

## **COMMUNITY PRESERVATION COMMITTEE MEETING: MINUTES**

**Veterans Memorial Community Center, 2 Mayflower Street  
January 11, 2016, 1:02 pm**

Members present: Kristin Hatch, Barbara Prato, Michelle Crone DeMarco, Judy Cicero, Polly Burnell, and Susan Cook

Excused: Brandon Quesnell

Other attendees: Community Housing Specialist/Grant Administrator Michelle Jarusiewicz

### **Public Statements:**

Jim Woods: Planning Board representative as Brandon Quesnell not available. Inquired if Brandon's questions had been received? Michelle Jarusiewicz indicated that they had been passed on to the Recreation department.

### **FY 2017 CPA Funding Round:**

Community Housing Specialist/Grant Administrator Michelle Jarusiewicz explained the process. The CPC would have at least one more meeting for discussions with the applicants. These meetings would be followed by a Public Hearing in February at which time the CPC could make their recommendations or schedule another date to do so. The recommended proposals would go to town meeting in April for the voters to approve or not.

**Cape Cod Village:** proposal for \$100,000 request towards the development of a regional housing facility in Orleans for autistic adults; represented by Bob Jones the Board President and Gisele Gauthier their housing consultant. Five years ago a non-profit was created to address the need identified by parents of severely autistic adult children. The primary need is housing to provide a safe place for them to grow and age in place. He has a 27 year-old son with severe autism. Autistic adults tend to isolate themselves and withdraw. There are a growing number of autistic children; the Center for Disease Control identified 1 in 68 children diagnosed as autistic with a ratio of about 4 or 5 males to 1 female. For their proposal 16 slots seemed like the ideal number although not a huge number. In addition to providing housing for the 16, the intent is to reach others. There would be a community building which would provide a social area for both the on-site autistic adults and for autistic adults that don't live on-site. The key is community integration. The Board looked for a centrally located parcel with walkability to services, recreation etc. and ability to interact in the community. The four-acre site has already been acquired in Orleans; it is behind the Mid-Cape property and adjacent to the rail trail – excellent downtown location. His son is in a group home in Sandwich which is nice but isolated. The site was acquired with \$350,000 CPA grant from Town of Orleans; \$400,000 has been borrowed from the disability opportunities fund; \$600,000 through donations for the capital campaign. It is approximately \$5-million project. They will seek private donations and grants from public entities and private foundations. They are beginning the permitting process now and expect to have permits by May/June.

It is hard to provide specific numbers regarding local need, but three Provincetown families have contacted them along with others from Orleans, Wellfleet, and Brewster. A Mom from Wellfleet encouraged them to request CPA funds from other Towns. Wellfleet CPC has approved recommendation of \$100,000. They will be reaching out to other towns. It is a complicated funding mix. Michelle Crone inquired about the selection process. Mr. Jones indicated that he expected more applications than available slots. Considerations for

selection include diagnosis, funding to pay for living there [which includes funds from DDS estimated at \$100,000 per year] [sustainability is huge consideration]; and appropriateness of fit; NEEDS will be the service provider and they used to operate at the May Institute. If more than 16 applicants there would be a lottery. Ms. Gauthier said they would be required to meet the Fair Housing Requirements and would create a full tenant selection plan to flush out all the details. Mr. Jones said that the Nauset SPED Director indicated that there are 11 people in the Nauset system between the ages of 12 – 21 that they predict will need 24/7 care; 2 females and 9 males; currently 3 are in residential placements. Children are coming in with more severe diagnosis.

Ms. Cicero said that it is a very worthy project. It is a very difficult issue to address. Have adults aged out of the school system?

Mr. Jones indicated “Yes,” they age out at 22 years old with only a fraction of the services available at that time. There is some government help with the more severe cases getting more financial support. All are on SS disability; by statute 75% is earmarked for room and board. No upper age. This would be a lifetime commitment. Mr. Jones indicated that they have started raising money and would continue to do so. Many parents develop special needs trusts – estates to support disabled children. They want to create a Cape Cod Village foundation to sustain services. Ms. Gauthier indicated that there is an operating budget in the packet.

Ms. Cicero asked if there are other like-facilities on Cape? Mr. Jones said no. Dennis is developing one.

Ms. Hatch asked in addition to the 16 units and the club house, how many non-residents would be served? Mr. Jones said that this would not be the typical club house environment, they can socialize and there could be information and referrals. They can't provide direct services. They don't know how many might participate. In 2013, there were 282 kids on the Cape & Islands in schools with autistic diagnosis. They would welcome high-functioning autistic people to the club house as it could be a bridge to the community.

