

Provincetown Year-Round Rental Housing Trust Board of Trustees

Minutes: January 10, 2019

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

5:30 p.m.

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

Excused: Rob Anderson

Staff: Community Housing Specialist Michelle Jarusiewicz; CDP Property Manager David Abel

Public Statements: none

Re-Organization/Vice Chair: members agreed to wait until all members present to discuss

Harbor Hill Update: Michelle Jarusiewicz introduced David Abel, the new property manager for Harbor Hill from the CDP and presented:

Building #5:

Water heaters all installed; wiring to be done next week; once complete will turn on water to test other appliances [note only want to turn on water as needed as heat then required]

Washing machines have new hoses and valves replaced

Dryer vents and hoses replaced

Fireplaces: meeting with potential vendor next week

Heat pumps: RISE engineering [the vendor for Cape Light Compact] has prepared specs and will be seeking vendors to install heat pumps in building #5. The Compact approves the contract with the vendor if cost effective at no cost to us. Note that since installation is in existing buildings, there will be some "piping" installed inside walls, outside walls, and exterior of building which will include wiring and pipes for condensation. If they open a wall, it will be patched but will need painting. See materials including agreement with Trust for your approval.

Doors & sliders: DPW sought quotes from vendors under County pre-screened vendors. He was only able to get one for the replacement of all doors and sliders in Building #5 at \$124,300 which is significantly above the cap within that procurement process.

OPTIONS:

- Replace locksets now and doors as needed [1 or 2 at a time] either through Management Company staff or vendors or as part of rebid
- Roll all doors & sliders into primary re-bid package with goal that they be complete 1st

REBID SCHEDULE:

	Option 2
Submit ads BY <i>Docs 95% complete</i>	1/16/19
Ads appear <i>Docs 100% complete*</i>	1/23/19 Central Register 1/24 & 1/31/19 Banner
Briefing <i>mandatory</i>	2/4/19 Monday 2/5/19 Tuesday [snow date]
Filed sub-bids	2/14/19
GC Bid due	2/28/19 [+2 weeks from sub]
Review & Award	March mid/late
Construction Start	Late April

- All attachments, wage rates, dates, etc. DONE and included

OTHER:

Trash: David Abel has been brainstorming location of trash receptacles with LDa. As you know, there is very limited space for anything given existing topography, building footprints, parking. Given the number of units, 2 trash barrels plus a recycling barrel is 84 barrels. It may not be feasible to locate that number of barrels and may require dumpsters; 1 for trash and 1 for recycling.

F&F: Mr. Abel has been in touch with Habitat Restore regarding the remaining furniture and fixtures; he is assessing quantities.

Kevin Mooney MOVE to approve the Rise contract for heat pumps in building #5 as presented; Nathan Butera second; approved 3-0.

Kevin Mooney MOVE to approve option #1 to replace doors as needed in building #5; Nathan Butera second; approved 3-0.

Members had general discussion about trash options - barrels vs. dumpster – there is very little space for barrels. Management is considering options but may need to use a dumpster.

FORUM: the Town Manager will be hosting a Forum on Saturday, February 9th from 10am – noon. Is the Trust interested in doing an update? Members discussed interest and the need for an annual public update; perhaps this could satisfy that requirement.

Annual Report: due to the Town Clerk by 1/25. The Chair agreed to draft.

Invoices: Kevin Mooney MOVE to approve the invoices as presented; Nathan Butera second; approved 3-0.

Eversource: Nov & Dec/ 4 invoices/ total \$175.31

LDa Invoice #2 12/27/18 \$3,038.35

Outer Cape Plumbing: #726879 12/20/18 \$9,985.14

Other:

Michelle Jarusiewicz mentioned pending resale of a deed restricted low/moderate income ownership property. Kevin Mooney indicated that he and Rob had participated in the show “This Place Matters” and that he had met with Robert Davis.

Next meeting: Wednesday, 1/30/19 at 5:30 pm

Adjourned 6:18 pm

Minutes by: Community Housing Specialist Michelle Jarusiewicz