

Provincetown Year-Round Rental Housing Trust Board of Trustees

Minutes: July 9th, 2019

Caucus Hall, Town Hall, 260 Commercial Street, Provincetown

5:32 p.m.

YRRT Members Present: Kevin Mooney, Nathan Butera, Louise Venden

Excused: Chris Andrews, Doug Cliggott

Staff: Community Housing Specialist Michelle Jarusiewicz, Finance Director Josee Cardinal Young, Acting Town Manager David Gardner

Community Development Partnership: David Abel, Jay Coburn

PTV Taping

Public Statements: none

Harbor Hill: Community Housing Specialist Michelle Jarusiewicz: Notice of the June 24th Special Town Meeting approved vote for additional funding was sent to NEI and LDa on June 25, and Finance Director Josee Cardinal Young has signed the NEI contract. We are awaiting a new bond to complete this document. Processing invoice #1 for work done in April. A revised schedule is pending NEI working with sub-contractors to re-align the work schedule.

Renovations to building #5 continue; previously ordered replacement windows for units 23 and 22 have arrived and will be installed by CDP vendor next week. Installation of mini-split systems in all buildings by Rise Engineering's contractor is complete.

Harbor Hill rent-up for building 5, a total of 6 units, is currently at 2 occupied units with 2 more pending. The remaining units are one 2-bedroom and one 3-bedroom; lease for unit #25 1-bedroom has been executed to begin July 23rd at \$1450/month; tenant is considering a 2-bedroom, so the unit may change, which will then free up a 1-bedroom unit. NEI lease is pending for \$2,000/month. Working with CDP David Abel on the transition of applications from me to the CDP. Master lists of applicants from each round have been created showing applicants from Round 1, Round 2 and Rolling.

VFW: Community Housing Specialist Michelle Jarusiewicz: Following Forum #1 on June 19th a flyer and survey about the property and design concepts have been created, and we are looking for more input from the community. The survey is available online through the Town Website and will be handed out throughout Town during tabling events at the fire station and at board meetings.

Louise Venden suggests working with a potential developer, and if this is a viable option. Jay Coburn explained that the Town will do an RFP with some flexibility. JM Goldson is also looking at feasibility.

Kevin Mooney raises the question of whether the site is still certain for housing. Ultimately, the Board of Selectman decide, but David Gardner states that yes, housing is the vision.

Ms. Jarusiewicz requested a member of the Trust to represent the Trust at a working group meeting for these sites on August 14th at 11:30, a working lunchtime meeting, lunch will be provided. Chair Kevin Mooney volunteered. Ms. Venden indicated that she may be the rep for the Select Board.

In discussing the available design concepts presented by JM Goldson (available for viewing through the online survey), Louise Venden suggests another layout containing 72 units, different from what is presented. Michelle Jarusiewicz explains the impact of parking, turnaround circle and the need for one bedroom units on these designs. The idea for a decrease in parking ratio, less than 1:1 is suggested by Louise. Jay Coburn assures that with a flexible RFP, the developer will revise and design applicable concepts. Nathan Butera asked perhaps increase the number of 1-bedroom units at 1B for example. David Gardner said that the concepts were only a sampling of options.

Ms. Venden goes back to the need. She has advocated for a sophisticated market study to be conducted to determine exactly what type of housing we need. It is very important to know the market. Jay Coburn said that if the RFP is flexible, the developer will do that. Kevin Mooney stated that the former Town Manager had some interest but not to have the Trust do it; maybe the Town should do it to cover the range of income levels. Jay Coburn would reach out to a developer to get an idea of cost.

Finance Department: Director Josee Cardinal Young discussed the process for the Trust to access the additional funding just approved at STM. Need to have 2 budgets -- one for the Trust and one for Harbor Hill rental activity. They can be input into MUNIS and can track funding. When it is evident they can transfer funds to the Trust. She distributed a spreadsheet and indicated additional lines can be added.

Jay Coburn explains that expenses now are “development costs” and “operational costs” are after tenants move in. Michelle Jarusiewicz briefly outlined the history of hiring a property management company with no proposals in response to the first Request for Proposals. Subsequent research with the various entities that provide such service on Cape indicated that we were too small and too far. The Trust issued a second RFP with one proposal from the CDP. She stated that now we are all on a learning curve and trying to understand the various terminology definitions and “bucket” for various expenses. David Abel states that almost all work completed falls under “development.”