Ms. Hatch asked about local preference? Ms. Gauthier said that they have expectation that local families are interested. Parents want to be near children. The goodness of fit and community integration would be considered for applicants.

Ms. Hatch asked if it would be deed-restricted? Ms. Gauthier indicated that yes it would be in perpetuity at 80% AMI or less Wellfleet approved their CPA request 3 to 4 weeks ago and will go to town meeting.

Ms. Hatch asked if they had approached the Housing Authority? Ms. Gauthier said they haven't.

Ms. Prato said she applauds their efforts and inquired about the budget – only for residential units not the community building? Yes.

Mike MacIntyre from the Community Development Partnership Board that serves the Lower Cape [CDP] with the primary goal to maintain a vibrant and thriving place for people to live and work. The CDP knows that each Town can't provide all services. This proposal provides a portion. The challenge will be town meeting. He is aware of individuals in town that could benefit from this facility.

Ms. Cicero indicated that the Town is very generous.

Ms. Burnell asked if they would be present at town meeting? Ms. Jarusiewicz said yes they could be. We would need to request approval to allow them to speak.

Ms. Hatch said that the more they can quantify the need, the better.

**Housing Authority:** proposal for \$ 60,000 for expansion planning at Maushope. Executive Director Patrick Manning described the housing needs in Provincetown are dramatic; developing housing is increasingly difficult. The Housing Authority began the negotiations with Cumberland Farms that eventually led to 50 new rental units at 90 Shank Painter. They have a long waitlist for their 9 family units, 24 elderly units, and 10 SROs. The Housing Authority owns all its properties and all but one are mortgage free. They are considering expanding their current property at Maushope on Harry Kemp Way along with looking at adjacent lots. The budget is for soft costs to hire consultants to look at the details for expansion which would include septic design and planning; conceptual building designs. The current property has potential for 20 new units. The senior population has been increasing in Town. Part of the planning would consider a mix of income levels and sources of funding. They are also considering those that need a live-in caretaker. There is a need for 2-bedroom accessible units. They want to include several. Maushope only has 1 accessible unit. They are finding that more residents use motorized wheelchairs. It is hard to get around. They probably have about 10 on the waitlist that need accessibility and about 3 request live-in caregiver.

**Recreation:** Proposal for \$32,000 for shade structures at the VMCC playground. Rec. Director Brandon Motta updated the CPC on the East-end playground re-surface project that has been delayed as they work on the layout and the bid documents. They made it more like a park with grass on a portion. DPW will be doing the site work. They expect to remove the sand and fence in March/April. The pour in place can't be installed until at least 40 degrees. It will probably be done in April and take 2 to 3 weeks for completion in May. The Recreation Dept. wants to see how this holds up before considering at other locations. Upgrades to the west-end playground are on the to be done list. For the shade structure request, right now there is no shade at the playground area which is very exposed to the sun and has its highest use in the summer. They plan on covering about 1/2 of the structure and the picnic area. This will reduce the temperature by 15 to 20 degrees. Looked at doing the entire structure but elevations change and makes it difficult. Considered trees but roots get under the playground equipment. Ms. Burnell inquired about the shade structures with regard to the wind? They can easily be taken down in 5 minutes. The frame holds up to about 150 mph; canopy to 90 mph. They will take them down in high winds and in winter. The Provincetown School Principal Kim Pike said that do work and the schools do remove them in winter and high wind events. They hold up well. Ms. Hatch asked about replacement costs. Ms. Pike said that the school has had them about 5 years and expect them to last 5 more. Mr. Motta indicated that since this is a high elevation district it is subject to Planning Board review.

**Housing Office:** Proposal for \$117,982 for a full-time housing specialist and related expenses. Housing Specialist Michelle Jarusiewicz summarized the application which provides for the second year of a full-time housing specialist and covers all expenses including fringe benefits, health insurance, and office expenses.

The purpose of the Provincetown Housing Office is for the provision of direct staff support for housing activities including the development and creation of new community housing, preservation of existing housing, monitoring existing units, and support of the Community Housing Council [CHC]. The Town of Provincetown has had the development and support of affordable housing as a top town-wide goal since 1997 and has provided ongoing community dialogue and planning, developed numerous strategies, and provided funds in support of development. Dedicated staff support is needed for the implementation of such efforts. The Housing Office, in its eighth year, provides a cohesive and centralized contact point for all housing activity. In addition to staff support for new housing projects, the housing office provides a central location for ongoing housing activities such as re-financing requests, re-sale of deed restricted units, etc. This application includes funding from both the housing component of the CPA budget [35 hours per week] as well as the CPA Administrative budget [5 hours per week]. Funding from the CPA Admin budget will provide for staff support of the Community Preservation Committee [CPC] and for CPA activities. See the attached Community Housing Update reflecting activities during 2015.

