

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
June 5, 2001**

A regular meeting of the Provincetown Housing Authority was called to order by Michael Bunn, Chair, on Tuesday, June 5, 2001 at 5:19 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  
Patrick J. Manning, Executive Director

**ABSENT:** Lucy Singer Farkas, Recording Secretary

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

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

**PUBLIC STATEMENTS:**

Connie Dixon, TA President requested update on three issues:

1. Replacement of stoves; ED informed that price quotes are being obtained.
2. Atrium windows; ED informed that DHCD is working on the issue.
3. Common room furniture; ED informed that two additional price quotes are being obtained as required.

**GUEST:**

Tim Hazel, Director of Foley House was present at the request of PHA Board.

T. Hazel informed the Board that the census was at 7, the result of a death of a resident and a June 1 move out .

T. Hazel is working on the eligibility of several potential residents.

T. Hazel identified several large projects that will need to be addressed by the Board; side yard patio, replacement of carpeting, replacement of furniture, interior painting of common areas and exterior painting. The idea of a side yard patio is initiated by residents. T. Hazel explained that the area is small and difficult for current residents to utilize due to the uneven ground and difficult to maintain due to the design of the area. T. Hazel is waiting for a price quote that will be coming from a company that is willing to give a large discount. E. Dray stated that he may be able to access bricks at a reduced, if not free, cost. T. Hazel will provide the PHA the price quote when he receives it.

R. Sormani stated he thought the patio was a good idea. Hazel explained that the carpeting and furniture at Foley House are now 5 years old and will begin to need replacement T. Hazel explained that there is common room furniture as well as unit furniture. ED explained that when Foley House was developed the MDPH, program funders provided one time monies for furniture, etc.. R. Sormani asked who is currently responsible for these items. ED explained that PHA does assume the financial responsibility for replacement of appliances. PASG is responsible for furniture. ED to clarify with HUD the guidelines for replacement of furniture and carpeting for both common space and units. T. Hazel thanked the Board for the additional hours provided by PHA maintenance staff and asked if the interior painting might be within the scope of the maintenance staff. M. Bunn questioned a prior proposal from Foley House residents regarding the interior painting. He. I informed the Board that the residents involved in that proposal no longer reside at Foley House. ED to assess with maintenance staff. The exterior painting will need to be contracted out when the painting is needed.

T. Hazel informed the Board that the program funding by MDPH ends at the end of FY2002 and that RFPs will be coming out for contract renewals. T. Hazel informed the Board that he will be asking MDPH for additional funding for replacement of furniture. T. Hazel informed the Board that additional funding from MDPH is unlikely. T. Hazel informed the Board that Foley House received a rating of excellence from MDPH. T. Hazel informed the Board that MDPH considers a census of 8 or 9 as good, based on standard throughout the state for

HIV Supportive Housing.

M. Bunn suggest that ED develop a maintenance plan for Foley House similar to what is in place for other PHA properties.

The Board thanked T. Hazel for attending the Board meeting.

#### **SUB-COMMITTEE – BOARD CANDIDATES:**

E. Dray reported to the Board regarding the sub-committee’s work. The sub-committee interviewed 3 potential candidates for the two vacant Board positions. E. Dray presented the recommendation of the sub-committee and what the recommendation was based on. The sub-committee recommended that the Board nominate Peter Mellett and Howard Burchman to the Board of Selectmen for appointments to the PHA Board. The Board discussed the recommendation of the sub-committee. ED informed sub-committee that a letter of interest and resume will be needed to nominate the two individuals to the Board of Selectmen. ED to clarify date of the Selectmen’s meeting.

Motion by E. Dray to accept the recommendation of the sub-committee and nominate Peter Mellet and Howard Burchman to the Board of Selectmen for appointment to the PHA Board, seconded by R. Sormani.

**Voted: Unanimous to approve recommendation of sub-committee.**

#### **APPROVAL OF MINUTES:**

Motion by E. Dray to approve May minutes as presented, seconded by R. Sormani.

