

**TOWN OF PROVINCETOWN - BOARD OF SELECTMEN
SPECIAL MEETING MINUTES
THURSDAY, NOVEMBER 13, 2014 5:00 p.m.
TOWN HALL – JUDGE WELSH ROOM**

Chairman Donegan convened the open meeting at 5:00 p.m. noting the following:

Board of Selectmen attending: Tom Donegan, Robert Anthony, Cheryl Andrews, and Raphael Richter.

Excused Absence: Erik Yingling

Other attendees: Acting Town Manager David Gardner; Acting Assistant Town Manager; Michelle Jarusiewicz; Finance Committee Chairman Michael Canizales & Vice-Chair Doug Cliggot; Members of the Community Housing Council as listed below; Housing Authority Exec. Director Patrick Manning along with members of the Housing Authority Committee as listed below, and Provincetown Assessor Scott Fahle.

Recorder: Loretta Dougherty

1. Joint Meeting with the Housing Authority – Update on recommendations to be added as part of the Housing Action Plan and planning for the expansion of Maushope:

Michelle gave an update on the Housing Action Plan. She stated that the Housing Authority and the Community Action Council spoke about their needs and expectations for the town, as well as any recommendations on policy issues. Everyone then met as a group and reviewed the Housing Action Plan in preparation for a meeting on or about December 1st to develop a very specific plan going forward to Town Meeting.

She reported that since the January 2014 Housing Summit, 29 action items are being worked on. She presented a matrix to the Board which detailed each item and any activity that has happened. The April 2014 Town Meeting approved the 60% Community Preservation Act (CPA) funds for affordable and community housing uses. The October 2014 Special Town Meeting approved the donation check box to be placed on the tax bills for voluntary contributions to the Affordable Housing Fund. She met with Laura Shoefelt and an engineer a couple of weeks ago regarding the former Community Center. They are going through the building and preparing a report. The initial reaction of the engineer was that the building was actually in pretty good shape. Zoning allows 7 units so anything above and beyond requires zoning relief probably from a 40B application. If we went with a 40B, a 25% minimum would be required as low/moderate housing. After the report from MassHousing and deciding what direction we want to go, we will develop an RFP.

Michelle continued sharing highlights from the following handout:

81 NEW units have been completed with 26 in the immediate pipeline:

Rental units complete - 74 new units:

Province Landing at 90 Shank Painter Road for 50 rental units in 2012.

- CHR's development at 83 Shank Painter Road for 15 rental units in 2012.
- New England Deaconess – 9 moderate incomes are complete.

Rental units in the pipeline – 26 new units:

- Community Housing Resource is pursuing the development of 23 new rental units at Stable Path. Construction anticipated to begin this winter 2015.
- Grace Gouveia building at 26 Alden Street - 3 new rental units September 2015.

Ownership units - 7 new units in total are complete:

- Sandy Hill Lane – 4 moderate income [plus 8 median income units].
- Herring Cove Village – 3 moderate income units.

HOUSING OPPORTUNITIES:

TWO 1-BEDROOM OWNERSHIP UNITS AT 16 HARRY KEMP WAY, \$118,500 EACH; CONTACT HOUSING SPECIALIST FOR APPLICATION 508-487-7087; APPLICATION DUE DECEMBER 11, 2014

ONE 1-BEDROOM OWNERSHIP UNIT AT 10 HENSCH LANE, \$136,170, CONTACT HOUSING SPECIALIST FOR APPLICATION 508-487-7087; APPLICATION DUE JANUARY 22, 2015

ONE 2-BEDROOM YEAR-ROUND RENTAL HOME AT OLD ANN PAGE WAY FOR HOUSEHOLD OF 2 OR MORE; CONTACT COMMUNITY HOUSING RESOURCE FOR APPLICATION 508-487-2426 X. 4 OR INFO@CHRGROUP.NET. COMPLETE APPLICATIONS MUST BE POSTMARKED BY FRIDAY, NOVEMBER 28, 2014

