

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
JANUARY 4, 2000**

A regular meeting of the Provincetown Housing Authority was called to order by Ross Sormani, Vice-Chair on Tuesday, January 4, 2000 at 5:20 PM in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

The following minutes are available on-line as a service and are not the official record due to changes in formatting for the Internet. The minutes may have attachments that are not included here in this format. The official, complete paper copy can be viewed during regular office hours, Monday - Friday: 8 a.m. to 5 p.m. in the Office of the Town Clerk, 260 Commercial St. Provincetown, MA 02657.

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

ABSENT: Michael Bunn, Chair
Kevin Hanahan, Vice-Treasurer

AGENDA:

Motion by A. Maguire to accept agenda as presented, seconded by E. Dray.

VOTED: Unanimous to approve agenda as presented.

PUBLIC STATEMENTS:

A. Gladys Graham, President of the Maushope Tenant Association, reported that the Christmas dinner at Michael Shay's Restaurant was attended by 16 persons, including 4 invited guests. Following dinner, attendees were treated to a bus ride to view the holiday decorations throughout the town. Lee, the COA driver, volunteered her services for the drive.

APPROVAL OF MINUTES:

Motion by E. Dray to accept the minutes of December 4, 1999 as written, seconded by A. Maguire.

VOTED: Unanimous to accept minutes as written.

FINANCIAL REPORT:

The Board reviewed the report submitted by the PHA accountant.

R. Sormani suggested that the Bookkeeper be advised that the new Board Chair is Michael Bunn and that the new Treasurer is Ann Maguire, so that future correspondence from the accountant will be addressed correctly.

A. Maguire informed Ross that the bookkeeper had been so informed.

R. Sormani asked if a comparison can be made between last year's budget and the current year. This is not shown in the budget report.

A. Maguire says this can be done and that the report form can be reconfigured so as to add another column to include last year's data.

ED suggested such data be provided on a quarterly basis. Board agreed.

R. Sormani asked for clarification of tenant receipts for Foley House. ED clarified.

A. Maguire questioned the large increase in contract costs from the previous month regarding Foley House. ED attributes this to septic pumping, although that service could be moved to its appropriate column in the report. ED will clarify with Accountant.

R. Sormani questioned the rental income from Foley House. ED clarified that this was due to low occupancy.

A. Maguire questioned the large increase under "Extraordinary Maintenance".

ED said included here were the septic pumping, AC installation and paying out additional monies from DHCD not yet budgeted.

A. Maguire asked for clarification on “Excess Utilities”, as this item is no longer being carried and “non-dwelling “rental is. Is this an error?

R. Somani asked if water and sewer line items included septic.

ED said only municipal water and sewer expenditures were in this line item.

A. Maguire requested the category “Other” should be explained monthly in the report.

Motion by A. Maguire to accept the report with questions to be answered next month and corrections, seconded by E. Dray.

VOTED: Unanimous to accept report with questions to be answered next month and corrections.

DIRECTOR’S REPORT:

I. DHCD

A. No response regarding BOAST but still within a reasonable time frame (1-2 months).

B. John Gannon will follow-up on approval of the budget by DHCD.

II. MAUSHOPE:

A. All tenants have received copies of the MOA which will be finalized this month.

R. Sormani asked if the TA had suggested changes, etc. to the document.

G. Graham advised that a TA meeting for this purpose is set for next week and at that time input from the tenants will be elicited. Also, a second representative from the TA will be chosen, along with herself, for the committee to finalize the MOA.

G. Johnston asked about the function of the TA representative.

R. Sormani said that person would apprise the full committee of TA recommended changes.

ED suggested that tenants look at all the proposed changes in the MOA and take a poll to see if tenants are in agreement with proposals.

R. Sormani said he would like to have the committee complete their work so that the MOA can get final approval at the next Board meeting. ED informed Board the MOU needs to be finalized by 1/27/2000.

Motion by A. Maguire that the two Commissioners representing the Board on the MOA Committee be empowered to accept the approved document on behalf of the entire Board, seconded by R. Sormani.

