

Provincetown Year-Round Rental Housing Trust Board of Trustees

Minutes: January 23, 2020

Caucus Hall, Town Hall, 260 Commercial Street, Provincetown

6:10 p.m.

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

Excused: Louise Venden, CDP/ David Abel

Staff: Community Housing Specialist Michelle Jarusiewicz

PTV Taping

Public Statements: Paul Benson, reporter for the Independent, introduced himself

Harbor Hill:

Rent-Up: B#5 all 6 units rented & occupied; plus 6 applications signed & committed; and 7 other applications pending.

Building #4: Temporary Certificates of Occupancy for units 1 thru 5 issued 1/23/20; final to be done following completion of ADA unit. Water heaters were replaced in units 1 & 4. One tenant for unit in other buildings will move into building 4 next week. Another tenant scheduled to move into ADA unit Building #7 on Feb 1st; if needed may temporarily move into unit in Building #4.

Building #5: completely occupied [6 units]; expect NEI to relinquish their unit in February; tenant awaiting that unit.

Buildings #6 & #7: Overall much of the renovation work is complete with some work awaiting the remediation. Cleaning and testing of 6 units as listed below conducted on 1/22/20; results expected late 1/23 or 1/24/20.

	F&O August test	NES Test 3 units 1/3/20	NES Test 6 units 1/22/20	NES Test TBD	GOOD TO GO	
Building #6						
Unit 6 up	x	x			Yes A/P <1000	
Unit 7	x	x	x			Retest 2 BRs
Unit 8	No					
Unit 9 up	No		x			
Unit 10	X					
Unit 11 up	x				A/P 860	
Building #7						
Unit 12 up	x		x		A/P 780	
Unit 13	No					
Unit 14 up	x		x		A/P 200	
Unit 15	x					
Unit 16 up	No		x			
Unit 17	X					
Unit 18 up	no	x			Yes A/P <1000	

Unit 19	No					
Unit 20 up	no		x			
ADA 20A						
		3	6			

A/P: Aspergillus/Penicillium

Change Orders:

NEI PCO #11: \$29,867.73 provide labor and equipment to clean & repair all units in Building 6 & 7 for remediation work as described for the units done on 1/3/20 [Note that the NES testing work is through the CDP and billed separately to them]. If additional work is needed, this will be addressed in future.

Invoices:

LDa: [note base billing invoice was \$3,077.76 but bill is \$0]

- contract amendment #9 \$3,500 - \$5,500 for mold remediation review; **invoice for \$1,412.50**
- contract amendment #10 \$2,750 for mold remediation plan; **invoice for \$2,750**

Community Development Partnership [CDP]: **\$20,285.29** for December 2019

Nathan Butera MOVE to approve PCO#11 for \$29,867.73 as presented; Doug Cliggott second; approved 4-0.

Kevin Mooney MOVE to approve LDa Amendments #9 and #10 and invoices and CDP December 2019 invoice as presented, Doug Cliggott second; approved 4-0

Financial:

Finance Director Josee Cardinal Young reported that she met with Rob at the CDP to review accounts. She is working with the Treasurer for transfer of funds and recommendations on financial reporting. She has asked to review the budget for the remainder of FY 20. She expects to receive December reports soon.

Annual Report: members reviewed draft by Chair Nathan Butera; consensus to submit with minor tweaks.

Capital Needs Assessment: members continued the discussion information provided from Dr. Thomas Nutt-Powell to conduct a Capital Needs Assessment [CNA] at Harbor Hill pro-bono. Michelle Jarusiewicz suggested that it is good idea but the issues are resources and timing. Nathan Butera seems like a good idea to engage in process; would prefer work by NEI to be done first. Kevin Mooney agreed. Understand that Louise Venden wants to bring a more complete picture to town meeting. There was general agreement that the process could be started and see how far we can get before town meeting.

Nathan Butera MOVE to reach out to engage Dr. Thomas Nutt-Powell to conduct a Capital Needs Assessment at Harbor Hill pro-bono; Kevin Mooney second; approved 4-0.

Ms. Jarusiewicz indicated that she does not have new information from Beverly Gallo regarding the financial consulting; she will try to reach out.

Minutes: Kevin Mooney MOVE to accept the minutes of 1/16/20 as presented; Doug Cliggott second; approved 4-0.

Meetings:

YRRT meeting: Thursday, February 6, 2020 at 6:00 pm

1st Time Homebuyer Classes: February 4, 6, & 11, 2020 @ CDP

Annual Town Meeting: April 6, 2020

Other: Doug Cliggott asked when do we need a clear picture regarding what we will ask for from town meeting? Warrant closes 3/6/20, article can be placeholder. Discussion of potential joint meeting with Select Board on 2/24/20 or later.

Kevin Mooney asked for electronic copy of the flyer to be mailed to members.

Kevin indicated that reporter Paul Benson had reached out to him regarding short term revenues. General discussion of budget projections, need for revised budget, future revenues. Josee Young indicated that changing the percentage split of additional revenue from short-term rentals will require special legislation.

Michelle Jarusiewicz reminded members that there would be a presentation on housing development at the VFW site and 26 Shank Painter Road on Monday, January 27th by Jenn Goldson.

Adjourned 7:10 pm

Minutes drafted by:

Community Housing Specialist Michelle Jarusiewicz