

Provincetown Year-Round Rental Housing Trust Board of Trustees

Minutes: March 7, 2018

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

5:36 p.m.

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

By phone: Tom Donegan, Laura Shufelt/MHP

Staff: Community Housing Specialist Michelle Jarusiewicz, Town Manager David Panagore, Deputy DPW Director Steve Wlodkowski

Public Statements: none

Harbor Hill Update: GOTO presentation by computer and phone with LDa Architects of Cambridge. For the LDa Team: Treff LaFleche [Principal] and Cheryl Hacker [Project Manager]. Report and summary memo distributed. Treff and Cheryl walked through the report and memo in their presentation.

Appliances & Fixtures: LDa wants to complete a full evaluation and inventory addressing performance and function, need water to do so.

Furniture: need detailed inventory to include condition? Reuse? fire retardant? Will have cost impact, for example could replace all appliances with energy star rated or could defer some or all replacement. Need to establish thresholds of minimum quality and performance. They would probably need a week or so with access to do so. Consensus among members to conduct the inventory. The Town Manager said to ask Town Counsel Lee Smith to draft a right of entry agreement with the owner; it may take time to negotiate. Tom Donegan asked if Rise Engineering could do the inventory? He could ask; it might be for free. Treff indicated that they may have a keener eye. Tom said they would look at energy efficiency, cost efficiency but not durability.

Fireplaces & Chimneys: need to close fireboxes as we don't want animals to get caught. Need to cap the tops. May need to check them all; probably less expensive than dismantling them all.

Hazardous material/radon/mold: Treff recommended performing hazardous material testing to include radon and mold. Understand that the buildings are recent and that the ground is mostly sand. The chances are pretty low. Their proposal to the RFP did not include the testing but it might be important to do it even if it tells us what we already know. We know there is need to clean the mold but need to check pervasiveness. Discussion about what might find or not. It isn't huge expense probably about \$5,000 for hazardous materials, another \$1500 +/- each for radon and mold. Surprisingly there is some naturally occurring radon in Provincetown. Treff said that builders will ask about these. If not tested, they can exclude from their bid and increase the price. If we spend the money up front, can provide report to bidders. If the report is clean, it will provide protection to the Town. They can limit the scope. Members agreed that performing the testing made sense.

Stairways & Walkways: handful of issues related to code changes; pre-existing and will need to consult with local building official. They will first develop a list before they go to local building official. No big items. There are fire alarms & wiring requirements.

Landscaping & Outside Clean-up: maybe work could be included in management company work; might get a better price. There is a lot of stuff in the office and storage, need decisions about how to handle.

Carpets: some need to be replaced. Need to see what is underneath. Also need to consider noise impacts.

Doors & Windows: Suggesting replacing all of them in buildings 6&7. Some are better than others. They are the most heavily used items in a residential structure. It may be prudent to have all be the same generation. Many are in tough shape including sills and screens. It is a good preventive maintenance step. Still need to replace the hardware. Cost estimate will be a la carte fashion for choices.

Water meters: re-location of some meters may be needed for ease of access for property manager. A property manager may have some advice. Could consider bidding project to include a property manager for certain amount of time say 1 to 3 year period. Could be fall back option. They did speak to Halkeen who remembered conversation about Harbor Hill and 26 units being too small. If create a more economically feasible opportunity maybe could encourage proposals.

Bedroom/Unit Split: looked at buildings 6 and 7, could take multiple 2 adjacent 2-bedroom units and can create 1 3-bedroom and 1 1-bedroom unit. Same number of units; same number of bedrooms. May require some re-assignment of utilities - hot water heaters are under stairs. Additional scope could trigger 30% thresholds which are measured per building. May then require permit. What is the break-even point? Perhaps can pull a bedroom from another unit to create the ADA unit in Building 7 and leaving a 1-bedroom unit. Sound proofing? Did not evaluate but could if they had carpenter assistance as they would need to open walls in couple units.

Next LDa meeting 4/10/18. Opportunity to do further investigations on-site. Need water. Bidding could have add alternates perhaps new appliances/per unit.

Tom Donegan stated that we need to sort out the regulatory process for adding units; order of work; timeline. The Town Manager indicated that Assistant Town Manager David Gardner is point person for permitting and that he and Michelle Jarusiewicz were point people for development. The Town Manager said approach it when the architects are further along with the scope; don't want to do it twice. Cheryl is talking to Morgan Clark about the septic requirements for adding 2 units. Need to set-up conference call with David Gardner & Michelle Jarusiewicz.

GOTO Meeting & Conference call ended 7:08 pm

Members had general discussion about bedroom mix; maybe 2 3-bedrooms and 2 1-bedrooms? Will it require zoning? Extra-time? Need to fix decks, stairs, nails.

Notification list: The Housing Specialist has about 40 households so far and will distribute at Year Rounder's Day. The Chair will ask the Moderator for permission to distribute at Town Meeting in April. We can advertise again in April or May if we want.