VOTED: Unanimous to allow the two Board representatives to act on behalf of the entire Board relative to acceptance of the MOA.

The committee meeting is scheduled for Wednesday, January 26th at 5:15 p.m. in the Common Room. The Board representatives are R. Sormani and either M. Bunn or K. Hanahan. E. Dray will be the alternative representative if neither M. Bunn or K. Hanahan can attend.

B. Fire Department—ED still to follow-up on recommendations.

A. Maguire asked that information regarding the door plaques be available for the next Board meeting.

R. Sormani stated that this be given priority and suggests that ED discuss with the Fire authorities.

C. AC has been installed in the Common Room. Long Point Electric is to complete wiring and installation of operating switch.

D. SMOG has been reminded about refrigerators and funds should be available this month.

E. Walk way lights have been ordered but not yet received.

F. A snow blower from Sears has been priced at \$669.00 and a check for the purchase has been

issued.

G. Current census is 24 of 24.

III. FAMILY HOUSING:

- A. ED to contact the Family TA for a representative to the MOA Committee.
- B. Funds are awaited from SMOC for refrigerators.
- C. F.A. Day's is slated to install the second heating system next week.
- D. Doors have been replaced.
- E. Pin hole leaks at Aunt Sukey's Way not currently problematical.
- F. Census is 7 of 9 (including Pearl Street).

IV. FOLEY HOUSE:

- A. Census is 7 of 10.

Prospective tenants are currently being interviewed. Two applicants were rejected as they failed to meet admission criteria .

V. OTHER:

- A. ED will be taking the Public Housing Management Training course in April in Connecticut.
- B. Cost break-downs relative to increasing Jim Turner's work hours and providing benefits are:
 - 1. salary –app. \$60 week more--funds from Foley House
 - 2. health insurance—app. \$3500 per year
 - 3. life insurance--\$760 per year
 - 4. disability--\$75 per year
 - 5. holidays--\$570 per year
 - 6. vacation--\$570 for 2 wk. period/ 285 per 1 week
- R. Sormani asked from where the funds to pay the benefits will come.
ED advised that money will be prorated shares from 401
and from Foley House, based on the amount of time Jim spends at
each facility.
- E. Dray asked about the hour increase.
 - A. Maguire advised there would be an increase from 16 to 20 hours and that at that level a benefit package is required. She questioned where the accountant has been able to find money for the salary increase because it is not currently budgeted.
Ed reported from Foley House.
 - R. Sormani asked if the accountant feels that the PHA has the feasibility to provide the salary increase and, also, the benefits.
 - A. Maguire felt that the benefit package may require more thinking and that the accountant should be asked specifically from where the money is to come as there is no allowance in the current budget.
 - E. Dray asked if there were alternative funding sources for employee benefits.
ED said some monies would come from Foley House which receives federal monies.
 - A. Maguire wants the accountant to spell out the budget items from which money for benefits is to come. Suggests accountant sort out with the State where this should be. Next budget year it will be a separate line item.
 - R. Sormani questioned if the PHA must provide health insurance and disability.
 - A. Maguire says the PHA is obliged to pay for the benefits when an employee becomes eligible. Jim will have to pay a share on his own.
- No vote was taken on the matter pending clarification from the Accountant.
- C. ED will be on vacation the week of January 9th.
- D. Ed asked the Board who they want to do the Town Annual Report this year.
 - A. Maguire suggests discussing this with M. Bunn .
 - R. Sormani agreed that M. Bunn needs input.

A. Maguire clarified to the Board that the report is a summary of past year activities and immediate future goals and does not have to provide great detail.

ED instructed to discuss with M. Bunn, Board Chair.

OLD BUSINESS:

A. 40 Pearl Street—The plumber is in and working. Habitat is getting bids for insulation and sheet rocking and has purchased cabinets which they will install when the other work is completed. Quahog Electric has completed some preliminary work but can't go further until plumbing is completed, Habitat is able to get the exterior doors for free. There is no threat that money for the project will be cut.

