

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
May 1, 2001**

A regular meeting of the Provincetown Housing Authority was called to order by Ross Sormani, Vice-Chair, on Tuesday, May 1, 2001 at 5:23 PM in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

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

ABSENT: None

Prior to the start of business, Ann Maguire thanked the Board and the residents of Maushope for their support throughout her five year tenure. Ann will not be continuing as a Board member but offered her continued expertise to the Authority should she be called upon.

AGENDA: Motion by E. Dray to approve agenda as presented, seconded by A. Maguire.

Voted: Unanimous to approve agenda as presented.

PUBLIC STATEMENTS:

Gladys Johnstone reported on the progress of Maushope furniture replacement. The TA committee of three reviewed various furniture catalogues and shopped around in Hyannis. It was recommended that purchase be made from the Lazy Boy Gallery in Hyannis where a 10% discount was offered on top of sale prices. A number of pieces could be purchased for app. \$2500.00.

APPROVAL OF MINUTES:

Motion by A. Maguire to approve February minutes as presented, seconded by M. Bunn.

VOTED: Unanimous to approve February minutes as presented.

Motion by E. Dray to approve April minutes as presented, seconded by M. Anderson.

VOTED: Unanimous to approve April minutes as presented.

FINANCIAL REPORT:

ED reported no major changes from the previous financial report. He advised that the State has finally sent formal approval of the FY2001 budget and bids for stoves can now be obtained.

E. Dray noted that inconsistencies in Foley House last month's operating statement had been corrected by the Accountant.

M. Bunn asked about the water and sewer rebate.

ED reiterated that rebate has been approved but Town has not yet sent reimbursement check.

E. Dray asked if the Foley House vacancy rate has been higher than estimated.

ED stated it has been running between seven and eight and hit nine last month. It is currently down to eight due

to departure of one tenant but should return to nine within a few weeks.

M. Bunn asked about any existing problems at Foley House and suggested that manager, Tim Hazel, appear before the Board at a future meeting.

Motion by E. Dray to approve Financial Report as presented, seconded by M. Anderson.

VOTED: Unanimous to approve Financial Report as presented.

Following approval of Financial Report, A. Maguire asked about the creation of a restricted reserve; what percent of reserves could be put aside restrictively?

ED advised that the Board has yet to discuss in detail but several options could be chosen.

A. Maguire asked if Accountant had offered any specific ideas.

ED stated a restricted reserve should be for large capital expenditures

and that the Board should identify needs for items that DHCD will likely not cover. ED advised that Accountant has suggested not going too far over the general reserves.

ED reported that the DHCD has just sent the Authority a check for \$28,000.00 for subsidy payments which will go into operating reserve. He will ask Accountant for a list of items which are appropriate for a restrictive reserve.

DIRECTOR'S REPORT:

I. DHCD:

A. ED reported that Ed Roache of the DHCD is to get detailed architectural set-up for Maushope atrium windows and is to check requirements with Town Building Commissioner and Fire Dept..

B. The DHCD has approved a pay increase of \$.46 per hour for maintenance personnel, effective April 1, 2001.

Motion by A. Maguire to approve said increase, seconded by M. Bunn.

VOTED: Unanimously to approve pay increase of \$.46 per hour, effective April 1, 2001, for maintenance person, Jim Turner.

II. MAUSHOPE:

A. The contractor for the fire door has not been responding to ED's phone calls. ED will continue to follow up.

B. Furniture for Maushope common areas discussed and ED reiterated need to obtain two other competitive bids because purchase exceeded \$1000.00. Bids can be obtained by phone.

M. Bunn asked if it were possible to purchase furniture and have delivered by next Board meeting. ED said was possible if competitive bids could be secured quickly.

C. Census is 24 of 24.

III. FAMILY HOUSING:

A. Census is 9 of 9.

B. The possible eviction of tenant recently involved in an assault on another Family Unit tenant is still being examined by PHA Attorney, Pat Grace.

IV. FOLEY HOUSE:

A. No schedule has yet been set for inspection of the wheelchair lift. The inspection firm is trying to schedule for a time when they will be in the area on other calls. ED suggested that the inspection be done as soon as possible even if the Authority has to pay for the company's travel time.

The Authority has no service contract with this firm.

ED suggested that a bid for service of the lift be obtained from Associated Elevator which does the Maushope elevator inspections.

B. Census is 8 of 10.

V. OTHER:

A. ED advised that no one has filed for the two existing Board vacancies, resulting from A. Maguire's departure and M. Anderson's choice not to continue on Board. R. Sormani is to follow up on his

State appointment which ends in July.