Invoices: Kevin Mooney MOVE approve LDa invoice for \$26,177.15; Rob Anderson second; approved 4-0.

Town Manager requested bill to indicate percentages related to tasks.

The Town Manager suggested that the Finance Director could create sub-headings in MUNIS for different expense categories.

Next Meeting: Monday, March 19, 2018

Adjourned 7:33 pm

Minutes by: Community Housing Specialist Michelle Jarusiewicz

MEMORANDUM

TO: Town of Provincetown
RE: Meeting 2 - Scope of Work

FROM: Cheryl Hacker, LDA
DATE: March 7, 2018

Further Investigations Required by LDA SITE

- Gravel Parking Evaluation for ADA/ Accessibility
- Protection of Fire Hydrant & Transformer, and/or Safety Separation
- Septic/ Sewer Connections and Health Department Sign-off

BUILDING

- Appliances
 - Full Inventory & performance evaluation of all electrical powered devices
 - **Water would need to be turned on**
- Plumbing Fixtures
 - Full Inventory & Performance evaluation of all plumbing fixtures
 - **Water would need to be turned on**
- Furniture
 - Full Inventory & Performance Evaluation of all Furniture
 - Fire Retardant requirements, Ownership to Rental requirements
- Testing of Buildings for the Following:
 - Hazardous Materials
 - Radon
 - Mold
- Meeting with Town Officials to confirm minor pre-existing code issues.
- Chimney Sweep to be utilized during construction to remove debris, animals and creosote prior to boarding up firebox.

Required for Occupancy

MAINTENANCE: SITE

- Clear Site of Debris and Construction Material
- Spring Cleanup of Site

MAINTENANCE: BUILDING

- Replace Bathroom Accessories (missing, broken, damaged, non-performing or aesthetically unsightly)
- Replace Bathroom Mirrors (missing, broken, damaged, non-performing or aesthetically unsightly)
- Adjust Cabinetry Hardware in Kitchens and Bathrooms to prevent additional damage to cabinetry - Replace any missing hardware

CONSTRUCTION: SITE

- Repair or Replace all rotted or damaged exterior stairways and railings where identified
- Repair or Replace broken or missing exterior lattice work
- Remove Hot Tub and Associated Components - Replace Decking as needed
- Add Bollards at Transformer

CONSTRUCTION: BUILDING

- Repair Roof Deck, Shingles & Waterproofing at B5U26
- Replace Missing Exterior Wall Shingles where identified
- Replace or Repair all Rotted Exterior Wall Shingles where identified
- Repair Exterior Trim/ Soffit where pest infiltration occurred
- Inventory, Audit and Final test of all electric powered kitchen and laundry units
- Upgrade all GFCI outlets at Kitchen & Baths
- Hardwire all Smoke Detectors to central monitor system as required by Town
- Repair Damaged Electrical Outlets where identified as not working or not safe
- Provide Fire Extinguisher
- Replace vent fan in existing locations where identified
- Interior Deep Cleaning
- Pest Infestation – Scope TBD after testing
- Removal, Repair or Reposition of all appliances – TBD after inventory
- Replacement, Repair or Reposition of all Plumbing Fixtures – TBD after inventory
- Removal, Repair or Reposition of all Furnishings – TBD after inventory
- Radon, HazMat and Mold Scopes – TBD after testing
- Patch and Repaint Surface of Damaged Wallboard
- Repair Baseboard Cover of Fin Tube Heater
- Relocate Hot Water Heaters, Meters out of Office at Building 4 – Required for Design of New ADA unit.
- Investigate all potential structural deficiencies at the interior and exterior locations where identified
- Decommission Fireplace – Scope TBD (related to chimney & chimney caps)
- Replace Carpeting – BUILDINGS 6 & 7, where identified in 4 & 5
- Replace Front Doors, Side Doors (French and/or Sliding) – ALL BUILDINGS
- Replace All Windows (Full Tear-out, including new insulation & flashing) – BUILDINGS 6 & 7
- Replace Windows, Screens and Hardware where Identified – BUILDINGS 4 & 5
- Replace All Interior Blinds – ALL BUILDINGS
- Repair, Patch & Paint existing interior finishes, hardware, seals and screens at skylights

Advisable for Occupancy**SITE**

- Replace rotted exterior wood handrails where identified

BUILDING

- Replace existing exterior wood shingles where identified
- Replace cedar roofing and weather barrier - North side of BUILDINGS 5, 6, 7
- Install Thresholds between Floor Finishes
- Provide Programmable Thermostats
- Upgrade to Energy Star Appliances

Discretionary for Occupancy**BUILDING**

- Replace Skylights (when roofing is replaced)
- Consistently locate all Meters, Hot Water Heaters and Shut-off's for service capabilities in each building
- Relocate Water Meters from Building 6, U7 to space for each unit's access
- Meter Office (ADA) unit separate from Unit 5 – Building 4
- Relocate water shutoffs into individual units - Building 7
- Meter Laundry/ Mechanical water and electric as individual entity from unit 26 – Building 5