

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
Wednesday, February 2, 2005**

A regular meeting of the Provincetown Housing Authority was called to order by Margaret Carroll-Bergman, Chair, on Wednesday, February 2, 2005 at 5:17 p.m. in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

PRESENT: Margaret Carroll-Bergman, Chair
Arturo Alon, Treasurer
Nancy Jacobsen, Vice-Treasurer
Patrick J. Manning, Executive Director
Lucy Singer Farkas, Recording Secretary

EXCUSED: Teri Nezbeth, Vice-Chair

AGENDA:

Motion by A. Alon to approve agenda as presented, seconded by N. Jacobsen.

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

PUBLIC STATEMENTS: Evelyn Bowes, a “new” Maushope tenant, introduced herself to the Board. She commended Patrick Manning, ED, for his help with snow shoveling during the recent blizzard in the absence of regular maintenance person. Board added their thanks.

APPROVAL OF MINUTES:

Motion by A. Alon to approve Minutes of Regular Meeting of Jan. 5, 2005, seconded by N. Jacobsen.

Motion by A. Alon to approve Minutes of Executive Session of Jan. 2, 2005, seconded by N. Jacobsen.

**VOTED: Unanimous to approve
Sessions of Jan. 5, 2005.**

Minutes of Regular and Executive

FINANCIAL REPORT:

Board reviewed proposed FY2005 budget containing a 4% salary increase for PHA staffers. The budget does not contain funds for ED’s retirement benefits because that will likely not come into play prior to the next fiscal year, due to the protracted time it will take for the Barnstable Retirement System to process the PHA’s application for membership. He has begun the paperwork but was advised the process will take six months.

Board reviewed the Financial Report for Dec. 2004.

Motion by A. Alon to accept Report as presented, seconded by N. Jacobsen.

**VOTED: Unanimous to approve
Financial Report for Dec. 2004 as
presented.**

Motion by A. Alon to approve FY2005 budget with 4% salary increases.

**VOTED: Unanimous to submit
FY2005 budget including a 4% salary
increase for staff.**

ED warned that this budget may be rejected by the State because of inclusion of salary increases.

DIRECTOR'S REPORT:

I. DHCD:

A. Maushope Atrium Payment- - ED advised that although the State has made payment in full and the MOD account has been closed, the final signed copy of the contract has not been received from the State. ED will continue to try to secure same so matter can be taken off future agendas.

B. Subsidy Payments--ED advised that he received a payment of \$3100.00 from the State towards the FY2003 subsidy. App. \$1100.00 is still owed for that year.

C. Septic System--DHCD has submitted contract for septic system/repairs at Court Street which the Board must vote to accept.

Motion by A. Alon to execute contract with the State to accept \$19,000.00 from the State for septic repairs/system at Court Street Family Unit.

VOTED: Unanimous to execute contract with the State and accept \$19,000.00 for septic system repairs. /

Property in question was inspected by State engineer who felt there was a failure in leaching field. It is still unclear if the current system is a Title V. If not, because the property borders a small pond, approval by the Conservation Commission may be needed.

According to local septic engineer Billy Rogers, the system was certified as a Title V in 1988. Mr. Rogers is trying to find his copy of the certification.

If the system is a Title V the Authority will not have to go before the Conservation Commission and cost of repairs/up-grade can be done for amount of funding approved by the State. If not, the costs will be more expensive and the Authority may have to approach State for additional funds.

MAUSHOPE:

A. Washing Machines--ED has submitted bill for washers to the Cape Light Compact for reimbursement. He will see if Joe & Son will hold off billing the Authority until reimbursement comes in.

B. Census is 24 of 24.

III. FAMILY HOUSING:

A. DHCD Inspection--DHCD has been advised that legal action to be taken by the Authority against tenant who has consistently failed to correct fire/safety violations at her unit.

B. Up-Date on Tenant Complaint--The Authority will be proceeding with legal actions against three Family tenants.

M. Carroll-Bergman asked if these tenants were aware that legal action is to begin.

ED said "no".

C. Septic Failure--Discussed above.

D. Census is 9 of 9.

IV. FOLEY HOUSE

A. Eviction Up-date--Tenant under Court Order remains in compliance. Order due to terminate shortly.

B. Census is 8 of 10. Two new tenants have moved in; several applicants remain on wait list.

M. Carroll-Bergman asked about circumstances of persons leaving FH. ED advised that one died, one moved out on own and one was asked to leave to avoid eviction.