B. Creek Road—The MHP will pay for engineering studies and architectural renderings.

E. Dray has contacted John Bologna of Coastal Engineering regarding a report to include septic location, access, grading needs and site plan analysis. Report needed by February and E. Dray will follow-up on same.

He, also, suggested a "group walk" of the site in order to get a better understanding of project needs.

Ted Malone of Community Housing Resources has offered the free use of his architectural plans developed for his Conwell St. project. Site-specific work would be done by the architect hired for Creek Road. The plans have already been approved by the town building inspector and provide a number of unit types and configurations that may well fit the needs of Creek Road.

ED stated that the MHP should be advised, as they may have their own architect, or other options, and asked if the MHP could review Ted's renderings.

E. Dray asked if the plans are to be presented at Town Meeting.

T. Malone said "no".

A. Maguire suggested that Laura Shufelt be contacted and have her talk to T. Malone and then to the MHP to ascertain their interest in Ted's plans, rather than securing new architectural renderings.

The Board reviewed Ted's renderings and asked questions regarding heating, plumbing, etc. relative to Ted's Conwell St. project.

E. Dray would like to submit a set of these plans to Coastal Engineering for their perusal.

A. Maguire feels that the MHP should be involved from the beginning.

The Board directed ED to contact L. Shufelt re. Ted's plans.

T. Malone suggested that should the MHP decide to use his plans, the original architect be used to do the site-specific work.

NEW BUSINESS:

A. Community Housing Resource

T. Malone advised the Board that he is close to submitting applications for funding for the development of the old A&P site on Conwell St. and is asking the Board for their support and assistance in several areas: referrals for Sect. 8 certificate holders; notification of availability of rental units to PHA applicants; CORI checks; support services for residents.

There has been strong support for this project from the MHP and the MHIC. The project is going through its second evaluation process so all regulatory approvals are in place.

The Board asked questions about income and resident criteria and about management of the project. The project requires that residents cannot sell their properties before fifty years. There is a vigorous screening process involving a ten page application and personal interviews. Although open to all eligible Cape residents, the selection criteria tends to favor Provincetown residents, or those with strong ties to Provincetown.

The project will be managed directly by T. Malone with sub-contractors for rent collection and emergencies.

T. Malone asked the Board for ways the project can tie-in to the PHA notification and selection processes.

ED responded that the PHA applicant file is confidential and specific information on applicants cannot be shared.

A. Maguire suggested that Ted make the PHA aware of his available affordable units and the PHA can mail out a separate flyer with this information along with the PHA application forms.

ED clarified that the PHA does not provide direct support services but refers residents to other area agencies as appropriate. He will, also, find out if the PHA can do the CORI checks. He further advised that M. Bunn had previously written a letter in support of this project.

A. Maguire suggested that a similar letter be sent specifying the ways in which the PHA can assist the project.

Motion by E. Dray to write a letter in support of the project to include PHA's willingness to assist with notification of availability of units to PHA applicants, referrals to the project for Sect. 8 certificate holders, and other rental certificate holders ; and CORI checks, if allowed to do so, seconded by R. Sormani.

VOTED: Unanimous to send such letter of support.

T. Malone to provide a letter of commitment to the PHA.

Board instructed ED to draft letter of support.

APPROVAL OF VOUCHERS:

ED disseminated mid-month vouchers already paid, and various checks for Board signature.

A. Maguire questioned an \$825.00 expense to CANCO.

ED clarified that this was for the annual sprinkler system inspection.

Motion by A. Maguire to approve vouchers as presented, seconded by E. Dray.

VOTED: Unanimous to approve vouchers as presented.

ADJOURNMENT:

Next Board meeting is scheduled for Tuesday, February 1, 2000 at 5:15 p.m. in the Maushope Common Room.

There being no further business a motion by R. Sormani to adjourn the meeting was made, seconded by E. Dray. Unanimous to adjourn the meeting at 7:35 p.m..

Respectfully submitted,

Lucy Singer Farkas,
Recording Secretary