

Provincetown Year-Round Rental Housing Trust Board of Trustees

Minutes: APRIL 6, 2021

Virtual Meeting Town Hall, 260 Commercial Street, Provincetown

6:03 p.m.

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

Staff: Community Housing Specialist Michelle Jarusiewicz, Finance Director Josee Cardinal Young, Town Manager Alex Morse

CDP: Rob Doane

KPLaw: Lee Smith

MODERATOR [Michelle Jarusiewicz]:

The APRIL 6, 2021, meeting of the Provincetown Year Round Market Rate Housing Trust is about to be convened. As a precautionary measure to reduce the spread of coronavirus, all Town buildings are closed to the public; therefore, this meeting will be held by remote participation. My name is Michelle Jarusiewicz, I am the Town's Housing Specialist, and will be moderating participation. I will begin by taking a roll call for quorum.

Provincetown Year Round Market Rate Housing Trust:

Nathan Butera, Chair	Here	Doug Cliggott	Here
Cassandra Benson	Here	Louise Venden	Here

The chair of the Board will now call the meeting to order and I will then explain how remote participation works before proceeding.

CHAIR [Nathan Butera]:

[calls the meeting to order @ 6:03 pm] I will now ask the moderator to explain how remote participation works.

MODERATOR:

Pursuant to Governor Baker's March 12, 2020, Order Suspending Certain Provisions of the Open Meeting Law, the Governor's March 23, 2020, Order imposing strict limitations on the number of people that may gather in one place, and Chapter 53 of the Acts of 2020, this meeting of the Provincetown Year Round Market Rate Housing Trust is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access and participate in the proceedings. Participation is only available through telephone where members of the public will be allowed to speak during the public comment portion of the hearing by dialing (833) 579-7589. When prompted, enter the conference ID: 988 031 528 #. Please do not speak until the chair asks for public comments or questions and keep your phone muted at all times. Use *6 to mute or unmute your phone. Clearly state your name each and every time prior to speaking and remember to mute your phone when not talking. We will post a record of this meeting on Provincetown's website as soon as possible. All votes must be roll call votes. After a motion is made and there is a second, the Chair will ask for a roll call vote. All motions, decisions, documents, and letters should be verbally referenced for the record.

If it appears the meeting cannot or should not proceed, then the moderator will recommend that the Chair request to continue the hearing to a later date and time. I will now hand the meeting back to the Chair.

CHAIR: Please clearly state your name each time prior to speaking. At the completion of each agenda item, ask "At this time I did not hear any request for additional comment, if you wish to speak, please check that your phone is not muted using *6 and this is the final time I will ask if there is anyone who wishes to speak on the matter at hand."

Agenda #1 Public Comments: none

Agenda item #2 Condo Conversion Harbor Hill with Lee Smith of KP Law

Atty. Smith stated that in consultation with counsel for the Land Court petition, the Land Court Chief Examiner stated preference to simultaneously remove the timeshare condominium with the removal of Harbor Hill from the Land Court registration. The Trust can discuss the various options for new condo form of ownership at a future meeting.

CERTIFICATE OF REMOVAL

M.G.L. c 183A § 19

Provincetown Year-round Market Rate Rental Housing Trust, as owner of 100% of the Units and beneficial interest of the Harbor Hill at Provincetown Condominium, by virtue of a Deed dated August 28, 2018 and registered September 4, 2018, as **Document No. 1,353,766** which created **Transfer Certificate of Title No. C297-1, C297-2, C297-3, C297-4, C297-5, C297-6, C297-7, C297-8, C297-9, C297-10, C297-11, C297-12, C297-13, C297-14, C297-15, C297-16, C297-17, C297-18, C297-19, C297-20, C297-21, C297-22, C297-23, C297-24, C297-25, and C297-26** in Condominium Registration Book C297, hereby withdraws the land from the provisions of condominium statute under M.G.L. c. 183A.

Members discussed is there any issue doing it now vs. later? Atty. Smith stated that there was no urgency; it becomes important if the Trust wants to sell any portion. Mr. Cliggott asked how much time is required to go to more traditional condo? Mr. Smith said about 2-4 weeks to prepare draft documents, then the discussion and adjustments back and forth, probably about 2 – 3 months.

