

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
Wednesday, April 13, 2005**

A regular meeting of the Provincetown Housing Authority was called to order by Margaret Carroll-Bergman, Chair, on Wednesday, April 13, 2005 at 5:15 p.m. in the Maushope Common Room at 44 Harry Kemp Way, Provincetown, Massachusetts.

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

ABSENT: None

AGENDA: ED requested that discussion of Tenant Complaint be in an Executive Session following Regular Board Meeting.

Motion by A. Alon to approve agenda with added Executive Session, seconded by N. Jacobsen.

**VOTED: Unanimous to approve
agenda with added Executive**

Session.

PUBLIC STATEMENTS: None.

APPROVAL OF MINUTES:

Motion by T. Nezbeth to approve Minutes of Regular Meeting of March 2, 2005 and Work Session of March 23, 2005, seconded by A. Alon.

**VOTED: Unanimous to approve
March 23, 2005.**

Minutes of March 2 and

FINANCIAL REPORT:

Accountant Contracts: ED clarified the contracts with the PHA Accountant. State has allowed LHA Accountants a 3% increase in costs. This translates into app. an additional \$18.00 per month for Elderly/Family housing and app. \$11.00 per month for Foley House. Additionally the State is to pay Accountant a one-time stipend of \$1000.00 to switch to the new accounting system.

M. Carroll-Bergman asked if vote on the contracts would have to wait for State approval of the PHA FY2005 budget.

ED said "no" as State has already approved the increase for LHA Accountants which they view as separate from the Operating Budget. However, if the State rejects the PHA budget the Authority will have to refigure costs to cover the increase for Accountant.

Motion by A. Alon to approve Accountant contracts as submitted, seconded by N. Jacobsen.

VOTED: Unanimous to approve Accountant contracts.

Board reviewed Financial Report for February 2005.

Motion by A. Alon to approve Financial Report for February 2005 as presented, seconded by N. Jacobsen.

**VOTED: Unanimous to approve
Financial Report for
January 2005 as presented.**

DIRECTOR'S REPORT:

I. **DHCD:**

- A. Maushope Atrium Payment-** - ED had to resubmit the final bill for the architect to the State in order to clarify with State their agreement to cover architect's costs. The Authority laid out the money with the understanding that State reimbursement would be forthcoming. App. \$2300.00 yet to be reimbursed and then the final written contract will be signed and item can be removed from the agenda.
- B. Subsidy Payments--**ED advised that State yet owes the Authority app. \$1400.00 in subsidies for 2003. NAHRO conducting a survey of LHA's to determine how much subsidy monies are outstanding State-wide.

II. **MAUSHOPE:**

- A. Washing Machines--**Final bill has been submitted. The Cape Cod Light Compact to reimburse only for the cost difference between conventional machines and energy efficient models. Of the total \$3438.00 cost, \$2240.00 (app. two-thirds) to be reimbursed the PHA.
- B. Census** is 24 of 24.

III. **FAMILY HOUSING:**

- A. DHCD Inspection--**Eviction against tenant in violation of fire/safety standards is proceeding. PHA Attorney is compiling necessary paperwork. The tenant is aware that eviction is pending but has yet to take steps to correct violations.
- B. Up-Date on Tenant Complaint--**As per advice of the PHA Attorney matter to be discussed in Executive Session.
ED advised that two of the tenants have applied to add additional persons to their lease. CORI's on the individuals have come back "clean" and rent recertifications being done.
- T. Nezbeth asked about the income verification process.
ED said the tenant may use their federal tax return in which case rent remains stable for the entire year. Otherwise actual pay stubs and/or employer statements are reviewed. In this case rent can be recalculated if income either increases or decreases throughout the year. Tenants must document all legitimate expenses in order to get a deduction for same.
- C. Septic Failure--**Despite confirmation from the septic engineer that the system is a Title V, the Town wants a whole new system installed rather than just remediation of current system.
This is a much more expensive proposition than that originally anticipated and will likely far exceed the State award of \$19,000.00. There is to be a joint meeting among the local septic engineer, the State engineer and the Town Health Inspector to discuss resolutions of situation

ED advised that the property has a history of problems dating prior to the PHA taking possession. Positively, however, the sewer has not required pumping for the last six month period. The tenant seems to be more compliant about dumping grease into the system.

