

**COMMUNITY PRESERVATION COMMITTEE MEETING:  
MINUTES**

**Veterans Memorial Community Center  
January 29, 2018, 1:00pm**

Members present: Kristin Hatch, Susan Cook, Polly Burnell, Dennis Minsky , Michelle Crone-DeMarco, Keith Hunt, Alfred Famiglietti, and Brandon Quesnell [1:23 pm]

Other attendees: Community Housing Specialist/Grant Administrator Michelle Jarusiewicz

**Public Statements:** none

**Annual Report:** due 1/26/18; Kristin Hatch will complete as soon as possible.

**FY 2019 CPA Funding Cycle Preparation:** three CPA applications were received by the deadline; all are housing category.

**Community Housing (3):**

|                                    |           |
|------------------------------------|-----------|
| Cape Housing Institute             | \$15,000  |
| Down Payment Assistance            | \$50,000  |
| Housing Office: Housing Specialist | \$50,853  |
| CH subtotal                        | \$115,853 |
| <b><u>CPA Administration</u></b>   | \$20,000  |

**TOTAL REQUESTS \$135,853**

Kristin Hatch was disappointed in the total number of applications received. It was noted that the CPA funds stay in place for future allocations.

Community Housing Office: Ms. Jarusiewicz summarized the CPA request for approximately half of the budget which replicates this year. The Town Manager had begun the budget preparation process hoping to fund 100% of the budget but was unable to do so, but the benefits line-item is now 100% in the town's budget. The CPA request is for about half of the salary and some expenses such as advertising, printing, education, and travel.

Down Payment Assistance: The request is for an additional \$50,000 for this program. Town meeting approved \$50,000 last spring and there has been a lot of interest. The program provides up to \$10,000 in assistance per household in a deferred payment forgivable loan. One purchase has been funded. Two are pending for both buyers of the deed-restricted median income units at Winslow Farms; leaving two more loans available. Another four potential buyers have applied but need to find a home to purchase.

Cape Housing Institute: Community Development Partnership CEO Jay Coburn presented the CDP's application. The CDP has provided 25 years' worth of housing and economic development assistance on the Lower Cape including training, micro-loans, and technical assistance. They also own 72 units scattered across all the Towns. They run a housing rehabilitation program and offer First Time Homebuyer classes, including some in Provincetown. In partnership with other agencies including Mass. Housing Partnership and Housing Assistance Corporation, the CDP presented the first Cape Housing Institute in 2017. It was a six-week education and training program at various locations on the Cape that targeted elected and appointed officials. It was well received. Seven attendees were from Provincetown. Affordable housing is a complicated matter. They are asking all the Towns to contribute for another round of ongoing training. This will leverage other funds from the State. They also have funding from United Way and Cape Cod 5. Total costs of the Housing Institute, the training of advocates, and the public media campaign is about \$170,000.

Kristin Hatch recommended approving the full amount. She also asked how would an interested party who wants to develop affordable housing move forward? Mr. Coburn indicated that a minimum of 18 units would be needed for the CDP to participate but they could make referrals or do some technical assistance.

Michelle Jarusiewicz pointed out that all the housing plans recommend ongoing education. She highly recommends support.

Administration: request for \$20,000 allocation which is used for any administrative needs for the CPC. Typically there are annual CPA Coalition dues and some advertising expenses. Another possibility would be if there was a request for an acquisition and the CPC wanted to do an appraisal or other preliminary work. Funds not used remain in CPA account. Kristin Hatch pointed out that she was concerned about the recent increase in the dues. Ms. Jarusiewicz explained that there are tiers based upon the dollar amount of the local receipts. We passed the \$500,000 mark which put us into the next tier.

**Minutes**: none

**Next meeting**: Monday, 2/5/18, at 5:00 pm.

**Other**: general discussion regarding project eligibility such as just signage for open space or the Generations Project. Variations might be such as signage within a larger restoration project. Another example was when the UU Church applied to repair their access ramp – while the building is historic, the ramp is not historic.

Members mourned the sudden passing of Judy Cicero in November. She was a dedicated member of the CPC and other boards for many years.

Adjourned 1:57 pm.

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