

# Provincetown Year-Round Rental Housing Trust Board of Trustees

Minutes: October 4, 2018

Caucus Hall, Town Hall, 260 Commercial Street, Provincetown

**5:33 p.m.**

YRRT Members Present: Kevin Mooney, Rob Anderson, Chris Andrews, and Tom Donegan [5:51]

Staff: Community Housing Specialist Michelle Jarusiewicz

**Public Statements:** none

**Member Statements:** none

**Harbor Hill Update:**

**Harbor Hill Estate Sale #1**

**Buildings #5 & #6**

9/29 & 9/30/18

Our goal is to empty the buildings as part of the preparation for renovations and occupancy.

Conducted by Stem to Stern [STS]:

PREP: STS arrived with team of about 10 people the week prior in order to organize, tidy up, price items, and take photos which were posted at their website.

They advertised in Cape Cod Times, their email list of about 7,000, and craigslist;

Town advertised in Banner.

SALE: STS [about 12 people] arrived at 8 am for each sale day and prepped; everything from caution tape to block off areas, boxes, money tables... Team members were scattered throughout property and would write up sales and carry things to the parking lot.

\$\$: Total sales: \$7,621.35 less fee of \$4,000 [note they pay credit card fees];

net to the Town \$3,621.35

Note that these numbers do not include the savings for hiring crews to move and dispose of F&F and for disposal of mattresses and sofa beds.

The estimate that DPW was able to obtain was \$12,000 for all mattresses [55] and sofa beds [26] only; believe that almost all are gone from buildings 5&6; an enormous savings [\$5,000+].

Additional costs will be the Banner ads and the porta potty since there is no running water at the site.

The sale was well received by the community with many making purchases along with checking out the rental units. Some folks acquired truck loads from cookie sheets to dressers!

Next sale #2: weekend of November 2-4 and includes buildings 4 & 7 [14 units] plus storage & work areas. We can choose to have 3 day sale [Friday, Saturday, & Sunday] fee will be \$6,000. Or we can do 2 days for \$4,000. I recommend 3 days given the increased scope & quantity.

*Members agreed to place 1 box ad for this 3-day sale*

**Acquisition:**

8/14/18 Bankruptcy Court Hearing: Judge approved sale proceeding to the Trust

9/4/18 Closing

9/5/18 Received keys

**Renovations:**

8/29/18 MAAB relief granted for accessible routes  
 8/30/18 Filed Sub-bids received & posted  
 9/10/18 MAAB granted relief for distribution of units  
 9/10/18 DPW conduct general outside cleanup/weeding  
 9/11/18 General bids due: 1 GC submitted over budget  
 9/11/18 Site meeting with estate sale planner  
 9/20/18 Conf call with LDa, TM & staff  
 9/29 & 9/30 Estate Sale #1 [buildings 5 & 6] conducted successfully  
 9/27 + Electric activated  
 10/4/18 DPW air-test water lines Bldg. #5  
 10/4/18 Conf call with LDa, TM & staff  
 11/2-11/4 Estate Sale #2 [buildings 4 & 7]

**Rent-up:**

8/7 & 8/11/18 Info Sessions conducted  
 9/4/18 Additional outreach post Labor Day  
 9/27/18 Applications due 27 applications submitted  
 October Initial review  
 11/5/18 +/- Lottery  
 November/ Final review, reference checks, etc.  
 December Offer units  
 December/January19 Begin rent-up

Discussion with LDa regarding revised approach for re-bid renovations is to peel off building #5, which is in the best condition, and complete some needed repairs including electric, smokes, turn on water and cleaning to make it occupiable. This can be done as we rebid larger project and larger project may include some additional repairs to #5.

Tom Donegan asked if we could use fireplaces? Maybe in the future? We need to be realistic especially how other bids are coming in very high too.

Kevin Mooney asked about the status of the Management Company? Ms. Jarusiewicz indicated that there is a meeting next Tuesday with the CDP, Finance Department, and Town Manager.

Tom inquired about the need for licensure by BOS? Ms. Jarusiewicz explained that it is for the additional parking spot near the ADA unit causing all spots on that side to bump down and overlap the right-of-way at the end.

We received 27 applications that need to be reviewed. Expect that we could accept rolling applications that would fit with absorption schedule. Kevin said that works out well with renovation schedule. Ms. Jarusiewicz said that water was needed for building #5 and for testing.

Tom Donegan MOVE allow water to be turned on and revisit as needed; Kevin Mooney second; approved 4-0.

**Invoices:** Tom Donegan MOVE authorize payments for Lands End, Conwell Lumber, and Gatehouse Media as presented; Kevin Mooney second; approved 4-0.

**Minutes:** none

**Other:**

Kevin Mooney recommended that they read the Town Manager's email regarding the Cape Cod Times article.

Michelle Jarusiewicz invited members to the Economic Development Planning events "Setting the Stage" on October 10<sup>th</sup> and 11<sup>th</sup>

**Next meeting:** Thursday, 10/18/18 at 5:30 pm; Rob Anderson will not be available

Adjourned 6:24 pm

*Minutes by: Community Housing Specialist Michelle Jarusiewicz*