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