

Provincetown Year-Round Rental Housing Trust Board of Trustees

Minutes: February 25, 2020

Caucus Hall, Town Hall, 260 Commercial Street, Provincetown

6:03 p.m.

YRRRT Members Present: Nathan Butera, Doug Cliggott, Kevin Mooney, Louise Venden

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

CDP: David Abel

PTV Taping

Public Statements: none

Harbor Hill:

Temporary Certificates of Occupancy:

- issued 1/23/20 for units B#4 1 thru 5
 - issued 1/31/20 for units B#4 5A & B#7 20A
 - issued 2/20/20 for units in B#6 [1 unit] & B#7 [8 units]
- this brings total occupiable units to 21 out of 28 with 8 occupied as of today.

Rent-Up: Rented & occupied: B#4 - 1 (6), B#5 - 6 (6), B#7 - 1 (10) for 8 occupied as of today; plus 8 leases signed & committed; and 3 other applications pending; for a grand total of 19 units of 28 occupied, signed, and/or pending. There are other interested parties in addition to those.

Buildings #6 & #7: NEI is striving to complete all of their renovation by next week of all units; walk through today revealed 1 faulty refrigerator along with many smaller items to be done on the punchlist

Outreach: General discussion of the outreach plan during March leading up to town meeting to include the public hearing and various other opportunities such as town meeting forums, other board/committee meetings, and Year rounder's day on March 14th. Members agreed to have 2 open houses at Harbor Hill, Friday afternoon April 3rd and Saturday late morning on April 4th. Members discussed possibility of refreshments. Two members will be away the week of 3/8 -3/15/20; so cannot have a quorum that week. Kevin Mooney will contact past Trust members. Josee Cardinal Young pointed out that many boards must have public hearings in March, so we could attend those. Michelle discussed preparation of a 2-sided flyer with rentals & HH info on side that could be used as a handout.

Nathan Butera MOVE to approve PCO#19 for Patch & Painting for \$2,460.82 & PCO #23 for Handrails for \$1,847.65 as presented; Louise Venden second; approved 4-0.

Financial:

Finance Director Josee Cardinal Young distributed updated budget status sheet and projected rent sheet from CDP which is based only on actual executed leases. She is awaiting the January invoice to update the estimates and expenses. She is working with Michelle Jarusiewicz and David Abel of CDP to update FY 20 budget and prepare FY 2021 in advance of town meeting. The goal is to present numbers for the funding requests to the Select Board for their 3/9/20 meeting where they will vote on recommendations; request for detail update of potential change orders at next meeting.

Members discussed the legal line for preparation of condo documents – aren't we postponing that at moment? Michelle pointed out that we are still waiting for removal from Land Court. Louise Venden said that we need to be flexible for

potential other options. Discussion about call to Bev Gallo regarding assistance to look at options; perhaps it can be by conference call. Nathan indicated that she needs to understand in advance our special legislation.

Capital Needs Assessment: Dr. Thomas Nutt-Powell is scheduled for on-site visit for March 12th to conduct a Capital Needs Assessment [CNA] at Harbor Hill pro-bono.

Meetings:

Next YRRT meetings: Thursday, March 5, 2020 at 5:30 pm
[note LV may need to leave early and KM may arrive late]
[note Kevin Mooney & Doug Cliggott are away 3/8-3/15/20]

Tuesday, March 17, 2020 at 6:00 pm

Town Meeting Forums: Thursday, March 19, 2020, 3:30 pm at Seashore Point
Wednesday, March 25, 2020, at 5:00 pm at Town Hall

Annual Town Meeting: Warrant closes Friday, March 6, 2020
Monday, April 6, 2020

Public Hearing: March 31, 2020

Submit ad by:	Ads appear:	Public Hearing date:
3/4/20	3/12 & 3/19	3/31/20

Other:

Louise Venden stated that Nathan Butera did very well at joint meeting with Select Board on Monday; it went very well with Select Board voting to co-sponsor article.

Kevin Mooney asked about the video that the CDP is preparing beginning next Tuesday 3/3 at Harbor Hill – how long will it take to complete?

Adjourned 6:43 pm

Minutes drafted by:

Community Housing Specialist Michelle Jarusiewicz