

**COMMUNITY PRESERVATION COMMITTEE MEETING:
MINUTES**

**Veterans Memorial Community Center
February 5, 2018, 5:00pm**

Members present: Kristin Hatch, Polly Burnell, Dennis Minsky, Keith Hunt, Alfred Famiglietti, and Brandon Quesnell

Absent: Susan Cook, Michelle Crone-DeMarco

Other attendees: Community Housing Specialist/Grant Administrator Michelle Jarusiewicz

FY 2019 CPA Funding Cycle Public Hearing:

Community Housing (3):

Cape Housing Institute	\$15,000
Down Payment Assistance	\$50,000
Housing Office: Housing Specialist	\$50,853
CH subtotal	\$115,853

CPA Administration

\$20,000

TOTAL REQUESTS \$135,853

No public comments.

Alfred Famiglietti asked about the administration line item – what is it used for? Ms. Jarusiewicz responded that it is used for advertising, coalition dues, and other administrative items that the CPC might want to do. For example, if a land acquisition was proposed it could be used for an appraisal. She also said that given the balance in the current year of almost \$18,000, next years could be \$0 as that should carry them.

Kristin Hatch was disappointed that there were only 3 applications overall. Perhaps next year, each representative for a committee could promote applications within their committees. Polly Burnell indicated that she tried but nothing evolved from it. Brandon Quesnell expects that next year we could see a request for the PTown 400.

Ann Robinson spoke on behalf of the Community Development Partnership’s request for \$15,000 for the Cape Housing Institute. The CDP with partners presented the first Cape Housing Institute in the fall of 2017. It was a six-week education and training program at various locations on the Cape that targeted elected and appointed officials. They had hoped for 40 participants; got 70! Seven attendees were from Provincetown. There is ongoing need for education. 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.

Brandon Quesnell MOVE to recommend \$15,000 for the Cape Housing Institute; Alfred Famiglietti second; approved 6-0.

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. Eligibility is capped at 100% Area Median Income in compliance with CPA statute. Members discussed increasing the amount per loan to \$15,000 or \$20,000 given how high

housing prices are in Provincetown. Consensus to remain at \$10,000 but take higher amount into consideration for future request, perhaps for a fall special town meeting if needed.

Dennis Minsky MOVE to recommend \$50,000 for the Down Payment & Closing Cost Assistance Program; Polly Burnell second; approved 6-0.

Community Housing Office: Ms. Jarusiewicz summarized the CPA request of \$50,853 for approximately half of the total budget which replicates this year. The CPA request includes half of the salary and some expenses such as advertising, printing, education, and travel. The benefits are in the Town's budget.

Kristin Hatch MOVE to recommend \$50,853 for the Community Housing Office; Alfred Famiglietti second; approved 6-0.

Administration:

Kristin Hatch MOVE to NOT recommend \$20,000 for administration at this time; Dennis Minsky second; approved 6-0.

Alfred Famiglietti MOVE to recommend approval of the annual debt service and reserves as determined by the Finance Director; Dennis Minsky second; approved 6-0.

Members requested the actual numbers be emailed to them when known.

Public Statements: none

Balances in old CPA Appropriations: members discussed the balances of \$795 in Historic Record item as well as the Trails authorization. Dennis Minsky said to hold on the Trails one as they evaluate the project. Two other potential items included the balances in the high school auditorium and in the Greensfelder surfacing project. The applicants need to be consulted on these.

Dennis Minsky MOVE to return \$795 to CPA from the balance of Article 9-2B, ATM12; Keith Hunt second; approved 6-0.

Minutes:

Dennis Minsky MOVE to approve minutes of 10/17/17 as written; Polly Burnell second; approved 6-0.
Dennis Minsky MOVE to approve minutes of 1/29/18 as written; Alfred Famiglietti second; approved 6-0.

Next meeting: TBD as needed.

Other:

Town Meeting presenters: Kristin Hatch, Brandon Quesnell, & Dennis Minsky all volunteered.

Members mourned the sudden passing of Richard Olson. He appeared annually with passionate requests for restoring the town's cemeteries. He was a former member of the Board of Selectmen and will be missed.

Adjourned 5:49 pm.

Submitted by:

*Michelle Jarusiewicz,
Community Housing Specialist & Grant Administrator*