HOUSING ADMINISTRATION ACTIVITIES:

16 Harry Kemp Way: The Housing Specialist is working with the owner on the sale of 2 1-bedroom ownership units; marketing and outreach is complete; open house held on 10/26/14; applications due 12/11/14; lottery 12/18/14. **[2 units]**

10 Hensch Lane: The Housing Specialist is working with the owner on the resale of a 1-bedroom ownership unit; marketing and outreach is underway; open house 12/6/14; applications are due 1/22/15; lottery 1/29/15. **[1 unit]**

Stable Path: Housing Specialist is participating in the close-out process with various state agencies & other funding entities with the goal of closing by end of December so that construction can begin in January/February. **[23 units]**

Former Community Center: Met with MHP & Engineer for site review of the property as part of the technical assistance being provided; MHP will provide a feasibility study to assist the Town with various options for the site. MHP will then assist the Town with the RFP process to seek a developer. **[7 units or more]**

Grace Gouveia Building: closing is scheduled for 12/3/14; Housing Specialist met with CDP staff to facilitate the development partnership for the 3 affordable rental units and the LIP/LAU application. Units might be available September 2015. **[3 units]**

Maushope expansion: Housing Specialist attended the Sewer Team meeting on 10/22/14; the project was not funded under the 2014 MCDBG grant program.

CPA Application round: applications are due 12/4/14; under consideration:

- Housing Office [potentially full-time \$113,677];
- 2nd Story of Fire station #2 [\$225,000]; **[2 units]**
- former Community Center development [???, ##? units];
- VMCC preliminary design for expansion existing building [\$50,000];
- acquisition of properties for development [??].

She stated that the HOW and Homeless Prevention Council had applied and received grant funding and they are implementing a home share program to help people maintain housing in Town. CHC has developed a business survey to reach out to the business community asking what their needs are. They are looking at potential Community Preservation applications which are due 12/4/14. She stated that the DART sessions are happening next week and they are getting some tactical assistance to look at sustainability in our affordable housing. The Board will be looking at the tax exempt program and having discussions on changing the 60% AMI to 80% AMI income eligibility.

Provincetown Housing Authority was called to order at 5:07 p.m. noting the following: Members present: Vice Chairman Kristin Hatch, Elaine Anderson, Jennifer Germack, State Appointee Nancy Jacobsen, and Executive Director Patrick Manning.

Tom asked for feedback on Action Plan 2.1. Task the Provincetown Housing Authority (PHA) with accelerating its efforts to expand Maushope Senior Housing. He wanted to know what the PHA needs from the Town in order to enable them to move forward in all areas toward growth in our Town.

Kristin commented that the PHA is looking to expand housing authority properties and thinking about a lot of things. Any expansion of the Maushope site would require looking at the sewer or septic issues. The waiting list for Maushope which is located on Harry Kemp is quite extensive. They could use 20-30 more units in order to expand. They presently have 24 units at Maushope, 9 family units at scattered sites, and 10 units at Foley House.

Robert enjoyed walking around Maushope and talking with Kristin and Patrick. In talking with them he noted that there are no 2-bedroom handicapped accessible apartments in Provincetown only one 1-bedroom unit at Maushope and one 1- bedroom unit on Race Point Road.

Patrick told the Board that there are two 1-bedroom handicapped accessible apartments on Harry Kemp, one 2 bedroom units to accommodate a live-in caregiver on Old Ann Page Way and a 2-bedroom unit in Truro.

Robert discussed the needs of the handicapped community and the need to have apartments available for live-in caregivers. He asked if there were any plans for reaching out for possible state funding. He expressed his concerns and hopes for expansion of the property for additional units.

Patrick knows that, at the moment, there are several people in need of these types of apartments but we have no 2-bedroom handicapped accessible housing available. In looking at the expansion they are looking at four 1-bedroom units and two or three 2-bedroom units that would be handicapped accessible. The Housing Authority provides low income subsidized housing. Most of the people applying fall below the poverty level and pay 30% of the rent. They are looking to MassHousing for development money. State money is very limited for the elderly. Reference was made to the two lots at Maushope possibly being utilized for the expansion and commented on the need for sewer lines for the expansion.

