

Provincetown Year-Round Rental Housing Trust Board of Trustees

Minutes: March 1, 2018

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

5:31 p.m.

YRRT Members Present: Kevin Mooney, Nathan Butera, Chris Andrews, Rob Anderson, Tom Donegan
Staff: Community Housing Specialist Michelle Jarusiewicz, Town Manager David Panagore,

Public Statements: none

Member Statements: none

Harbor Hill Update: LDa has issued invitations to participate in Basecamp where documents can be shared and viewed. Kevin has not received one yet. The Housing Specialist will check on preferred e-mail address. She outlined some of the information that was presented by LDa on 2/21/18. Overall LDa indicated that Harbor Hill was in better condition than they expected. Renovations to be done are as expected, lots of windows and doors, carpeting, some roof work. They could not evaluate anything that required water as water is not on. Electric was turned on and all heating units were working. LDa is still conducting their assessment. The civil engineers are exploring the septic systems. LDa will be presenting again on 3/7/18.

Harbor Hill Draft Lease: The Housing Specialist presented a draft that was modeled after a lease used by the Community Development Partnership [CDP]. Tom Donegan suggested put some of the regulations into the rules section and perhaps allow a tenant group to form some of them; make it more collaborative and part of a community. The Housing Specialist said that while forming a tenant group is a great idea, they typically have very limited participation. She also pointed out that not having specific items both in the lease and in the rules opens a Pandora's box. Items such as number and types of pets, smoking, noise must be outlined in the lease and in the rules in order to have any ability to enforce. It cannot be open-ended and should be restrictive but may allow waivers with permission. For example, the draft allows for two pets which was an increase from the one pet allowed in the CDP example. For some, a third pet might be fine, but management needs to have the discretion to allow or not. There could be issues with neighbors, damage to apartments, damage to property.

Tom Donegan asked what happens if they are over or under the targeted AMI [Area Median Income]? Do they have to move? The Housing Specialist indicated that no, they do not. An increase in income could result in an increase in rent as a tenant moves from one income category to another. A tenant could be evicted if they do not pay rent.

The Housing Specialist asked all Trust members to forward any comments to her, and only her. So far she has not received any comments from members over the marketing materials previously distributed and discussed.

Members discussed the need to do outreach to the business community as part of the plan. Could do direct notice through licensing as well as notices to Chamber and PBG.

Members discussed asset limit listed at \$100,000 which is an increase from the usual \$75,000 under affordable housing. Could increase, decrease, or have none. If a goal is to prepare tenants for future home ownership having too restrictive asset limit contradicts that. But if they have significant assets, should they be eligible?

The Housing Specialist pointed out that the clock is ticking. It takes roughly four months for the marketing, outreach, application, and lottery process. Some potential dates had been previously distributed. It is difficult to gage given the unknown closing date.

Management: We are still struggling with management company options. There is potential for Housing Authority. The Housing Authority has the experience at all levels except targets a lower income threshold. In some ways, Harbor Hill is simpler as it does not have state requirements and oversight. The Trust has more flexibility. The Housing Authority is still in transition in hiring a Director. Another benefit is that the Town would not need to do an RFP but could do an inter-municipal agreement. Tom Donegan asked about reconfiguring the RFP, perhaps into three sections – building, tenant, and financial - and put one in charge? The Housing Specialist indicated that would be bid-splitting and not allowed. Any firm could form a team of three or more parts together and reply to an RFP; that would be ideal as they decide upfront who they can work with and how. Tom also suggested creating a job and running the financials through the Town such as Pier Corporation does. He also inquired about how to approach people to discuss within the conflict of interest law. Members hoped to re-issue the RFP by the end of March and to invite the Finance Director to their next meeting.

Note: Rob Anderson leaves for another meeting at 6:43 pm.

Minutes: Kevin Mooney MOVE to approve the minutes of 11/8/17 as amended; Nathan Butera second; approved 4-0

Next Meeting: Wednesday, March 7, 2018 at 5:30pm; at least 3 members expected to be able to attend the meeting with LDa on 4/10/18. Rob is away 3/9-4/12; Nathan is away 4/9-4/21; Chris gone 3/14-3/15. Members agreed to meet on Monday 3/19 as well.

Rents: Members discussed two sets of rent examples. Both the Housing Specialist and the Chair had prepared tiers of rents; one has 6 tiers, one has 3 tiers. The number of units at each tier can vary in many ways.

Tom Donegan asked if we could inquire with Assistant Town Manager David Gardner about if it is possible to get regulatory approval before we own Harbor Hill to add units and add a bedroom?

Kevin Mooney asked if it would be possible to do some cleaning and pest removal before we own as well? Tom asked if MassBuys has exterminators?

Adjourned 7:33 pm

Minutes by: Community Housing Specialist Michelle Jarusiewicz