

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
NOVEMBER 3, 1999**

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A regular meeting of the Provincetown Housing Authority was called to order by Michael Bunn, Chair on Wednesday November 3, 1999 at 5:17 PM in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

**PRESENT:** Michael Bunn, Chair  
Ross Sormani, Vice Chair  
Ann Maguire, Treasurer  
Kevin Hanahan, Vice Treasurer  
Eric Dray  
Patrick J. Manning, Executive Director

**ABSENT:**

**AGENDA:**

Motion by Kevin Hanahan to accept agenda as presented, seconded by Ann Maguire.

**VOTED: Unanimous to approve agenda as amended**

**PUBLIC STATEMENTS:**

A. Gladys Graham, President of Maushope Tenant association announced that the TA would be holding a Bake sale on Saturday, 11/6/99 at the Fire station in town.

**APPROVAL OF MINUTES:**

Motion by Ross Sormani to accept the minutes of September 2, 1999 with corrections, seconded by Kevin Hanahan,

**VOTED: three; Ross Sormani, Kevin Hanahan & Eric Dray to approve minutes of September 2, 1999 with corrections. Two abstain, Michael Bunn & Ann Maguire, not in attendance September 30, 1999**

Motion by Ross Sormani to accept the minutes of September 30, 1999 as presented, seconded by Eric Dray,

**VOTED: three; Ross Sormani, Kevin Hanahan & Eric Dray to approve minutes of September 30, 1999 as presented. Two abstain, Michael Bunn & Ann Maguire, not in attendance September 30, 1999.**

**FINANCIAL REPORT:**

A. BofC member A. Maguire requested update on closing out old accounts. ED gave update: Fire Account can not be closed out until all claims are closed, one claim remains open that PHA and DHCD dispute; Development Account can be closed out and deposited into Foley House account; Subsidy Account is now active with PHA hosting Section 8s.

B. BofC member K. Hanahan requested clarity regarding "Closed to Reserve" on Financial statement. ED clarified this was for Year End of FY.

C. BofC requested clarity on Foley House development cost. ED clarified that development cost are long term loans that are forgivable over a 40 years period.

D. BofC questioned why no monies budgeted for Foley House "Grounds Fee" and "Septic Pumping"? BofC would like to know if "Grounds Fee" can be covered by maintenance? ED will obtain answers from Accountant.

E. BofC member K. Hanahan request clarity on Foley House "Vacancy Rate-10%". ED explained that a 10% vacancy rate is built into the accounting formula for Foley House by Federal guidelines.

Motion by Kevin Hanahan to approve monthly financial report as presented, seconded by Ann Maguire,

**VOTED: Unanimous to approve monthly financial report as presented.**

**DIRECTOR'S REPORT:**

I. DHCD:

## **II. MAUSHOPE**

**A. MOU.** ED informed BofC that the MOA was changed from color coded to highlighted Italics for easier reading. BofC will discuss setting up a formal committee to renegotiate MOA. BofC will set up a committee of; 2 BofC members, 2 Tenants and ED. BofC members to be decided at next BofC meeting.

**B.** BofC informed that ED is working on costing out recommendations of Fire Department. BofC would like information for tenants door to also be in Braille.

**C.** ED informed BofC that SMOC will help with cost of replacement of refrigerators but monies will not be available until January 2000.

**D.** ED reviewed elevator contract with BofC. BofC decided to continue with current contract.

**E.** BofC requested update on installation of air conditioner at Maushope. ED is in process of getting cost for installation.

## **III. FAMILY HOUSING:**

**A.** BofC reviewed draft letter by ED regarding MOU with Family Housing Tenants. BofC decided draft was more appropriate as a second follow up letter and requested ED to draft a new first letter. ED will present draft letter to BofC Chair for approval prior to mailing.

**B.** ED informed BofC that SMOC will help with cost of replacement of refrigerators but monies will not be available until January 2000

**C.** ED updated BofC regarding replacement of heating systems in 2 Family units. FA Days replaced one at a cost of \$3,056.00 with \$342.00 in electrical cost by Long Point Electric. DHCD provided \$2,700.00 per replacement.

**D.** ED informed BofC that replacement cost for 2 doors in Family Housing are being obtained. DHCD has provided \$2,000.00 for replacement.

