

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
Wednesday, September 28, 2005**

A regular meeting of the Provincetown Housing Authority was called to order by Margaret Carroll-Bergman, Chair, on Wednesday, September 28, 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, Commissioner
George Bryant, Commissioner, (arrived late)
Patrick J. Manning, Executive Director & Recording Secretary

ABSENT:

AGENDA: M. Carroll-Bergman asked that the agenda be amended to include an Executive Session regarding the Cumberland Farm parcel with Town Manager, Keith Bergman.

Motion by A. Alon to approve agenda with amendment as requested, seconded by N. Jacobsen.

**VOTED: Unanimous by
Commissioners present to approve**

agenda with amendment as

requested by

M. Carroll-Bergman.

PUBLIC STATEMENTS: None.

APPROVAL OF MINUTES:

Motion by A. Alon to approve Minutes of Regular Meeting of August 31, 2005 as presented, seconded by N. Jacobsen.

**VOTED: Unanimous to approve
presented.**

Minutes of August 31, 2005 as

FINANCIAL REPORT:

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

**VOTED: Unanimous by
approve**

Commissioners present to

**Financial Report for
August as presented.**

Commissioner George Bryant present

DIRECTOR'S REPORT:

I. DHCD:

A. Subsidy Payments--Monies still due for 2003 and matter to remain on Agenda until paid in full. No subsidy due for 2004 as accounts receivable covered operational expenses. E.D. informed Board that MassNAHRO is lobbying DHCD to pay owed subsidies and increase current subsidy level that has not been increase in 2 years.

G. Bryant asked if PHA is audited. E.D. informed Board that the State Auditors office audits small Housing Authorities every 2 years with a 6 month window of 2 year date. E. D. reminded Board that the State Auditors had just completed an audit in July 2005 and reported no findings nor recommendations. G. Bryant asked what audit inspected. E. D. informed Board that their August packets included the final report from the State Auditor's Office. The audit involves; financial, operations, operating according to DHCD and State regulations and law, unit inspections and interviews with tenants and staff.

II. MAUSHOPE:

A. **Census** is 24 of 24.

III. FAMILY HOUSING:

A. **DHCD Inspection**--Still following up with tenant. She has made minimal progress in cleaning property as required.

B. **Up-Date on Tenant Complaint**--ED still working with PHA Attorney to bring eviction proceedings. Tenants involved will file a Grievance and the Grievance Panel will be convened.

C. **Septic Failure**--It is still unclear when, or if, the Town plans for Phase II of sewer system. E.D. has been in contact with Town Health Agent and requested information regarding temporary repairs till Phase II is determined to see if property is included in Phase II. Board has approved a contract with Billy Rogers for necessary work. Rogers will be working in conjunction with State.

D. **Census** is 9 of 9.

IV. FOLEY HOUSE

A. **Eviction Up-date**—The attorney for tenant has requested an out of court settlement. PHA attorney has rejected request in order to have a court sanctioned mediation agreement.

B. **Census** is 10 of 10.

V. OTHER

A. **ED Contract**--ED contract awaiting finalization of retirement package.

B. **Barnstable County Retirement**—ED awaiting response of submitted documentation to AG Office.

C. **Secretary** – ED discussed request of paid sick leave for secretary. Board reviewed request submitted by Secretary. ED recommended paid sick leave.

Motion by A. Alon to approve paid sick leave for secretary, seconded by N. Jacobsen.
VOTED: Unanimous to approved paid sick leave for Secretary

OLD BUSINESS:

A. **Creek Road**--Status quo.

B. **Affordable Housing Trust Fund**—A. Alon informed the Board that the Provincetown Local housing Partnership would like to schedule a Joint Meeting with the PHA Board to discuss funding from the AHTF FOR AN Affordable Housing Specialist. A. Alon informed the Board that the next PLHP meeting would be Friday, October 21 at 9am.

Motion by M. Carroll-Bergman to schedule a Joint Meeting with the Provincetown Local Housing Partnership on Friday, October 21, 2005 at 9am to discuss the need for an Affordable Housing Specialist and the possible funds available from the AHTF.

VOTED: Unanimous to schedule a Provincetown Local Housing Meeting on Friday, October 21, 2005.

Joint Meeting with the Partnership on Friday,

Motion by A. Alon to adjourn to Executive Session for the purpose of meeting with Town Manager regarding litigation and Cumberland Farms Land, to re-adjourn to Regular Meeting immediately follow, seconded by N. Jacobsen,

VOTED: Unanimous to adjourn to Regular Meeting to reconvene

Executive Session at 5:35 with immediately following.

Executive Session adjourned, Regular Meeting reconvenes at 5:45pm.

C. Tax Title Properties---Status quo.

D. State Appointee--Still pending approval by State.

E. Cumberland Farms--Discussed previously in Executive Session.

F. 951R Commercial Street—Status Quo.

G. Community Preservation Committee—N. Jacobsen informed Board that CPC member, Tim Hazel has been assigned to PHA regarding the Letters of Intent submitted to the CPC by PHA.

NEW BUSINESS: M. Carroll-Bergman requested that the Board schedule election of Officers. Board instructed ED to have Election of Officers on the next agenda.

APPROVAL OF VOUCHERS:

Board reviewed check registry and checks presented for signature. A. Alon identified that the check register did not identify checks by numbers and requested a corrected register be obtained from Bookkeeper. ED will obtain and mail to Board.

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, October 26, 2005 at 5:15 p.m. in the Common Room at Maushope.

There being no further business a motion by A. Alon to adjourn was made. Unanimous to adjourn at 6:20 p.m.

Respectfully submitted,

Patrick J. Manning
Recording Secretary