

Provincetown Year-Round Rental Housing Trust Board of Trustees

Minutes: July 23rd, 2019

Caucus Hall, Town Hall, 260 Commercial Street, Provincetown

5:37 p.m.

YRRT Members Present: Kevin Mooney, Nathan Butera, Louise Venden,

Excused: Doug Cliggott

Staff: Community Housing Specialist Michelle Jarusiewicz, Finance Director Josee Cardinal Young

Community Development Partnership: David Abel

PTV Taping

Public Statements: none

Harbor Hill: Community Housing Specialist Michelle Jarusiewicz outlined progress with Harbor Hill.

NEI tentative schedule [as of 7/10/19 and is already evolving] with start-up July 29th:

HARBOR HILL COMPLETION DATES:

- BUILDING 7 SEWER TIE IN COMPLETE AUGUST 15
- BUILDING 4 SEWER TIE IN COMPLETE SEPTEMBER 27
- BUILDING 7-ADA UNIT COMPLETE NOVEMBER 4
- BUILDING 7-ALL WORK COMPLETE DECEMBER 16
- BUILDING 4-ADA UNIT COMPLETE NOVEMBER 12
- BUILDING 4 ALL WORK COMPLETE DECEMBER 27
- BUILDING 6 ALL WORK COMPLETE JANUARY 10
- BUILDING 5 EXTERIOR WORK COMPLETE NOVEMBER 18

Building #5: renovations continue; previously ordered replacement windows for units 23 & 22 have been installed by CDP vendor; CDP conducting balcony railing roof repair for unit #26. CDP David Abel suggests cleanup of landscaping at the entryway and repair of the Harbor Hill sign.

Rent-up: Building #5: 6 units: 3 occupied with one move-in 7/23/19 and 1 pending. Available: 1-bedroom & 3-bedroom unit; NEI lease for unit 5-22 is pending for \$2,000/month and has been reserved for February 1st.

Processing of applications: CDP David Abel is now processing all applications.

Financial: a meeting with CDP staff and Finance Department has been set-up for Wednesday, July 31st to discuss standard operating procedures, accounts, etc.

David Abel spoke to the need to do some basic clean-up landscaping and repainting of the sign.

Financial:

Finance Director Josee Cardinal Young stated that she is trying to keep an eye on the invoices and expects to receive some from NEI for May and the CDP for May and June.

Invoices:

Nathan Butera MOVE to approve the invoices for KP Law at \$770 as presented; seconded by Louise Venden and approved 3-0.

Minutes:

Louise Venden MOVE to approve minutes for 6/11/19, 6/25/19, & 7/9/19 as presented; seconded by Nathan and approved 3-0.

Other:

September 17th & TBD: Forums #2 & #3 on Housing Development at VFW & 26 Shank Painter Rd.

Cape Housing Institute: Wednesdays beginning October 2nd

Nauset Green pre-application: the pre-application is due 9/3 by mail for new affordable rentals in Eastham. The lottery will take place in September and applicants will then be asked to submit a full application.

Future Funding Sources: Finance Director Josee Cardinal Young spoke to the new short-term rental taxes. Collections have begun but is slow start. It will be awhile, about a year, before they have understanding about the cash flow from that source.

Next meetings:

Tuesdays, at 5:30 pm:

August 6 & 27, 2019

September 9 & 24, 2019

Adjourned 5:59

Minutes drafted by:

Community Housing Specialist Michelle Jarusiewicz