Discussion about the \$10.7-million bonded money for Harbor Hill; it is fully encumbered. Ms. Young stated that they could have revenue, activity, and start-up costs. Ms. Jarusiewicz said that she needed better understanding of how items are defined – what goes into which bucket. Ms. Young inquired about bank statements? Ms. Jarusiewicz said that she would copy her.

Invoices:

Kevin Mooney MOVE to approve the invoices as presented; seconded by Louise Venden and approved 3-0.

NEI:

Invoice #1, dated 4/30/19	\$87,134.02
<i>Total contract \$2,674,286</i>	
<i>Balance to finish including retainage \$2,587,151.98</i>	

LDa: dated 6/24/19

5/4/19 – 5/31/19: Prof Services	\$4,156.25
MEP Consultant	800.00
Horsley Witten	855.00
Reimburseables	<u>35.53</u>
	\$5,846.78

Minutes:

Louise Venden MOVE to approve minutes for 6/21/19 & 6/24/19 as presented; seconded by Nathan Butera and approved 3-0.

Other:

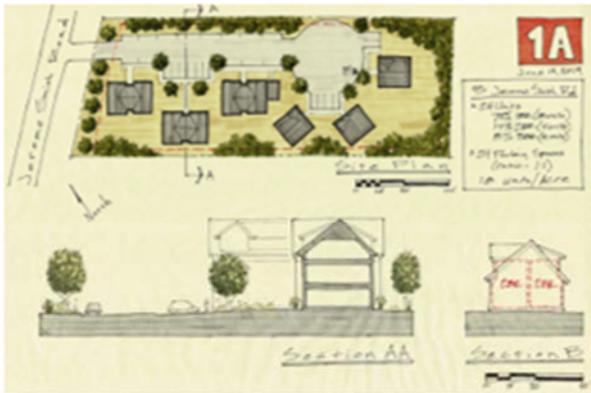
Louise Venden asked if the most recent Trust presentation could be posted at the Town’s website and add to meetings/events list.

Jay Coburn plugged the fall Cape Housing Institute that will begin October 2nd for 6 weeks. Participants can pick and choose which sessions to attend.

Ms. Jarusiewicz asked members consider meeting on 2nd & 4th Wednesdays to allow for ease of PTV taping.