Cheryl was glad to see all of the participants as she had spent seven years on the Housing Authority. She remembers two or three years of trying to convince the government in Boston not to do away with our Housing Authority when the Governor was trying to make regional housing authorities. The idea that tenants would have to look to a housing authority in New Bedford or off Cape was not wanted. The Housing Authority celebrated their 25th anniversary about two years ago. We can move forward and Maushope can be expanded or the Housing Authority could acquire something else. Expanding on site is so attractive for seniors.

Raphael thanked them for being here and all the hard work they are doing now and have done. He noted Action 2.1 needs a vote from Town Meeting in order to apply for matching funds for a sewer grant in the future. He wanted to know if that would be something that the Board can help them with going forward.

A brief discussion was held looking at the sewer capacity and whether or not it will accommodate an expansion. Elaine and Patrick have met with Mr. Waldo and enough research has been done to know where to put the pumps and how they would bring the lines into Maushope to be joined to the main system. Having a lot of the ground work already done should make it easier when the grant is being written.

Cheryl asked for a report showing the capacity for expansion.

David will get the report to the Board within the next couple of months.

Further discussion was held among the Board and Housing Authority touching upon different aspects of sewer capacity, utilization of other existing properties in Town, the different types of income populations to be considered, and grant opportunities.

Jennifer commented that she really enjoys being on the PHA.

Tom thanked everyone and called the Community Housing Council next.

The PHA adjourned at 5:40 p.m.

No action was taken.

2. & 3. Joint Meeting with the Community Housing Council – Update on Housing Action Plan going right into 3. Housing Action Plan:

The Community Housing Council was called to order at 5:42 p.m. noting the following: Members present: Chairman Donna Szeker, Susan Cook, Louise Silver, and Housing Authority Representative Kristin Hatch.

Tom congratulated the Council on the progress they have made and asked what they need from the Board over the next few months.

Donna stated that Michelle had given them the rundown of everything. The Council is looking at the old Community Center and fire house #2 to create one or two units quickly. They are also looking at smaller projects to see what might be done immediately.

Michelle stated that each project takes a lot of time and will evolve on its own. Discussions will be held with all those who are involved at different levels. The Community Preservation Act (CPA) applications are in place.

Robert would like to see something on the town floor in April of 2015.

Raphael shares Robert's passion in having something presentable in 2015. He asked Michelle about the business survey she had mentioned earlier in the meeting.

A brief discussion was held as to the makeup of the business survey and Michelle stated that she wants to keep it simple with just a few questions utilizing the online survey "Monkey" format. She wants to get a sense of what the businesses in Town are offering their employees as it relates to housing, and find out what the employers are doing now.

Raphael mentioned the 80% tax exemption being brought up at Town Meeting for a vote.

David reminded the Board that there will be a Public Hearing held on December 8th relative to the tax exemption.

Tom spoke briefly about the Open Space Fund being rolled into the CPA Fund, and he asked for the Finance Director Dan Hoort to be involved. Tom recommended that the council get together with the Zoning Board to look at those issues requiring action. We need appropriately priced housing for the year-round population.

A discussion was held relative to the cost of affordable housing on the Cape, and some examples were given as to the cost by unit and square footage.

Cheryl informed everyone that tomorrow Representative Sarah Peake will be meeting with the Cape Cod Selectmen & Councilors' Association in Hyannis, and the topic is the short term condo tax. A lot of towns are in favor of using the tax for the short term rentals but have not been able to accomplish it. Representative Peake has talked about convening a meeting of all of the Selectmen from all the towns in her district.

Kristin sees the Board as the glue and conductor between all the boards and looks forward to their continued leadership.

A brief discussion was held regarding having an agenda item on the use of Land Bank funds and holding a public hearing over the winter to allow the public to weigh in.

