

**REGULAR MEETING  
PROVINCETOWN HOUSING AUTHORITY  
SEPTEMBER 5, 2000**

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.

A regular meeting of the Provincetown Housing Authority was called to order by Michael Bunn, Chair, on Tuesday, September 5, 2000 at 5:25 PM in the Maushope Common Room, 44 Harry Kemp Way, Provincetown, Massachusetts.

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

**ABSENT:** Ross Sormani, Vice-Chair  
Mona Anderson

**AGENDA:** A. Maguire requested that Board meet in Executive Session immediately following regular meeting. Motion by E. Dray to approve agenda as presented with Executive Session to follow, seconded by A. Maguire.

**VOTED: Unanimous to approve agenda as presented, with Executive Session to follow,**

**PUBLIC STATEMENTS:**

Gladys Graham, TA President, voiced her pleasure with the air conditioning unit recently installed in the main room at Maushope. It has been used by many of the tenants.

**APPROVAL OF MINUTES:**

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

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

**FINANCIAL REPORT:**

Due to her maternity leave, Accountant was unable to provide financial report for the month. Report will be submitted for October meeting.

**DIRECTOR'S REPORT:**

**I. DHCD:**

Open charge account—No information has as yet been received from the legal department of Bank One re. this open account. ED will discuss with the PHA Attorney.

A. Maguire stated it may be easier and faster to push for the records via a Court process, rather than to pursue with bank individuals.

ED advised he is not sure if additional payments have been made on the account as the Bank will not give him this information.

A. Maguire reiterated that PHA Attorney Grace be contacted, rather than waste more time trying to deal with the bank directly.

## **II. MAUSHOPE:**

- A. Fire Dept. Recommendations—ED has received one estimate for the fire door at \$1575.00; \$1000.00 of which is labor charges.  
Board discussed the bid and all felt the estimate was too high. ED directed to get another bid before making a decision.
- B. Apartment 18—To be discussed in Executive Session.
- C. Census is 24 of 24.

## **III. FAMILY HOUSING:**

- A. C/O--The C/O for 40 Pearl Street has been obtained and the first floor apartment is tenanted. DHCD has granted a subsidy for the one-bedroom unit as of Oct. 1, 2000, but the question of advertising is still unresolved.  
M. Bunn asked if the DHCD has offered any reason why the apartment must be advertised. ED stated that there has been no prior similar situation; in effect, a new “wait list” has been established for the unit. There is concern that a lottery may be forced and DHCD is hoping to avoid that situation. The unit is ready for occupancy and can be tenanted as soon as the advertising issue is resolved.
- B. Census is 8 of 9, including Pearl Street.

## **IV. FOLEY HOUSE:**

- A. No further information from tenants re. interior painting.
- B. Census is 9 of 10.

- A. Maguire asked about the maintenance for each PHA property and suggested that a master list be created so that routine maintenance can be planned more efficiently.

## **V. OTHER: None**

## **OLD BUSINESS:**

- A. 40 Pearl Street--ED advises that he is in the process of settling final accounts with the plumber, but that sorting out what were and were not expenses for authorized up-grades has not been facilitated by the plumber. The authorized up-grades are reimbursable by SMOC.
  - A. Maguire asked why the PHA uses three different maintenance sources. ED explained that a particular source is used depending on what is needed, cost of item and how quickly material can be obtained. J. Turner has a good handle on the best place to make a purchase and uses his best discretion in making the choice.
  - A. Maguire asked if Maintenance Warehouse charges a shipping fee. ED advised that there is a \$5.00 handling fee. However, in many cases it is still cheaper to order from them despite the fee.
  - A. Maguire suggested that the local hardware stores be contacted to determine if discounts will be granted for timely paid bills.
  - A. Maguire asked about costs of insurance for PHA properties. ED advised that the insurer is selected by the State following a bidding process. However, this does not include the insurer for Foley House; the last quote was obtained about four years ago.
  - A. Maguire suggested a new round of bidding on the insurance to see if offers can be bettered.
- B. Creek Road—E. Dray provided the Board with a letter re. the project, updating situation and suggesting next steps for development of the property. He asked at what point in the process should the PHA talk to the Housing Partnership regarding development.
  - A. Maguire stated that the solution of drainage problems is critical to any decision and that it should first be ascertained if development is viable before proceeding with Eric’s outlined steps.
  - E. Dray stated that the engineer’s report did not indicate the property to be a wetland. He acknowledges

drainage problems and stated these can be remedied.