## **IV. FOLEY HOUSE:**

**A.** BofC request census at Foley house. ED reported 8.

## **V. OTHER:**

**A.** ED updated BofC regarding cost of changing from pager system to cell phone system.

Motion by Ann Maguire to approve changing from pager system to cell phone system, seconded by Ross Sormani,

**VOTED: Unanimous to approve changing from pager system to cell phone system.**

**B.** Ed informed BofC that 2 individuals were interviewed for clerk\receptionist position. Interview team hired Lucy Singer Farkas.

**C.** ED updated BofC regarding "Public Housing Training" for ED. ED's contract requiring training ends November 30, 1999. ED can attend training in North Carolina or BofC can extend time on this requirement.

Motion by Ann Maguire to extend Public Housing Training for ED by 6 months with ED arranging training by next BofC meeting, seconded Eric Dray,

**VOTED: Unanimous to extend Public Housing Training for ED by 6 months.**

## **OLD BUSINESS:**

**A.** Ed updated BofC regarding Fire Road. Robert J. Martin Landscaping has completed the hardening surface but loom is needed so grass can grow. ED and maintenance will assess if loom should wait till spring.

**B.** ED provided update regarding Pearl Street. Bids for electrical, heating and plumbing have been accepted and contracts need to be approved. BofC request that contracts include a timeframe for completion.

Motion by Kevin Hanahan to approve ED entering into contracts for electrical, heating & plumbing with completion dates, seconded by Ann Maguire,

**VOTED: Unanimous to approve ED entering into contract for electrical, heating & plumbing with completion dates.**

ED informed BofC that SMOC will assess Pearl Street for possible monies for upgrading for energy efficiency. BofC member M. Bunn informed other members that Habitat Construction Supervisor is requesting BofC to request a curb cut on Pearl Street. BofC discussed the issues along with possible curb cut on Harry Kemp Way.

Motion by Ross Sormani for PHA not to request a curb cut on Pearl Street, seconded by Ann Maguire,

**VOTED: Unanimous not to request a curb cut on Pearl Street**

## **NEW BUSINESS:**

**A.** M. Bunn requested that Laura Shufelt be invited to next BofC meeting regarding Creek Road. BofC members agree to invite Laura Shufelt to next meeting and request ED to put her at beginning of agenda. M. Bunn will invite her.

**B.** ED informed BofC that ED's contract expires November 30, 1999 and the BofC needs to evaluate ED. BofC needs to review ED to determine if contract should be; renewed, terminated or revised. BofC will evaluate ED on Monday, November 8<sup>th</sup> @ 8am. BofC discussed issue of ED contract expires November 30<sup>th</sup> and next BofC meeting is December 1<sup>st</sup>.

Motion by Ann Maguire to renew ED contract for December 1<sup>st</sup> dependent on a successful evaluation of ED and to be approved with any changes recommended at the evaluation, seconded by Ross Sormani,

**VOTED: Unanimous to renew ED contract for December 1<sup>st</sup> dependent on a successful evaluation of ED and to be approved with any changes recommended at the evaluation.**

**B.** M. Bunn informed other BofC members that there will be a Special Town meeting and there will be an article regarding the town transferring some land to Habitat for affordable housing. M. Bunn discussed with BofC that the Provincetown Housing Partnership is looking into a by-law in Barnstable regarding new construction being required to set specific units for affordable housing or contribute financially for affordable housing. PHP would like to extend to include extensive renovations.

## **VOUCHERS:**

BofC reviewed vouchers.

Motion by Ann Maguire to approve vouchers as presented, seconded by Kevin Hanahan,

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

## **ADJOURNMENT:**

BofC discussed next meeting. M. Bunn can no longer make the 1<sup>st</sup> Thursday of the month. K. Hanahan can no longer make 2<sup>nd</sup> Thursday. BofC set next meeting for Wednesday, December 1, 1999. BofC will meet on the 1<sup>st</sup> Tuesday of each month beginning January 2000.

There being no further business, a motion by Ann Maguire, to adjourn the meeting, seconded by Kevin Hanahan, it was unanimously voted to adjourn the meeting at 7:00pm.

Respectfully submitted,

Patrick J. Manning  
Recording Secretary