

Provincetown Year-Round Rental Housing Trust Board of Trustees

Minutes: May 28, 2019

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

5:48 p.m.

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

Excused: Doug Cliggott

Staff: Community Housing Specialist Michelle Jarusiewicz; Finance Director Josee Cardinal Young, CDP David Abel

Public Statements: none

Harbor Hill Update: Michelle Jarusiewicz estimated that we received 7 or 8 applications under Round 2 by the May 23rd deadline applications. They need to be reviewed and a lottery scheduled. Certificates of occupancy have been issued for Building 5 with 2 households moved in! David Abel said that the mini-split systems in all the buildings are being installed now and will be completed soon - they are moving fast. Other ongoing items include painting doors, a light for the stairs, and establishing trash receptacles.

Special Town Meeting June 24th: The Select Board is not interested in purchasing a unit for future town manager at this time. The additional funds request amount is to be determined and will include estimated legal costs, operating costs, and construction contingency [could be 5%].

Finance Director Josee Cardinal Young said that Harbor Hill is going to need future subsidies. The room receipts are still unknown. If leave allocations at same level – need information on revenue amounts.

5:56: John Giorgio, KP Law, joins meeting

Kevin Mooney stated that we recognized in March that the funding gap would be larger than estimated as the bids were higher than expected. Josee Cardinal Young said that selling a unit buys a year of debt service; if by April 2020 haven't sold a unit, may need another subsidy.

Josee Cardinal Young inquired about potential legal fees? Mr. Giorgio estimates \$5,000 for FY 2020.

Members discussed the previous need of about \$300,000, add condo legal fee, 5% contingency fee equals about \$465,000. Kevin Mooney stated that it seems unlikely no new rent receipts by December 2019. Ms. Young stated that we need to offset expenses. What if contingency is 10% - it would bring the amount to \$595,000? Mr. Giorgio suggested we ask LDa. Kevin Mooney suggested add to script "if necessary."

Kevin Mooney MOVE that the Trust co-sponsor the Special Town Meeting request for additional funding for year-round rental housing, second by Chris Andrews; approved 3-0.

Members discussed doing 1 building at a time? Procurement issues with bid splitting; can rent up one at a time. Michelle Jarusiewicz indicated that NEI knows about the STM request.

Unit sale: Michelle Jarusiewicz said that Lee Smith of KP Law estimated \$24,000 for preparing condo documents. There was general discussion about the 30B sale process. It would probably take about 3-6 months to complete. Discussion about which unit included the 3-bedroom with the most value, perhaps the 2-bedroom with the loft. For an appraisal, no bid is required.

Kevin Mooney MOVE Trust approve Town Counsel move forward with actions to create condo documents for Harbor Hill, second Chris Andrews, approved 3-0

Josee Cardinal Young asked if there was a comfort level with \$595,000 including a 10% contingency?
Consensus was yes.

Michelle Jarusiewicz indicated the need for the Trust to develop message. General discussion about the unique Harbor Hill opportunity, slower than expected, 2 bid cycles, inclusionary zoning unit, 2 new ADA units, 2 grants, estimated bid \$2.1.

Minutes: Nathan Butera MOVE to accept the minutes for 3/14/19 or 5/22/19 as written, second Chris Andrews, approved 3-0

Some invoices in hand but not ready yet.

Adjourned 6:54 pm

Minutes by: Community Housing Specialist Michelle Jarusiewicz