A. Maguire stated the remedies must be financially feasible.

E. Dray proposed using Community Block Grants. Additional studies will have to be done and the PHA may have to bear the expense for same.

A. Maguire suggested going back to the MHP for monies for the additional studies.

E. Dray says that plans should be coordinated with Dave Guertin of the DPW.

M. Bunn stated that monies from the MHP will have to be reimbursed by the PHA but will avoid up-front costs by the Authority.

E. Dray asked ED to explore if funding for studies is available through CDAC.

A. Maguire reiterated her feelings that remediation of the land be addressed before other considerations.

E. Dray expressed his wish to keep the momentum for the project going.

C. Clem Silva Project—ED advised that he has had no further information from either Clem or the MHP re. the project.

M. Bunn advised the Board that he talked to the MHP loan officer and requested officer speak directly to the Board regarding the scope of PHA responsibilities regarding management of the project. MHP informed

M. Bunn that that was an issue for Clem Silva.

## **NEW BUSINESS:**

Lucy Farkas initiated discussion of renting a postage meter for the PHA and provided Board with rental costs, etc.

A. Maguire suggested stocking stamps in a number of denominations and to purchase in larger quantities to avoid running short.

M. Bunn stated this should be an in-house decision between ED and

L. Farkas.

M. Bunn provided the Board with Housing Certification data and indicated that Provincetown has been doubly certified, on local and County levels. Performance steps taken by Provincetown were given high marks. Certification will allow an extra 10 points be added to grant applications by the Town.

E. Dray asked if there are grants for the sewer infra-structure that could include the Creek Road project.

A. Maguire suggested meeting with Keith Bergman re. grant. She and E. Dray will approach Keith re. same.

M. Bunn has approached the Housing Partnership and the local Housing Team regarding a joint meeting to discuss the Town- proposed Housing Coordinator position.

A. Maguire asked about the duties of this individual.

M. Bunn advised that job specifications would be formalized. Among other things the individual would monitor building permits for affordable housing and resale of affordable apartments.

E. Dray asked about the job description and how it compared to towns of similar size. How do they function?

M. Bunn stated that the job description has not yet been written. This is to be done by the Town housing team.

A. Maguire suggested input from all local housing departments and agencies.

M. Bunn feels the job should be more than a mere clearing house for available units, but more pro-active in nature.

ED advised of correspondence from Transitional Housing regarding the welfare to work program. The PHA has been entered in this program since 1994. A PHA tenant has requested working for the PHA under this program. This is an unpaid position of app. 7 hours per week.

ED stated this individual could provide assistance to Maushope residents that is not currently provided by staff. Job duties would be written and be within the scope of the welfare to work program. The PHA would incur no salary or liability expenses but would have to provide some supervision of individual, including certification of hours.

A. Maguire asked about the level of supervision needed.

ED stated it would be to assign jobs and note if work is satisfactory. He is not sure how time consuming the supervision will be, but feels it is worth trying.

Board directed ED to get more specific information on the program.

## **APPROVAL OF VOUCHERS:**

The Board reviewed vouchers and checks presented for signature.

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

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

**ADJOURNMENT:**

The regular meeting of the Board was adjourned to allow the Board  
to meet in a special Executive Session.

Motion by E. Dray that PHA go into Executive Session and will not re-adjourn to regular session,  
seconded by M. Bunn.

**VOTED: Unanimous to so adjourn to Executive Session.**

The next Board meeting will be held on Monday, October 2, 2000 at 5:15 p.m. in the Maushope Common Room.  
Regular session adjourned at 6:20 p.m.

Respectfully submitted,

Lucy Singer Farkas,  
Recording Secretary