Adjourned 6:32

VFW Housing Forum Overview



24 Total Units
 75% One Bedroom (18 Units)
 17% Two Bedroom (4 Units)
 8% Three Bedroom (2 Units)

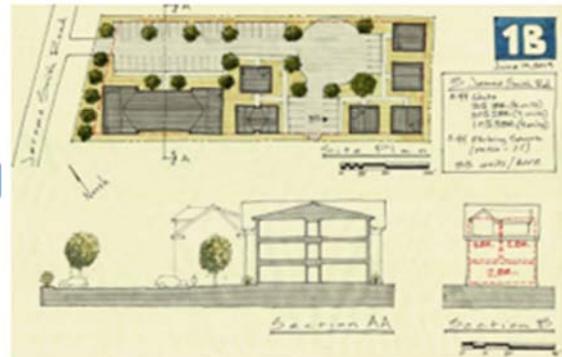
24 Total Parking Spaces
 1:1 Ratio

18 Units/acre

44 Total Units
 70% One Bedroom (31 Units)
 20% Two Bedroom (9 Units)
 10% Three Bedroom (4 Units)

44 Total Parking Spaces
 1:1 Ratio

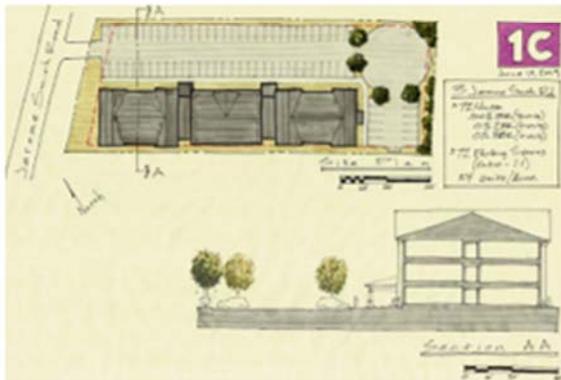
33 Units/acre



72 Total Units
 100% One Bedroom (72 Units)
 0% Two Bedroom (0 Units)
 0% Three Bedroom (0 Units)

72 Total Parking Spaces
 1:1 Ratio

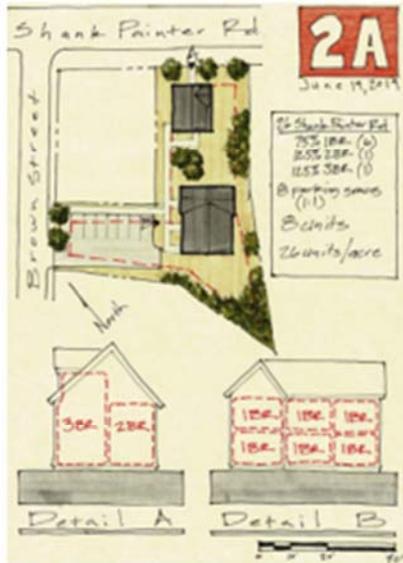
54 Units/acre



POLLING QUESTIONS

- WHAT BEST DESCRIBES YOU (CHECK ALL THAT APPLY): RESIDENT SEASONAL SECOND HOME OWNER
 BUSINESS OWNER VISITOR OTHER _____
- IF YOU HAD TO CHOOSE, WHICH WOULD BE YOUR PREFERRED SCHEME FOR THE VFW SITE? 1A 1B 1C
- ARE ANY OF THESE CONCEPTS NON-STARTERS FOR YOU? 1A 1B 1C
- COMMENTS: _____

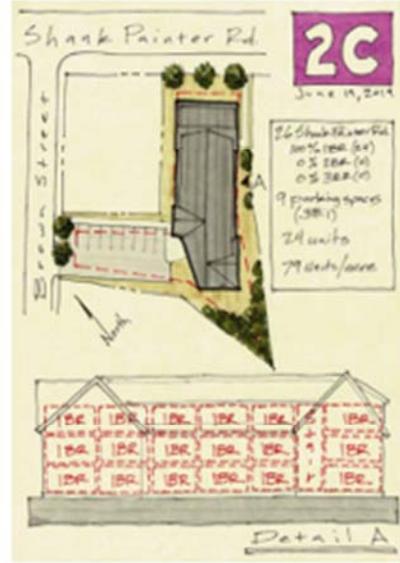
26 Shank Painter Road



14 Total Units
72% One Bedroom (10 Units)
14% Two Bedroom (2 Units)
14% Three Bedroom (2 Units)

9 Total Parking Spaces
.64:1 Ratio

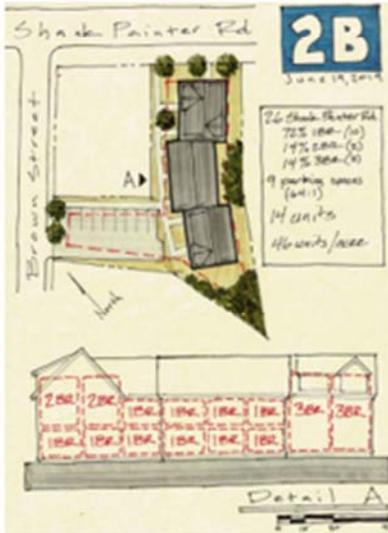
46 Units/acre



24 Total Units
100% One Bedroom (24 Units)
0% Two Bedroom (0 Units)
0% Three Bedroom (0 Units)

9 Total Parking Spaces
.381:1 Ratio

79 Units/acre



8 Total Units
75% One Bedroom (6 Units)
12.5% Two Bedroom (1 Units)
12.5% Three Bedroom (1 Units)

8 Total Parking Spaces
1:1 Ratio

26 Units/acre

POLLING QUESTIONS

- WHAT BEST DESCRIBES YOU (CHECK ALL THAT APPLY): RESIDENT SEASONAL SECOND HOME OWNER
 BUSINESS OWNER VISITOR OTHER _____
- IF YOU HAD TO CHOOSE, WHICH WOULD BE YOUR PREFERRED SCHEME FOR THE VFW SITE? 1A 1B 1C
- ARE ANY OF THESE CONCEPTS NON-STARTERS FOR YOU? 1A 1B 1C
- COMMENTS: _____

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

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Director of Marketing

HK | HallKeen Management

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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:6174237000) | [407-373-5206](tel:4073735206) | www.firstrealtygmt.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.