

Provincetown Year-Round Rental Housing Trust Board of Trustees

Minutes: January 24, 2017

Caucus Hall, Town Hall, 260 Commercial Street, Provincetown

4:34 p.m.

YRRT Members Present: Tom Donegan, Chris Andrews, Chris Mathieson, Kevin Mooney, Rob Anderson

Staff: Town Manager David B. Panagore [4:44], Community Housing Specialist Michelle Jarusiewicz

Consultant: Attorney Peter O'Connor

Public Comments: none

General Discussion of the Housing Trust's mission, funding, and operations.

Members reviewed and discussed proposed policies on tenancy and management.

Tenancy

- **Local Preference:** The Trust will actively pursue, to the limit allowed by law, the local preferences established in the State Act creating the Trust. In doing so the Trust will honor and obey all applicable and relevant fair housing laws.
- **Year Round Residency:** Tenants are expected to be resident on a year round basis. The Trust will require all leases include appropriate clauses requiring and verifying residency and put in place procedures to ensure compliance.
- **Co-habitation** It is understood residents may have co-habitants after they are approved as income eligible. Cohabitants who are resident for more than 100 days will be required to be included on the lease and be subject to the terms and requirements of the lease.

Michelle Jarusiewicz indicated that there could be staff review of applications for a few units, but with 26 units and expecting many more applications, they would probably need to hire an appropriate consultant.

Tom Donegan said that he prefers an arm's length process with transparency to avoid any conflict of interest. Chris said that with clear criteria, it should not be an issue; perhaps have an on-site manager but trying to keep cost down. Tom said that maybe a private entity; maybe because of his Selectman's life, he is sensitive to all this.

Revised Local Preference:

Local Preference: The Trust will actively pursue the local preferences established in the State Act creating the Trust which states maximum preference allowed by law to (i) current residents of the Town of Provincetown; (ii) municipal employees; (iii) employees of local businesses; and (iv) households with children attending schools in the Town of Provincetown. In doing so the Trust will honor and obey all applicable and relevant fair housing laws.

Rob Anderson MOVE to adopt the Local Preference policy as amended; Kevin Mooney second; approved 5-0.

Revised Year Round Residency:

Year Round Residency: Tenants are to be resident on a year round basis. The Trust will require all leases include appropriate clauses requiring and verifying residency and put in place procedures to ensure compliance.

Rob Anderson MOVE to adopt Year Round Residency policy as amended; Kevin Mooney second; approved 5-0.

Co-Habitation: Discussion about why still being discussed. It could be popular or unpopular. Lot of 2 bedroom units.

- **Co-habitation** It is understood residents may have co-habitants after they are approved as income eligible. Cohabitants who are resident for more than 100 days will be required to be included on the lease and be subject to the terms and requirements of the lease.

Rob Anderson MOVE to adopt CO-Habitation policy; Kevin Mooney second; approved 5-0.

Management

- **Professional Property Management Services.** The Trust will hire a local professional property management company to maintain the property, identify capital repairs as well as respond, on an on call basis, to resident requests .
- **Professional Landlord Services:** The Trust will operate a lottery. The Trust will hire qualified professionals to provide real estate services to the Trust including rental application processing, lease and tenant management services. (Or can staff handle ?)

Revised Professional Property Management Services:

Professional Property Management Services: The Trust will hire a local professional property management company to maintain the property, as well as respond, on an on call basis, to resident requests.

Discussion included options to hire a company, a LLC. Need to be careful if individual hired by the Town could be considered an employee and be subject to collective bargaining etc. It is safer to hire a company.

Rob Anderson MOVE to adopt the Professional Property Management Services policy as amended; Chris Mathieson second; approved 5-0.

Revised Professional Leasing Services: The Trust will hire qualified professionals to provide real estate services to the Trust including rental application processing, lottery, lease and tenant management services.

Rob Anderson MOVE to adopt the Professional Leasing Services policy as amended; Chris Mathieson second; approved 5-0.

Review of Materials for Public Hearing:

The Town Manager conducted preview of slide show. General discussion and suggestions about order of slides such as move “the Problem” to the front and perhaps have the mission statement as a handout. The issue is that the real estate market has failed. Middle income, people that work here, cannot find housing. The Trust is historic; it is one of a kind, unique.

Executive Session:

At 5:32 pm, Raphael Richter called the Board of Selectmen to order with all members present except Robert Anthony. Tom Donegan indicated that the Trust had adopted 5 policies, reviewed a power point presentation and were doing some tweaking.

Cheryl Andrews MOVE that The Board of Selectmen vote to go into Executive Session pursuant to MGL c30A, Section 21(a), Clause 6 for the purposes of: Clause 6 – To consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body, and the Chair so declares, Harbor Hill’s Condominium and Timeshare Resort and not to convene in open session thereafter; second Erik Yingling.

Roll call vote:	Cheryl Andrews	aye
	Erik Yingling	aye
	Tom Donegan	aye
	Raphael Richter	aye

Approved 4-0.

Tom Donegan MOVE that The Year-Round Rental Trust Board of Trustees vote to go into Executive Session pursuant to MGL c30A, Section 21(a), Clause 6 for the purposes of: Clause 6 – To consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body, and the Chair so declares, Harbor Hill’s Condominium and Timeshare Resort and not to convene in open session thereafter; second Rob Anderson.

Roll call vote:	Chris Andrews	aye
	Chris Mathieson	aye
	Kevin Mooney	aye
	Tom Donegan	aye
	Rob Anderson	aye

Approved 5-0.

Moved from open session to executive session at 5:40 pm.

Minutes by: Community Housing Specialist Michelle Jarusiewicz