

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
April 10, 2001**

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A regular meeting of the Provincetown Housing Authority was called to order by Michael Bunn, Chair, on Tuesday, April 10, 2001 at 5:17 PM in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

**PRESENT:** Michael Bunn, Chair  
Ross Sormani, Vice Chair  
Eric Dray, Vice-Treasurer  
Mona Anderson  
Patrick J. Manning, Executive Director  
Lucy Singer Farkas, Recording Secretary

**ABSENT:** Ann Maguire, Treasurer

**AGENDA:** Motion by E. Dray to approve agenda as presented, seconded by R. Sormani.

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

**PUBLIC STATEMENTS:**

Towanda McClure, Maushope TA Chair pro tem, brought to the Board's attention a rash of apparent allergic reactions by tenants which may be attributed to mildew in the carpeting on the ground floor, and mold and mildew on the walls.

ED concurred that three tenants had similarly complained to him

E. Dray asked if the area had a dehumidifier.

R. Sormani said that the Authority has been trying to correct the problem of moisture collection via installation of atrium windows.

ED says that the rug can be removed from the area to see if this helps with the problem. The walls are washed down twice a year in an effort to inhibit mold and mildew. The area cannot be closed off as per code regulations but currently the Authority is working with the DHCD to provide some sort of sliding window to aid with moisture collection and weather control. Also, the walls may have to be scrubbed down more frequently.

**APPROVAL OF MINUTES:**

Approval of the February minutes was deferred until May as Board members did not have their copies of those minutes available. A written summary, rather than formal minutes, of the March meeting was reviewed. No quorum had been present at that meeting.

**FINANCIAL REPORT:**

PHA Accountant Jenna Milne was present to review with the Board the February statement and to clarify certain aspects of the budget/financials about which the Board had questions.

She advised that the State fiscal year begins October 1<sup>st</sup>, a date selected by the State. She feels that the Authority's reserves are in a very healthy condition; currently the reserve is over maximum and the Board may want to consider moving some of these funds to a restricted reserve, earmarked for a specific purpose; such purpose could be changed as the needs of the Authority change.

February's operating statement shows a few over-runs due to extra work hours by the maintenance person. The March statement is likely to show increased electric costs due to extremely cold weather.

ED advised that the statement still reflects excessive water costs that are to be rebated by the Town. The abatement has been approved but the check has not yet been received.

Generally, according to Jenna, the maximum reserve is one-half of operating expenses. The State has used a 70% benchmark; higher reserves may inhibit Additional State funding for PHA projects, because the State will want the Authority to first tap into its own reserves.

Jenna advised that some Housing Authorities elect to remain over max which does afford greater flexibility but she is not sure if the PHA has such a particular need.

The capital reserve is relatively small. This can remain as such, or moved elsewhere, with permission of the State. Approval is likely to be granted within a fairly short time frame. However, the request must specify where the funds are to be moved.

M. Bunn asked if these funds could be used for staff purposes.

Jenna said it is not likely that the State would so approve but funds could be directed into the operating reserve, or to a restricted reserve. Foley House monies which are Federal, are less restrictive and could be used for additional staff hours as long as it remains within the HUD grant amount.

HUD does not require a maximum or minimum reserve. Funding for Foley House is on a 20 year basis; the subsidy remains stable each year. Unexpended monies from one year remain with the program.

Jenna suggested that the net income for Foley House be built up in anticipation of needed capital improvements.

She advised that despite a vacancy rate over 10% that Foley House is still making money; no over-runs are shown in latest financial statement.

E. Dray suggested that the Board do some strategic planning to determine the best way to handle the reserve fund; perhaps to bring down the operating reserve, or spend on other line items if the reserves cannot be used for new development.

Jenna stated that the Board should decide on what it wants to spend the money. Expenditures of over \$10,000.00 would likely have to go through a formal budget process; smaller amounts would not.

She explained the State subsidy process. The subsidy is based on a State formula which considers income, non-utility expenses and staffing. Unexpended monies which were allocated during the year must be returned to the State at the end of each fiscal year. She noted that the State has been amenable to funding projects over and beyond the returned amount and, in effect, the Authority could recoup the returned funds if needed.

ED confirmed that the State has done this in the past.

Jenna said that these special allocations have to be used for the purpose designated by the Authority but if the Authority can show a pressing need for a different project the State may likely allow the allocation to be used for that purpose.

ED requested that the Board provide a second endorsement for the reimbursement check for the State. This was done by M. Bunn.

The Board thanked Jenna for her presentation and voted unanimously to accept the Financial Report for February.

## **DIRECTOR'S REPORT:**

### **I. DHCD:**

- A. Open charge account—Still no response from Bank One. M. Bunn directed the matter be removed from agenda until the Authority receives a response.
- B. Atrium windows for Maushope—The original plans to “weatherize” Maushope walkways have proved too costly and the DHCD is exploring alternative solutions. The State has not provided a time frame for this project.
- C. FY 2001 Budget—Formal written approval of the budget was received last week. The Authority can now look into purchasing new stoves for Maushope.

### **II. MAUSHOPE:**

- A. Fire Dept. Recommendations—Robert Peterson advised that he is available to install the fire door but has been delaying the work. The door plaques have been approved and are to be ordered.
- B. Census is 24 of 24.

### **III. FAMILY HOUSING:**

- A. Tenant Dispute—A settlement in this case was made prior to the Court appearance by the Defendant. ED is working with PHA Attorney Pat Grace with material available prior to the settlement. The Authority will likely move forward with eviction of the offending tenant.
- B. Census is 9 of 9.

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

- A. Chair lift—The maintenance company for the lift plans to do the job at Foley House when they are in the area on another call. This will save travel costs for the Authority.
- B. Census is 9 of 10, although one of the nine is deceased. The Authority is waiting for the family to remove personal belongings of the deceased. Their attorney has guaranteed rent on the apartment from the family until it is cleaned out.

### **V. OTHER:**

- PHA Board Vacancies—ED advised that no one filed papers for the positions.

## **OLD BUSINESS:**

- A. Creek Road—Town meeting has approved the purchase of the Creek Road property along with \$55,000.00 for drainage remediation. The property is to be sold to the PHA for \$1.00. M. Bunn stated that time should be set aside by the Board for a full discussion on planning for the development of the property.
- B. 27 Nelson Avenue—ED is to meet with Cheryl Dale of the LCCCDC on May 2<sup>nd</sup> to discuss PHA maintenance and possible other involvement for this property.

**NEW BUSINESS:**

M. Bunn stated that he had contacted Rep. Shirley Gomes re. the Housing Trust Fund. This can be set-up in less than a month's time.

**APPROVAL OF VOUCHERS:**

The Board reviewed vouchers and checks presented for signature.

Motion by M. Bunn to approve vouchers as presented, seconded by  
E. Dray.

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

**ADJOURNMENT:**

There being no further business a motion by M. Bunn to adjourn the meeting was made, seconded by E. Dray. Next Board meeting scheduled for Tuesday,

May 1, 2001 at 5:15 p.m. in the Maushope Common Room. Meeting adjourned at 6:30 p.m..

Respectfully submitted,

Lucy Singer Farkas,  
Recording Secretary