Nathan Butera MOVE: that, in connection with removing the Harbor Hill property from the Land Registration system (Land Court) the Board of Trustees vote to submit a petition to the Land Court requesting to withdraw the Harbor Hill at Provincetown Condominium from the provisions of General Laws Chapter 183A and thereby terminate the condominium; and that the Chair of the Board of Trustees be authorized to execute said petition and any and all other documents or instruments as may be necessary in order to effectuate such action; Louise Venden second, approved on roll call vote 4-0

Discussion amongst members that all have same understanding that the fall back plan was to sell unit/building if needed. Ms. Venden said that we need it as fall back strategy. Renters appear to be very happy, maybe some would like to own the unit. There is still lot of work to do.

Nathan Butera, Chair	aye	Doug Cliggott	aye
Cassandra Benson	aye	Louise Venden	aye

Discussion regarding that the Chair needs to sign in front of notary and send original to attorney Smith. [Atty. Smith leave the meeting 6:15 pm]

Agenda item #3 Capital Improvement Planning:

At the last Trust meeting, there was continued discussion about Capital Improvement Planning [CIP] and the Trust authorized moving forward with renovation work on one building focused on the envelope.

DPW Staff including Rich Waldo, Rob Capurso, and Steve Wlodkowski met with Rob Doane and Community Housing Specialist to discuss Harbor Hill/CIP on 4/1/21. It is anticipated that we will use FY 21 & FY 22 net surplus/reserves, FY 22 CIP budget, and whatever remains in this year’s CIP:

FY 22 CIP	\$150,000
FY 21 est net surplus	77, 000
FY 22 est net surplus	<u>63, 000</u>
	\$290,000 + any FY 21 CIP balance

Bob previously recommended \$225,000 for 1 building, so this appears to work. Plus, if we can, we will hire a cost estimator to look at all other numbers [estimated at \$15,000+/-]. It would appear best to do that after bids are received for the one building. We can also consider issuing a base bid with add alternates for the envelope work. We discussed which building should be done first. Robert Capuso and Rob Doane are meeting on site on Monday 4/5 to examine the buildings. With the alarm work ongoing there may be opportunities to check some walls. There was discussion about the pros and cons of tackling a smaller vs larger building. Smaller building may have cost advantage and staying within available funds; larger building could demonstrate worst case.

Mr. Capurso agreed to help with the specifications for the Invitation for Bids while Ms. Jarusiewicz will work on front end. This is based on the caveat that current public works projects take priority and should there be a need to shift focus, this project may take a back burner. That being said, they thought the proposed timeline was doable [but a bit tight] if there are no interruptions.

TIMELINE:

April/May	draft IFB
June	issue IFB
July	receive bids
August	award bid & mobilization(?)
September	begin construction
December	complete construction [is this enough time?]

There was discussion about removing or replacing skylights. Trust is open to removal. It may be that we eliminate some but not all. For example, some bathrooms only have a skylight as a window. They will also look at vinyl shakes and look into whatever insulation is in place.

On 4/5/21, Mr. Capurso and Mr. Doane met on site at Harbor Hill and we all will connect to discuss their findings and suggestions on 4/8/21.

Mr. Doane described the highlights including that it appears that Building #6 may be the best to tackle first as it is one of the smaller buildings and all windows had been replaced. All building sides that face the sun need to be resided; it could be done piecemeal but then we may be always chasing siding work. Siding could be wood, vinyl, or azek. Currently, building materials, including wood are in high demand and short supply. Mr. Capurso has checked with vendors and those doing same type of renovation of building #3 [construction has been delayed]. Mr. Capurso has suggested we consider breaking it down and evaluate findings such as need for additional insulation, deck footings, etc. as needed.

Members discussed material shortage and pricing and how to predict if the costs will actually go down. Mr. Doane said that the CDP experience is that a 2x4 previously \$3 is now \$9, a sheet of plywood previously \$20, now \$60. Mr. Cliggott asked about funds if unused at end of fiscal year, what happens? Ms. Jarusiewicz stated that it remains in the Trust account, it is not a town budget line that expires on June 30th, it could be reserves.

Agenda item #4 Harbor Hill Update: with Rob Doane/CDP

Occupancy: 100% full occupancy. Inquiries regarding availability are still coming in; people are directed to submit an application to be placed on waitlist.