M. Carroll-Bergman asked about the possibility of hook-up into the Town's sewer system.

ED advised that the property is not in the sewer district.

D: Census is 9 of 9.

IV. FOLEY HOUSE

A. Eviction Up-date—Tenant under mediation agreement remains in compliance with Court order which is to terminate this month.

ED has served a 30-day Notice on a second tenant for failure to comply with House requirements. Tenant has indicated that he will be vacating voluntarily within that time.

B. Census is 10 of 10.

V. OTHER

A. ED Contract--ED awaiting word from Barnstable County Retirement System re. approval of the PHA application.

B. Barnstable County Retirement Association--Admission into the Barnstable County Retirement System to remain on agenda until PHA application approved by that entity.

OLD BUSINESS:

A. Creek Road--Status quo.

B. Affordable Housing Trust Fund--Status quo.

C. Tax Title Properties---Status quo other than for property at 951R Commercial Street (see below).

D. State Appointee--N. Jacobsen, who has agreed to assume post of State Appointee on the PHA Board, is to put together a brief resume for the Board of Selectmen. ED to present to the Selectmen the PHA recommendation for Nancy's appointment.

E. Cumberland Farms--By consensus Board agreed to discuss in Executive Session.

F. 951R Commercial Street--Town Meeting has approved giving the property to the Authority for affordable housing purposes. Doug Taylor has suggested a competition for local architects/builders to design plans for the site; services to be donated. ED to check with the State as likely a formal bidding process will be required. Board to work on ways to move forward in the most cost effective way possible. Possibility of setting up a non-profit development entity to deal with the development of the property.

T. Nezbeth asked if only one-bed units are being planned. ED said as yet undetermined. The lot can hold up to six bedrooms. although one-bed units seem most feasible for this particular site.

M. Carroll-Bergman asked about the time frame for development. Feels the Authority should act quickly.

ED said there are any number of options. The Authority can design, build

and operate the project or simply manage the property after it is developed. Need to gather more information before any decision is made. Primary concern is what development monies are available.

N. Jacobsen asked about the difficulty in getting monies for development. ED said that money is tighter; State has limited availability and the Authority will have to explore a number of funding options. DHCD will assist the Authority in putting together building specs and costs in order for the project to be put to bid. Right now the project is a “blank slate” with many design options open.

T. Nezbeth asked about public notice for bidders. ED said would be posted in a Central Registry. ED suggested applying for a grant from the Mass Housing Partnership for start-up monies for an engineer and septic study.

F. Community Preservation Committee—N. Jacobsen asked ED to attend next meeting of the CPC as the Committee seems to be usurping the Cumberland Farm property. Wants ED to emphasize that the PHA is currently in negotiation for the property and that, if successful, the Authority will approach the CPC for funding.

N. Jacobsen said the Committee seems to be looking at moderate and low income housing which would not be within the range of the PHA.

T. Nezbeth advised that the latest census figures for Provincetown showed a drop in the median income to \$32,716.00 for a household of four. This would be low-income housing.

NEW BUSINESS:

T. Nezbeth asked if on-line banking at Bank North was working out. ED said “yes” and that he had been able to quickly secure a copy of the cancelled check in question.

APPROVAL OF VOUCHERS:

Board reviewed check registry and checks presented for signature.

Motion by T. Nezbeth to approve vouchers as presented, seconded by M. Carroll-Bergman.

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

The next Regular Meeting of the Board was set for Wednesday, May 4, 2005 at 5:15 p.m. in the Common Room at Maushope.

The Regular Meeting of the Board was adjourned to allow the Board to meet in a special Executive Session and will not re-adjourn to regular session. Regular session adjourned at 6:05 p.m.

Respectfully submitted,
Lucy Singer Farkas
Recording Secretary