V. OTHER

A. ED Contract--ED to finalize wording with PHA Attorney Pat Grace.

B. Barnstable County Retirement Association--ED has submitted Application; process will take app. 6 months.

OLD BUSINESS:

A. Creek Road--Project remains “on hold” until it is determined if the Authority can acquire the small piece of abutting land, and if so, if development will than be viable.

B. Affordable Housing Trust Fund--ED to finalize guidelines, forms and priorities for Fund.

C. Tax Title Properties—Board explored presentation strategy for Town Meeting re. tax title property at 951R Commercial. ED to ask septic engineer Rogers to look at site and suggest septic system alternatives to a raised bunker system.

Suggested that focus should be on public access to beach.

N. Jacobsen said the site would allow for some public parking and for a public walkway to the beach.

Board agreed to hold a special work session on March 23rd at 5:15 p.m. to work out specific presentation.

D. State Appointee--A. Alon has advised that he has taken out papers for re-election to his PHA seat. Similarly, N. Jacobsen has filed papers to run for a second term. Depending on other townspersons who may have filed for a Board seat, Nancy may withdraw from the election and assume the State Appointee position.

Thus far only one individual has filed to run for Nancy’s seat. Nancy knows this person and will speak to him regarding his reasons for wanting to be on the PHA Board and if he is in sync with the mission of the Authority.

E. Cumberland Farms--M. Carroll-Bergman advised that the Town and Cumberland Farms have been approached by the attorney of the abutter for a 3-way meeting re. encroachment issue. She would like a representative from the Authority to also attend.

ED said he will attend and will ask the DHCD if they will send a State Attorney to accompany him.

M. Carroll-Bergman said the property is “on the table” for \$900,000.00. Asked ED to contact Cumberland Farms and find out what price they will take from the Authority. If a purchase is feasible, Authority should try to get funds from the CPC for same.

A. Alon suggested another meeting with Cumberland re. their appraisal. It was his impression that Cumberland had promised to donate the land to the Authority if land appraised at \$700,000.00. Feels “the tune changed” when their appraisal came in at over one million.

ED will contact Devra Bailin of Cumberland to see if their appraisal has changed.

M. Carroll-Bergman suggested another option to consider would be purchasing land in conjunction with a developer. She would prefer, however, to purchase as a single entity for affordable housing purposes.

F. Community Preservation Committee--ED advised that Town is working on a strategy plan for the CPC for Town Meeting and has asked for input from the Authority relative to its position.

M. Carroll-Bergman advised that she has resigned from the CPC because of a possible conflict of interest. Feels it is very important for the PHA to be represented on the Committee as 80% of CPC funds are earmarked for affordable housing purposes. Of the 9 Committee members only one other agency—the local Housing Partnership—is involved in housing issues.

A. Alon declined membership as he felt it would conflict with his job at Community Housing Resources, Inc..

N. Jacobsen agreed to be the PHA rep. with the understanding that she is relatively unversed in CPC matters, and is new to the PHA Board. She will be looking to the Board for direction.

M. Carroll-Bergman said that voting on the CPC need not be immediate; so the PHA rep. can request time to return to the Board for their input re. a voting position. She will meet with Nancy prior to next CPC meeting to go over CPC background and procedures.

ED suggested that Nancy also meet with the Chair of the CPC before their next meeting

Motion by M. Carroll-Bergman to nominate N. Jacobsen as the PHA representative to the Community Preservation Committee, seconded by

A. Alon.

N. Jacobsen accepted nomination.

**VOTED: Unanimous to appoint
representative to the CPC.**

N. Jacobsen the PHA

NEW BUSINESS: None.

APPROVAL OF VOUCHERS:

Board reviewed check registry and checks presented for signature.

Motion by A. Alon to approve vouchers as presented, seconded by N. Jacobsen.

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

The next Regular Meeting of the Board was set for Wednesday, March 2, 2005 at 5:15 p.m. in the Common Room at Maushope.

There being no further business a motion to adjourn was made by A. Alon. Unanimous to adjourn at 6:10 p.m..

Respectfully submitted,

Lucy Singer Farkas
Recording Secretary