Winter & Spring:

- Stairs to Unit 26 complete \$2,300
- Pressure washing of stairs/decks estimated at \$3,600. Add stair tread grip as needed - To be done in April after frost date.
- Pipes freezing:
 - Unit 5A: CDP Maintenance added insulation and vent to wall.
- Lighting on island repaired

Ongoing:

- Cape Cod Alarm to upgrade smoke alarms in building #7 (37 Bradford St Ext): \$15,935.98 work began March 29;
 - Building #6 (3 Harbor Hill Rd.) estimate of \$18,455.98 TBD/April
 - Building #4 (8 Harbor Hill Rd): \$10,995.98 TBD/May
- Door leak in multiple units requires replacement of glass. Warranty covers providing the glass panels. Looking for carpenter/contractor to replace – Working with Shepley

Misc:

- Irrigation system – Initial two zones to be finished.
- Proposal for landscaping work received including labor, clearing & weeding, plants, soil, mulch, fertilizer, \$6,013.
 - Met with landscaper, finalizing contract over Town involvement (none)

Operation:

- New water heater required for Unit 16 – 4/1/2021. Invoice to follow.

Agenda item #5 Financial Update with Finance Director Josee Cardinal Young

YEAR ROUND MARKET RATE HOUSING TRUST FY21 YTD BUDGET TO ACTUAL RESULTS March 10, 2021
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REVENUE			
	FY21 Budget	FY21 Received to Date	FY21 REV Remaining
Rental Income (HH Rental Operation)	522,000	409,353	112,647
	-	-	-
Total Revenue	522,000	409,353	112,647

EXPENDITURES			
	FY21 Budget	FY21 Paid to Date	FY21 EXP Remaining
Trust Capital Improvements	150,000	18,784	131,216
Trust Legal (related to Housing Trust)	5,000	-	5,000
Trust Bond	1,400	1,423	(23)
Trust Meetings - PTV and Advertising	3,600	270	3,330
Trust Consulting	-	7,000	(7,000)
Trust Condo Conversion	25,000	-	25,000
HH Legal (related to HH property rental)	5,000	515	4,485
HH Water/Sewer	20,000	7,218	12,782
HH Common Area Utilities	5,000	5,167	(167)
HH Insurance	45,000	46,567	(1,567)
HH Betterment	17,500	17,208	292
HH CDP Reimbursed Expenses	77,000	81,515	(4,515)
HH CDP Management Fees	134,000	104,513	29,487
Total Expenditures	488,500	290,180	198,320
Net Income FY21	33,500	119,173	(85,673)

RENTAL ACTIVITY			
FY21 Net Rental Income Per CDP as of January 31, 2020	314,714	175,063	(139,651)

Ms. Young said that the rent numbers are through 3/12/21 and that the budget numbers are estimates. Ms. Bensen asked if the management line would go over the estimated budget? Ms. Jarusiewicz said that it probably would as it was an estimate and there has been a great deal of repairs done.

Agenda item #6 Invoices none

Agenda #7: Minutes:

Louise Venden MOVE to approve minutes of 3/16/21 as presented; Doug Cliggott second; approved 4-0 by roll call:

Nathan Butera, Chair	yes	Doug Cliggott	yes
Cassandra Benson	yes	Louise Venden	yes

Agenda #8: Other

Ms. Venden asked if Nathan Butera would be allowed to make a statement at Annual Town Meeting to include progress report and could mention that the debt service is in the Town’s debt service budget. Town Manager Alex Morse will check. Mr. Butera said that he would be happy to.

Ms. Cass inquired about the format that the CDP used for invoices; she is interested in more detail. Ms. Jarusiewicz and Mr. Doane explained that the format was agreed to with the Finance Department 2 years ago. Ms. Cass is interested in hour-by-hour breakdown – to be discussed on future agenda.

Agenda #9: Future Meetings:

Annual Town Meeting now scheduled for Saturday, May 1st 10am

Next Trust meeting May 4, 2021

Louise Venden <i>MOVE to adjourn at 6:54 pm; Doug Cliggott second; approved 4-0</i>	
Nathan Butera, Chair	yes
Doug Cliggott	yes
Louise Venden	yes
Cassandra Benson	yes

*Minutes drafted by:
Community Housing Specialist Michelle Jarusiewicz*