At this point in the meeting M. Bunn presented A. Maguire with a Certificate of Appreciation for her years of service to the Authority. In an eloquent presentation, M. Bunn extolled Ann for her commitment to the goals of the PHA and her extraordinary efforts in realizing various PHA projects. Those present showed their appreciation by a hearty round of applause.

M. Bunn noted the two existing Board vacancies and suggested that interested applicants come to next Board meeting.

A. Maguire stated there is a fine ethical line when it comes to the development of properties by the Authority.

E. Dray briefly reviewed ethical rules. He noted the increasing importance of the Board to reveal any conflicts of interest, particularly due to the greater public scrutiny of Board business in the Affordable Housing Trust Fund.

M. Bunn advised that he has reviewed the rules of ethics with the Town Clerk and has filed public disclosures of possible conflict because of his employment.

ED stressed the importance of the Board's recruiting new Board members. If there is no appointment within 60 days by the Board the Board of Selectmen can make such appointments.

A. Maguire voiced that the Board should ideally have a wide variety of members outside of real estate involvements.

ED suggested a sub-committee to review possible applicants.

Board members discussed various ways to find potential candidates, including a notice in the "Banner", and a perusal of voter registration rolls.

E. Dray stated the Board will want a written statement, or resume, from potential candidates.

Motion by E. Dray to form a sub-committee to solicit possible candidates for the Board, secure written resumes and interview candidates and present findings and recommendations at the next Board meeting, seconded by M. Bunn.

VOTED: Unanimous to form such a sub-committee for purposes above stated.

Because of a conflict due to his employment with Community Housing Resources, M. Bunn recused himself from discussion of Creek Road and Affordable Housing Trust Fund issues and left meeting room.

OLD BUSINESS:

A. Creek Road—R. Sormani suggested possibility of Authority creating a restricted reserve for Creek Road development purposes.

E. Dray said before that is done other funding sources should be explored, as the Authority may want to use such a reserve for other purposes.

A. Maguire suggested bringing someone in to discuss Creek Road development and what funding sources are available; a type of clerk of the works person. Suggested Board consider citizens who have been involved in local development projects; perhaps advertise for such an individual.

E. Dray stated it might be better to have a for-profit developer come in.

A. Maguire disagreed, feeling the individual should be familiar with non-profit development.

ED suggested several possible resources, including the LCCCCD, Mass Housing Partnership, and Laura Shufelt of Cape Affordable Housing Consortium

R. Sormani suggested advertising in the "Banner" for a non-profit housing specialist.

A. Maguire said Board should look into getting funds to pay

consultant; suggested contacting John Gannon of DHCD for his perspective.

E. Dray said the Mass Housing Partnership has given the PHA initial funds for the project and is likely to lay out the course of action to be followed.

M. Anderson suggested approaching local lawyers, etc. for pro bono work on the project.

A. Maguire said that could be done but feels likely funds are available for a consultant.

B. 27 Nelson Avenue—ED to meet with Cheryl Dale of LCCCDC on

May 4th to discuss specific maintenance duties, expenses, etc. for this property. ED has already sent her an outline of proposed duties. Whatever is determined will require PHA Board approval.

NEW BUSINESS:

A. Affordable Trust Housing Fund—E. Dray advised that the Town has set aside money to hire someone to write the guidelines for administration of the Fund. Likely that money will come through the Authority.

A. Maguire said this should be a true partnership with the Town and

suggested a representative from the PHA meet with Keith Bergman to discuss responsibilities, etc..

E. Dray agreed to act as the PHA representative. He asked that the Authority provide him with a letter of authorization.

Motion by A. Maguire to authorize E. Dray to act o/b/o the PHA in meetings with the Town re. the Housing Trust Fund, seconded by R. Sormani.

VOTED: Unanimous to provide such authorization for E. Dray.

R. Sormani said he wants to set up a restricted reserve right away.

A. Maguire suggested we first get Accountant's specific input.

R. Sormani wants to gear the reserve towards the Creek Road development.

ED said the restricted reserve must be for a specific purpose and Jenna could help them narrow it down.

A. Maguire said that as a matter of courtesy the DHCD should be made aware of the Housing Trust and that monies for same will be coming through the Authority's accounts..

APPROVAL OF VOUCHERS:

Board reviewed vouchers and checks presented for signature.

Motion by M. Bunn to approve same as presented, seconded by

A. Maguire.

VOTED: Unanimous to approve vouchers as presented.

ADJOURNMENT:

The next meeting of the Board is scheduled for Tuesday, June 5, 2001 at

5:15 p.m. in the Maushope Common Room.

There being no further business a motion by A. Maguire to adjourn the meeting was made, seconded by E.

Dray. Unanimous to adjourn at 6:18 p.m..

Respectfully Submitted,

Lucy Singer Farkas
Recording Secretary

