

Provincetown Year-Round Rental Housing Trust Board of Trustees

Minutes: June 25th, 2019

Caucus Hall, Town Hall, 260 Commercial Street, Provincetown

5:31 p.m.

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

Staff: Community Housing Specialist Michelle Jarusiewicz, Community Development Partnership David Abel, PTV Taping

Public Statements: none

Harbor Hill: Community Housing Specialist Michelle Jarusiewicz: June 24th Special Town Meeting approved the request for additional \$492,000 funding for Harbor Hill. Notice of this was sent to NEI and LDa on 6/25/19, and Finance Director Josee Cardinal Young has signed the NEI contract. Rise Engineering's contractor is completing the installation of the mini-splits with sheetrock repairs. Doug Cliggott stated that the \$492,000 creates a reserve for the Trust and inquired about how would the Trust access these funds? Michelle Jarusiewicz stated that she would ask the Finance Director. Mr. Cliggott stated that the Trust's pro-forma intended to create a sinking fund, that is a reserve, and hoped we didn't need to get to \$0.

Harbor Hill rent-up for building 5, a total of 6 units, is current at 2 occupied with 2 more pending. The remaining units are one 2-bedroom and one 3-bedroom OR two 2-bedrooms; lease execution is pending for the 1-bedroom.

The lottery for Round 2 was conducted on Thursday, June 20th for 6 of the 7 applicants; one was deemed ineligible. Next letters will be sent to applicants. Those applicants fall below those in lottery 1, but if there are no further takers from the Round 1 for building #5, then units can be offered to applicants from lottery 2 and then to those applicants received as rolling. As we approach renovation completion of units, units will then be offered to applicants. Requests for applications past the Round 2 deadline have been requested, and 2 have been submitted to date.

In processing these applications, discussing the transition of applications to the CDP; creating master lists with comments regarding prior offerings etc. Expect the transition to happen in the next few weeks. At this time, removing applicants that have withdrawn, already moved in, and those deemed too low income, we have a total of 24 applications in hand. Note that not all of these applicants will eventually move in; situations change. We are planning to continue outreach to build a longer list especially as we move forward with the renovations.

During construction, it has been requested that parking fees currently paid at Harbor Hill be waived, during the duration of construction.

Doug Cliggott MOVE to waive parking fees for the current period until 12/31/19; seconded by Nathan Butera and approved 4-0.

Doug Cliggott addressed the Pro-Forma that is available as part of the Board of Selectman packet. It is informative, and Kevin Mooney will be giving a narrative at the next meeting.

Invoices:

Nathan Butera MOVE to approve the invoices as presented; seconded by Doug Cliggott and approved 4-0.

KP Law:

May

\$4,165.00

CDP: April 2019 HH4-043019

Admin & operations	\$12,291.51
Maintenance staff	4,841.55
Building #5 reno	<u>\$27,715.39</u>
	\$38,848.45

Minutes:

Kevin Mooney MOVE to approve minutes for 5/28/19 as presented; seconded by Nathan and approved 3-0-1.

Other:

Louise Venden has been researching management fees and would like it on a future agenda.

Doug Cliggott asked about the application packet – thoughts? Michelle Jarusiewicz indicated that it is pretty standard and modeled after others; we could tweak it.

David Abel said that they were putting together a 2-tiered plan. Two units are occupied now.

Doug Cliggott asked about options in the contract.

Adjourned 6:10

Minutes by: Community Housing Specialist Michelle Jarusiewicz