

# Provincetown Year-Round Rental Housing Trust Board of Trustees

Minutes: January 25, 2018

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

## 5:30 p.m.

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

Staff: Community Housing Specialist Michelle Jarusiewicz

**Public Statements:** none

## **Member Statements:**

Tom Donegan spoke about Cape Light Compact potentially installing geo thermal at Harbor Hill. The short-term real estate legislation may pass in February; Town will get some funds. It probably won't happen before the warrant closes. Finance Committee member Mark del Franco has a proposed bylaw that prohibits seasonal subletting.

Rob Anderson said that a business owner that has a cleaning/laundry service is interested in the space at Harbor Hill and there may be set aside flow capacity for laundry facility.

## **Harbor Hill Update:**

The Housing Specialist indicated that the architects and engineers were present that day and the day before at Harbor Hill for the initial property assessment work. Power was turned on and worked, but no water due to weather and liability issues. No big surprises. A timeline was distributed. LDa will return in few weeks with update.

The Housing Specialist distributed feedback about management entity and lack of proposals to RFP in November.

### **Harbor Hill Management RFP Feedback**

*January 2018*

### **Ted Malone/Community Housing Resource [CHR]**

Owns/operates multiple deed-restricted properties in Provincetown, Truro, & Wellfleet

- Not enough capacity in existing operations to take it on. CHR working with CDP on creating a separate management entity, maybe that entity once created could do it
- Consider resident manager, small but might entice

### **Jay Coburn/ Community Development Partnership [CDP]**

Owns/operates multiple properties in Provincetown and on Lower Cape

- Not enough capacity in existing operations to take it on. Working with CHR as mentioned above on creating new operating entity
- Still very interested

### **John Economos/TCB:**

Province Landing/90 Shank Painter Road; other Cape properties: Chatham, Edgartown

- Uncomfortable submitting at this time, too many unknowns including the rent mix/pro-forma, condition of property, renovations, Town not an experienced owner with high expectations, procurement regulations also new. End result could be unhappy tenants and unhappy Town.
- Need office on site
- Management fee typically percentage of gross income; possibly with bonus/penalty structure

**Courtney Mathiowitz, ARM®, NALP®, C<sup>3</sup>P**

*Director of Marketing*

**HK | HallKeen Management**

1400 Providence Highway, Suite 1000, Norwood, MA 02062

P: [\(781\) 915-3034](tel:(781)915-3034) | F: [\(781\) 915-3134](tel:(781)915-3134)

[cmathiowitz@hallkeen.com](mailto:cmathiowitz@hallkeen.com) | [www.HallKeen.com](http://www.HallKeen.com)

On-Cape Properties Harwich, Barnstable, Bourne, Nantucket

- Not right fit; generally manage properties of 80 +/- units

**Sarah E. Clark, NAHP**

**Regional Property Manager, First Realty Management**

[617-423-7000](tel:617-423-7000) | [407-373-5206](tel:407-373-5206) | [www.firstrealtymgt.com](http://www.firstrealtymgt.com) | 151 Tremont Street, PH 1, Boston, MA 02111

On-Cape Properties Brewster

- Not right fit; location too far
- Generally have separate management fee that is percentage of rent collected on management basis; expenses separate

**Rich Mills/RKM Provincetown**

The scope is not a good fit; they do not do tenant management services such as rent collections and mediation.

They have no municipal experience and it is too complicated.

**Next Steps & Options:**

**Consultant:** Carol MacDonald who is working with CDP & CHR on their new entity may be available to advise us as we move forward in a very limited capacity as she is retired and already committed to other activities. She formerly worked for Corcoran Property Management out of Braintree. She is thinking about this and will call me next week.

**Re-scope Options:**

Allow for an office on site

Allow for a dedicated apartment for Manager

Town staff plays larger role in initial rent-up and preparations.

**Housing Authority:**

The Housing Authority has been in transition since its Executive Director retired. They did not participate in the initial RFP process. That being said, they have always expressed interest in being part of the equation. Perhaps they could be the management entity and the fees could support additional staffing. They do have experience in deed-restricted housing and operations. Would not require an RFP.

**Community Development Partnership [CDP]:**

The CDP is still very interested either as part of the new entity or on its own if possible.

Tom Donegan inquired if the RFP could be split up or if an employee could be hired to do it? The Housing Specialist replied that bid splitting is very frowned upon by the state. Plus still need a point person/entity in charge with experience. Hiring staff is also complicated. No one person could probably do all of it.

Lee Smith/KP Law [by phone] updated the Trust indicating that the Bankruptcy attorney expected to file in Land Court in the next day or so. Can't predict the timing; he was guessing perhaps done by June +/- . Believe it will be the same title examiner who is familiar with the project. It is a range of 1200 documents of 3 pages each. It isn't heavy lifting, but time consuming. Should continue full steam ahead. Things will probably line up at the same time. Still need to record, still need to return to bankruptcy court, then to closing. Tom Donegan

expressed urgency to move this along. Lee indicated that the Bankruptcy Trustee was aware and he has expressed that before.

**Notification List:** The Housing Specialist distributed draft flyer and form. Members discussed language about interest in roommate or not. Agreement to advertise one time in February and decide if need to advertise again later.

Nathan Butera: MOVE to advertise Notification List as amended for Harbor Hill; Chris Andrews second; approved 5-0.

**Annual Report:** due 1/26/18; Tom Donegan said that he could use their presentation as a base and narrative and share with Rob for editing. Housing Specialist to notify Town Clerk.

**Invoices:** Tom Donegan MOVE approve KP Law invoices #113956 & #114289 for \$4,725.00; Rob Anderson second; approved 5-0.

**Next Meeting:** Saturday, February 3<sup>rd</sup> is Town Forum that includes discussion of VFW site. Next Trust meeting Thursday, February 15<sup>th</sup> - note that Rob is away 3/9-4/9.

Adjourned 7:15 pm

*Minutes by: Community Housing Specialist Michelle Jarusiewicz*