

Provincetown Year-Round Rental Housing Trust Board of Trustees

Minutes: June 21, 2019

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

12:06 p.m.

YRRT Members Present: Nathan Butera, Louise Venden, Doug Cliggott

Excused: Kevin Mooney, Chris Andrews

Staff: Community Housing Specialist Michelle Jarusiewicz; Acting Town Manager David Gardner, PTV

Public Statements: none

Harbor Hill Update: Community Housing Specialist, Michelle Jarusiewicz, provided an update on the status of Harbor Hill, in regards to the upcoming funding request at Special Town Meeting scheduled for June 24th, 2019. Building 5, consisting of 6 units, currently has 2 occupied units and 2 more pending. There is either one 2-bedroom and one 3-bedroom remaining OR two 2-bedrooms, depending. The lease execution for the 1-bedroom is pending.

Buildings 4, 6, and 7 are awaiting renovation, and are expected to gradually come on line in the late fall and winter, given the funding proposed at Special Town Meeting is approved. The majority of these bedrooms are 2-bedroom with only 1 additional 1 bedroom unit.

The lottery for the second round of applications was completed on Thursday June 20th, including 6 of the 7 applicants; one was deemed ineligible. Applications submitted after this, are on a rolling basis. Two have been submitted to date.

David Gardner noted that the Treasurer is the point of contact for the Finance department. Moving forward would look to have a regular report on the Trust's agenda. An *Open-gov* story has been created on line as well which reflects current expenditure numbers.

As applications are processed for Harbor Hill, they will gradually be transitioned from the Community Housing Specialist, over to Property Manager David Abel at the Community Development Partnership. This transition is expected to happen within the next few weeks.

Louise Venden inquired about what does the CDP as property manager do? Michelle Jarusiewicz explains that currently she does the initial income review and lottery and has started the placement of tenants; the CDP follows with reference checks, CORI checks, and leases with the tenant; eventually the CDP will do all of it.

Special Town Meeting Preparation:

The re-draft of the Special Town Meeting Power Point slides was presented with some member-edits received by the Housing Specialist. David Gardner suggested the focus should be what has already been completed and what needs to be completed. The sequence of speakers is discussed, first being David Gardner, followed by a representative from the Year Round Rental Housing Trust, and finally a report from the Board of Selectman- all to be clarified with the moderator. David Gardner will present a timeline in conjunction with a narrative of the slideshow.

The message portrayed is discussed, as well as the efforts in displaying transparency.

Nathan Butera: The presentation and narrative should be clear to the voters regarding the ongoing gap coverage which has previously been discussed. Doug Cliggott stated that we should use monthly or annual numbers. Louise Venden expressed concern about losing public confidence with "estimates" - there have been

several pro-formas and the Trust has lost public confidence. David Gardner said that the voters want to hear plain speech. We should explain what we do know, as well as what we don't. Louise Venden stated that the Trust had discussed already the idea of selling units to close the shortfall. David Gardner noted that it is challenging to use numbers and how to explain them, we want to educate but not mislead.

Doug Cliggott pointed out that the debt service can't go down, the operations cost can, but not to zero; it is incredibly important that people know it will not be self-funding; it's about the magnitude of the shortfall.

David Gardner said that they should describe that in February 2017 we had anticipated acquisition a lot sooner, anticipated rent receipts a lot sooner, and anticipated in identifying a source of funding for the gap. Louise Venden stated that emotions were high to do something ; we all want it to work.

Louise Venden stated that we have an asset with a range of characteristics. David Gardner contract includes assessment of short term and long term repairs. Louise Venden stated that there is more risk involved, fixed asset, don't know how it will go.

Doug Cliggott asked what can the Trust control? -- Sale of units. Future revenue streams? David Gardner said that the short term rental tax has a direct correlation. Louise Venden said that there are options to look at for renting that could be income producing. David Gardner said that the Town has identified three types of housing need - Affordable, Community, and Seasonal workforce. This is an unmet need; still need to address all three fronts.

Louise Venden stated that the Trust has a broader set of responsibilities than Harbor Hill; need to make Harbor Hill a success for the Trust.

Nathan Butera moves to accept changes as discussed; seconded by Doug Cliggott and approved 3-0.

Adjourned 1:30 pm

Minutes by: Community Housing Specialist Michelle Jarusiewicz