**VOTED: Unanimous to approve May minutes as presented.**

The Board thanked Lucy for the meeting minutes and gave her praise for doing an excellent job.

#### **FINANCIAL REPORT:**

ED informed the Board that any Restricted Reserve set up must be for existing programs. The Board asked that the Accountant, Jenna Milne provide information on how to set up a restricted reserve, how to estimate a % to put in the reserve, and what role DHCD will play, ie: approve setting up, approve spending, etc.

M. Bunn asked about the water and sewer rebate. ED informed Board that rebate has been received but not accredited to the line item yet.

Motion by E. Dray to approve Financial Report as presented, seconded by R. Sormani.

**VOTED: Unanimous to approve Financial Report as presented.**

#### **DIRECTOR’S REPORT:**

##### **I. DHCD:**

A. ED reported that Ed Roache of the DHCD presented an architectural set-up for Maushope atrium windows to DHCD Assets Management for possible funding for additional engineering support for the project. ED will continue to follow-up

##### **II. MAUSHOPE:**

- A. The contractor for the fire door has obtained the building permit and has ordered the fire door.
- B. Furniture for Maushope common area was delayed due to Lucy’s being out ill.
- C. Census is 23 of 24.

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

- A. ED provided update on issues concerning three separate family unit tenants that could potentially result in eviction proceedings.
- B. Census is 9 of 9

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

- A. ED and Board where informed by T. Hazel that the inspection for the wheelchair lift took

place earlier today.

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

B. Census is 7 of 10.

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

Board vacancies discussed at a prior point of Board meeting. R. Sormani informed Board that he has submitted his paper work for re-appointment as the State Appointee.

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: The Board discussed moving forward with Creek Road. The Board discussed the need for more information from Provincetown Administration regarding the status of Creek Road being deeded to PHA and the drainage work to be done. The Board discussed the need for maximizing the number of Family Units for the site without the drainage solution reducing that number. The Board discussed what timeframe would be necessary for the Town to spend Town monies for the drainage problem and the turning over of the property to the PHA. R. Sormani requested the ED to write a letter to Town Manager, Keith Bergman, regarding these issues. ED informed the Board that Ann Houston from MHP would like to set up a meeting with the Board to discuss the development of Creek Road. The Board would welcome such a meeting. ED to set up.
- B. Affordable Housing Trust Fund: E. Dray informed the Board that he had attending a meeting at Town Hall with the Town's Affordable Housing Task Force. The AHTF is looking into funding sources to hire a consultant to draft guidelines for the Housing Specialist position as well as the role and relationship between the town and PHA. The town does feel that PHA may need to fund a portion of the Affordable housing Specialist position. E. Dray informed the Board that Town Manager, Keith Bergman, was attending a meeting in Boston regarding Legislative approval of the Affordable Housing Trust Fund.
- C. 27 Nelson Avenue—ED met with Cheryl Gayle of LCCCDC regarding the specific maintenance duties, expenses, etc. for this property. ED has presented a draft Maintenance Contract to LCCCDC for review. The Maintenance Contract will need final PHA Board approval.

#### **NEW BUSINESS:**

- A. M. Bunn informed Board that he would be attending a hearing in Boston regarding increasing the Land Bank funds from 10% to 35%.
- B. ED informed Board that Election of Officers will be on the Agenda of the next PHA Board meeting.

#### **APPROVAL OF VOUCHERS:**

Board reviewed vouchers and checks presented for signature.

Motion by R. Sormani to approve same as presented, seconded by E. Dray.

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

#### **ADJOURNMENT:**

The next meeting of the Board is scheduled for Wednesday, July 11, 2001 at

5:30 p.m. in the Maushope Common Room. The meeting date was changed due to the July 4<sup>th</sup> holiday.

There being no further business a motion by R. Sormani to adjourn the meeting was made, seconded by E. Dray. Unanimous to adjourn at 6:40 p.m..

Respectfully Submitted,

Patrick J. Manning  
Recording Secretary