MOTION: Move to have an agenda item on either December 1st or December 8th and invite the Open Space Committee to whichever meeting they can attend to discuss the future use of the Land Bank funds.

Motion: Raphael Richter

Seconded: Robert Anthony

4/0/0 Motion passed.

Raphael wants to have an agenda item regarding the business survey but will wait to see what is being developed.

Michelle informed the Board that the CPA grant application deadline for submission is December 4th and then it will go to the Community Preservation Committee (CPC) for their review. The CPC is the gatekeeper of what moves forward for Town Meeting.

Cheryl wanted to know if they only had one cycle for applications.

Michelle stated that they can accept them off cycle but they have never gotten any off cycle. She stated that the amount of money estimated to be awarded in this cycle for all grants is \$500,000.

David stated that it is worth noting that in past years the CPA has been favoring outright grants, but at some point we need to find larger projects which will give us an option to borrow rather than having outright grants.

The CHC adjourned at 6:32 p.m.

No action was taken.

4. & 5. Capital Improvement Program (CIP) - Comments and Recommendations:

The Finance Committee did not have a quorum to consider agenda items 4 & 5 although both Chairman Michael Canizales and Vice Chairman Doug Cliggot were present for discussions.

The time is drawing near for the Board to make their recommendations to staff and they wanted to get FinCom's input. A hard copy of the FY2016 Capital Improvement Program is at link: <http://www.provincetown-ma.gov/Archive.aspx?ADID=13043> on the Town website. Messrs. Cliggott and Canizales are in agreement that measures need to be considered to cut expenses. They spoke at length about the changes that will take place relative to the expenses exceeding the revenues during the next 10 years, if measures are not taken ahead of time to curtail expenses. One recommendation was to cut the operating budget; examples were given. Doug C. stated that if we really want to grow the economy; creating more jobs and offering more affordable housing, the Town may need to cut the budget in order to grow. He realizes no one is ever in favor or cutting their budget. He also does not want to see the Town in the real estate business but believes we may need to be in the real estate business. The market controlling the real estate market has basically left housing unaffordable in Provincetown.

Tom knows that those infrastructure needs that have now been identified will require the Town to put more of their resources there. The question is how we begin to pay for it. We can either have another government entity give to us or raise it ourselves. The challenge is to figure out the right way to raise the revenue.

Robert asked about looking into having some of the Town's services contracted out to private businesses which would help lessen the costs for healthcare and retirement as well as considering regionalization with other towns.

Cheryl pointed out that the Town has always purchased, sold and swapped property which is different than the issue they are now discussing which is management of properties. Also, we have done privatization in the past as well. These are not new ideas.

Raphael asked that the Board give the Building Committee a directive on cost for the new police station. He believes that \$7.5 million is still too high of a figure. He would like to have a number that we can afford when going into this meeting with the Building Committee; projecting over the next five years (CIP) what the costs would be for each year of the project. For a year or two we could put aside some money then possibly borrow money somewhere in the middle of that five year period bringing both of those pieces together to achieve building the police station.

No action was taken.

6A. Other – Town Manager Search and Round Table Discussion Update:

Tom has invited Michelle Crone to be the moderator for their first round table discussion meeting. The discussion will be on Town Manager qualifications. The meeting will be small consisting of the five Selectmen and one guest invited by each of the Board members. He anticipates hearing what Board members want from a Town Manager, and to formulate a good job description and qualifications for the position. The round table would be set up for either December 3rd or 10th, depending on the availability of the moderator. He will distribute materials well in advance of the meeting.

Cheryl is a big fan of public input and believes they are pretty good about telling the Board what they think. She agrees with the idea of keeping the meeting small and more focused.

Robert stated that he had voted for this round table with the expectation of getting the public's input. He also expressed his interest in having an agenda that would move us forward and not backwards rehashing the past.

Raphael asked about inviting the public to give statements beforehand but was informed that for this topic it would not be appropriate. He felt that each Selectman inviting one guest was a good idea.

Without objection the meeting was adjourned at 9:35 p.m.

Minutes transcribed by: Loretta Dougherty