

Provincetown Year-Round Rental Housing Trust Board of Trustees

Minutes: March 19, 2018

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

5:31 p.m.

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

Excused: Rob Anderson

Staff: Community Housing Specialist Michelle Jarusiewicz, Finance Director Josee Cardinal Young

Public Statements: none

Finance: Tom Donegan pointed out that the short-term rental legislation looks like it will pass this year. The Trust should look at the percentage and projected receipts; it may be even higher than originally expected. There are complicated amendments to other laws in it which will need to be analyzed. The Trust may want to express interest in some of the receipts for future use.

Finance Director Josee Cardinal Young distributed MUNIS fund balance reports to date.

She indicated that the Trust does not need to perform a separate audit. There are separate fund accounts and the Town audit will cover. The Town's audit supposed to be complete by 3/31. She does not expect a charge-back to the Trust.

Bonding: short-term bonding has very low interest; already 1 year after town approvals. The Town Manager recommends bonding sooner than later because interest rates are expected to increase, but need an opinion from bond counsel. Could do the acquisition now and the renovations later; eventually could have 1 or more bonds. Do we need bond counsel approval for the renovation work? Discussion of potential for doing some clean-up and pest removal prior to closing. Ms. Young will explore what we can and cannot do before we own it. Worst case, acquisition falls through, cannot bond the expenses. She wouldn't want us to promise paying for something that we could not pay later.

Acquisition is still in Land Court with no new information. Tom Donegan asked if possible to do eminent domain? Language in town meeting article includes that as an option; maybe it could speed up the process; maybe increase the urgency at Land Court.

The Finance Director leaves 5:58 pm

Invoices: Tom Donegan MOVE approve KP Law invoice for January \$2,957.50 and Gatehouse Media for \$536.00; Kevin Mooney second; approved 4-0.

Minutes: Nathan Butera MOVE to approve the minutes of 3/1/18 and 3/7/18 as presented; Chris Andrews second; approved 4-0.

Notification list: The Housing Specialist has about 50 households so far on the list with analysis to be done of household sizes and estimated income levels. The Chair asked The Housing Specialist to ask the Moderator for permission to distribute the Notification List at Town Meeting in April.

Harbor Hill Update: The Housing Specialist met that day with Assistant Town Manager David Gardner and Building Commissioner Ann Howard for telephone conference with LDa. The focus of the conversation was permitting requirements should density increase through additional units within the structure – the ADA units in particular - and additional bedrooms. Discussion resulted in potential for two separate permit tracks; 1) for general renovations for the property [doors, windows, decks, etc.] which will not require special permits and 2) adding ADA units which will require a special permit/variance. This will allow the project to move forward with the bulk of the work while the special permits proceed. The Housing Specialist is working with Town Counsel on an access agreement for clean-up etc. LDa submitted a proposal from Fuss & O'Neill for the hazardous materials analysis.

Nathan Butera: MOVE to approve amending LDA contract to add the scope and up to \$8,170 for the Fuss & O'Neill proposal; Chris Andrews second; approved 4-0.

Harbor Hill Marketing Plan & Lease: the Housing Specialist has not received any comments on any of the drafts. Tom Donegan asked about what happens if income changes – either increases or if they can't afford the rent? The Housing Specialist explained that there is language in the draft documents that allows for minimum income amounts at move-in to avoid significant over commitment; ultimately a tenant that does not pay rent could be evicted. An increase in income does not require that the tenant move out. The Trust could increase the rent for people with income that increases. Mr. Donegan indicated that if we want to encourage success and we want people to save to buy a home, should we increase the rent? Ms. Jarusiewicz indicated it may depend on amount of increase or if special circumstances. They could use the word "may" to keep the option in as the Trust may want to later. Discussion about section that indicates a tenant could be asked to relocate to a different unit if circumstances change. For example, the household size has decreased and it would be more appropriate for a smaller unit if one was available. Or, an able-bodied tenant moves into an ADA unit at initial rent-up since no disabled tenant is available. At a future date, an applicant may need the ADA unit and if another appropriate unit is available a tenant could be asked to relocate. Some members thought the language felt menacing and harsh. Look at tweaking language to focus on ADA and larger units. **Pets:** the Chair had brought in some of his old leases from Boston as examples. All included language regulating the number and type of pets and permission required. Members agreed to keep pet language as outlined. **Smoking:** members agreed that the apartments should all be non-smoking including tobacco and marijuana; but there should be a designated outdoor area. Members discussed vaping; they believed it does not have the same smoke permeation issue; it is often scented. **Satellite dish attachment:** Tom Donegan believes it is now illegal to prohibit but can regulate how it is attached and removed. Need to look at language regarding how a tenant adds someone to the lease as households change. Need to be careful not to create a sub-tenant situation. **Mailboxes:** none currently as timeshare property. Need to designate area along with smoking area. Members discussed various asset limit options from \$75,000, \$100,000, \$150,000, \$200,000. Want to encourage saving for potential homeownership. Consensus agreed on \$150,000 limit outside retirement accounts.

Next Meeting: Tuesday, April 10, 2018 with LDA; can also post Tuesday, 4/3/18 at 5:30 if needed for quick meeting before town meeting. Tom Donegan would like to discuss management options and next steps at next meeting.

Adjourned 7:53 pm

Minutes by: Community Housing Specialist Michelle Jarusiewicz