## Some Provincetown Housing Numbers....

**75%**

of homes  
Are second homes

**\$840,000**

= Housing costs for single-family  
home

1 BR condo \$340,000  
2 BR condo \$496,000  
3 BR condo \$664,000

**79%**

Provincetown land area  
within CCNS

**26**

New rental units  
coming on line 2016

**7**

resale ownership units  
2015/2016  
12 people stable housing

**\$24,202**

Resale revenue

**14%**

Loss year-round  
population  
2000 to 2010  
3431 to 2942

**9.9%**

DHCD certified SHI  
210 units/2122  
Total deed-restricted units 238

# What's cooking...

- Town Manager's Housing Roadmap
- VFW site
- Former Community Center site
- & other public & private sites

## Town of Provincetown's Community Housing Toolbox

*January 2016*

### **Development:**

- Province Landing: Land acquisition with CPA funds; long-term land lease created 50 new rental units
- Seashore Point: CPA funds & Land contributed with long-term land lease created complex that includes nursing home, rehab facilities, senior ownership housing, and 9 senior rentals
- CPA supported developments at
  - 83 Shank Painter [15 rental units];
  - Sandy Hill Lane [12 ownership units];
  - Stable Path [23 rental units]
- Grace Gouveia Building: sold at reduced price to create 3 rental units

### **Zoning:**

- Growth Management: set-aside of building permits for affordable housing in whole or in part
- Accessory units: allowed in Res1 & Res2 districts

### **Financial:**

- 60% of CPA funds for housing
- Affordable Housing Trust Fund: 10% from Land bank, 25% of Tax Title takings, and other sources
- Donation checkbox on tax bills
- \$1-million for proposed Housing Trust
- Affordable Revolving Account: for income & expenses related to resale of deed-restricted units

### **Financial Incentives:**

- Tax Exemption Program for property owners that rent year-round to tenants up to 80% AMI
- Town services shall be provided, if feasible based on site design and providing adequate clearances, by the Department of Public Works, based on a written agreement and waiver, for affordable and community housing projects in which a minimum of 50% of the project's units are either affordable or community housing units
- Building permit fees shall be waived for affordable and community housing projects in which a minimum of 50% of the project's units are either affordable or community housing units

### **Programs:**

- Host Homebuyer Workshop series in Provincetown [Dec. 2015]
- Homebuyer Workshop Scholarships

- HomeShare program through HOW
- Self Sufficiency Local Voucher Program
- Little Fix Program



**Collaboration:**

- Homeless Prevention Council: emergency housing assistance through human service grant and additional AHTF support
- Housing Authority: supported with AHTF for rehab of family housing
- Regional Housing Rehab Program through MCDBG funds
- Work with all entities including CDP, CHR, TCB, on marketing, outreach, & lotteries.

**Staff support:**

- CPA funded Housing Office with full-time Housing Specialist
- Town conducts resale process for eligible purchaser in accordance with deed restriction [7 in 2015 generating approx. \$24,200 in resale fees]

**Planning:**

- 2006 Housing Action Plan & Needs Assessment by John Ryan/Development Cycles
- 2013/2014 Housing Action Plan & Needs Assessment by John Ryan/Development Cycles

**Potential:**

- Town Manager's Housing Roadmap
- VFW site
- Former Community Center at 46 Bradford Street
- Fire Station #2 second floor
- Housing Trust

Ms. Hatch inquired as to how the position started being funded by CPA? Ms. Cicero responded that the Community preservation Committee has been solidly behind this as a grant position. They felt it wouldn't be funded otherwise and that it was wise to be placed under the CPA umbrella. It is admired by other towns because there is steady focus on the issue. She is very willing to endorse.

**Annual report:** Ms. Hatch indicated that she hasn't completed it yet.

**Minutes:**

Polly Burnell MOVE to accept the minutes of 1/4/16; second by Barbara Prato; approved 5-0.

**Other:** Ms. Hatch has scheduled a meeting with the Town Manager in 2 weeks.

**Next Meeting:** Mondays: January 25, 2016 at 1:00 pm. and public hearing, February 8, 2016 at 1:00 pm.

Adjourned 2:20 pm.

*Submitted by:*  
 Michelle Jarusiewicz,  
 Community Housing Specialist & Grant Administrator