

Provincetown Year-Round Rental Housing Trust Board of Trustees

Minutes: November 8, 2017

Community Development Conference Room, Town Hall, 260 Commercial Street, Provincetown

5:36 p.m.

YRRT Members Present: Kevin Mooney, Nathan Butera, Chris Andrews

Excused: Tom Donegan, Rob Anderson

Staff: Community Housing Specialist Michelle Jarusiewicz, Town Manager David Panagore

Public Statements: none

Recap Update Session for Harbor Hill on October 25th:

Kevin Mooney thought that the Forum went OK; it had a healthy discussion.

David Panagore asked if they thought they were building relationships?

Chris Andrews said that it was a totally different tone than on Facebook.

Kevin said that it was passionate but civil; good PR. Resounding message to defer seasonal workforce option for year or so; it is too much distraction. We can vote when all members are present. David Panagore said that it is an awesome problem to solve; a good thing to do. The community doesn't have the sense of the Trust yet. Need to get solid base then build from there.

Nathan Butera said that after that meeting and the parking letters, do we need to do that now? Have enough to do; clearly not a lot of trust yet.

David Panagore indicated that he received a letter that was really long including cleaning up Pilgrim Park.

When presenting a problem and a solution at the same time, it can be overwhelming and leads to negative perception. Give them time to think about it, might come around. What was the takeaway from the meeting?

Nathan Butera: perhaps task architects to look at increasing number of 1 bedroom units. The potential issue of empty bedrooms with a 2-bedroom unit; probably table it.

Harbor Hill Update: Received 1 proposal on 10/12/17 for Architectural/Engineering services for renovations from LDa Architects of Cambridge. The review team conducted an interview of LDa Architecture & Interiors for the provision of architectural and engineering services for the renovation of Harbor Hill. The review team included Nathan Butera [Year Round Rental Housing Trust; note that Chris Andrews was sick and not available], Steve Wlodkowski [Deputy DPW Director], Tom Coen [Building Committee], and Michelle Jarusiewicz. For the LDa Team: Treffe LaFleche [Principal], Cheryl Hacker [Project Manager], and Joe Henderson [civil engineer] for Horsley Witten Group. There are other members of their team that include other engineering specialties and code compliance. We spent about an hour and half with them and the review team unanimously recommend LDa for the renovation project.

LDa brings significant experience with a variety of housing development projects in both the public and private sectors. They currently are working on several such projects on Martha's Vineyard, Nantucket, and Northampton. The Housing Specialist contacted several references including Phillipe Jordi, ED of the Island Housing Trust and Lois Stanley Director of Campus Planning at Tufts. Both have worked with LDa on several projects and offer raving reviews.

Phillipe Jordi comments included:

- that LDa was very responsive,
- a pleasure to work with,
- no issues with performance, and
- competitive too

Lois Stanley comments:

- LDa strongest design team she has ever worked with,
- They can present complicated material to diverse audience
- They work well with everyone

- They know housing and permitting
- They are creative

Price proposal \$221,862. Kevin Mooney expressed comfort with the price given the overall construction budget of \$1.4 million. Still have buffer. Michelle Jarusiewicz said that if we do not accept this proposal, we start all over and re-advertise.

Nathan Butera: MOVE to accept the LDa proposal and award the architectural/engineering contract for renovations at Harbor Hill up to \$221,862 and allow the Chair to sign; Chris Andrews second; approved 3-0.

Lee Smith of KP Law [by conference call]: he spoke with Bank Trustee Real Estate counsel. They are making good progress at Land Court. There is a new examiner and they are being thorough. They have given the real estate counsel list of additional documents. Laura is putting them together. Expect the foreclosure documents review by end of November. Timeframe for closing potentially by Spring if not sooner. Perhaps March, but he is guessing. Timing could work well given the other moving parts. Ilana is working on zoning. David Panagore said that should be looking ahead as much as possible regarding the document on ownership. Lee said that the memo would cover range of possibilities.

Michelle Jarusiewicz said that in order to conduct the assessment of the property, there will be additional fees and costs including property management time, utilities, and re-winterization of the property. The property currently has been winterized with everything drained. One option is to deduct from the Town's deposit or to pay outright.

Management RFP: RFP for Property Management issued about 10/19/17; briefing session held on 10/31/17; proposals are due 11/21/17.

Minutes:

Kevin Mooney MOVE to approve the minutes of 10/20/17; Chris Andrews second; approved 3-0.

Kevin Mooney MOVE to approve the minutes of 10/24/17; Chris Andrews second; approved 3-0.

Kevin Mooney MOVE to approve the minutes of 10/25/17 as amended; Nathan Butera second; approved 3-0.

David Panagore said that there was some concern about workforce housing but not enough discussion. In the real estate market bringing 6 units per month on line as part of the ramp up is "killing it." Could always role BAN another year, not the end of the world, about same amount of money.

Chris Andrews spoke about Louise Venden's request for a study. David Panagore said that about \$50,000 for a marketing study. Taking Barnstable study and talking to UMass. Which market – Provincetown? Outer Cape? Perhaps could begin in January with results in May.

Invoices: Kevin Mooney MOVE approve Gatehouse Media for \$759.20; Nathan Butera second; approved 3-0.

Next Meeting: Tuesday, 11/28/17 at 5:30pm

Potential meeting with FinCom either joint or 1 or 2 members? Kevin Mooney to contact Chair.

Parking? Hold until Tom Donegan returns maybe 11/27 or 12/11. Cost? Fee to park? What about at Stbale Path?

Adjourned 7:08 pm

Minutes by: Community Housing Specialist Michelle Jarusiewicz