

# Provincetown Year-Round Rental Housing Trust Board of Trustees

Minutes: November 16, 2021

Caucus Hall, Town Hall, 260 Commercial Street, Provincetown

**6:00 p.m.**

YRRT Members Present: Nathan Butera, Cass Benson, Austin Miller, Doug Cliggott

Remote: Louise Venden

CDP: Rob Doane [remote]

Staff: Community Housing Specialist Michelle Jarusiewicz, Town Manager Alex Morse, Assistant Town Manager David Gardner [remote]

Pursuant to Chapter 20 of the Acts of 2021, this meeting will be conducted **in person** and as a courtesy via remote means, in accordance with applicable law. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless otherwise required by law.

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**To Participate during public comment:**

- Teams: Raise hand to be called on to speak.
- Phone: Speak name clearly to be called on to speak.

**Please do not speak again until acknowledged by Chair or meeting moderator.**

- Keep your phone muted at all times when not talking (\*6 to mute & unmute your phone)
- Do not use speakerphone, Bluetooth devices (speakers or headphones)
- Mute all background noises, including PTV, television or computer and use only phone audio.

**Agenda #1 Public Comments: none**

**Agenda #2 Harbor Hill Update:**

*Rob Doane walked through CDP Update for Harbor Hill  
As of November 3, 2021*

### Occupancy

- New Residents - Units 9, 6, 16
- Waitlist: One Bed: 4; Two Bed: 8; Three Bed: 1

### Life Safety

- Fire Alarm upgrades
  - Building 7 complete
  - Building 6 complete: \$15,935.98
  - Building 4 underway
- Building 6 & 7 Deck (egress) Footings
  - Brundage to complete 4 footings as test
    - 25 balcony footings need to be replaced
    - Quote received from GFM: \$2,800.00 per footing
    - Brundage Site work bid: \$66,150 or \$2,756.25 per footing

### Capital Improvement Planning

- Building 6 Envelope – bid process needed.

- $\$109,700 + 30\% = \$142,610$  -- plus contingency of 10% =  $\$156,871$

### Repairs

- Unit 11: New Range & Dishwasher \$1,507.99
- Unit 7: Replace all range burners \$400.82
- Unit 1: Replace range \$719.00
- Unit 13: New Washer/Dryer \$1,504.00
- Unit 22: Repair Range \$97.91
- Unit 22: New Microwave \$249.00
- Unit 15: Repair Dryer \$99.94
- Unit 7: new washer/dryer \$1,469.00
- HVAC Seasonal Maintenance underway for all units quote: \$13,500.00
- Unit 12: New HVAC Head Unit \$3,100.00 (coil leak - warranty part but unavailable. Need to replace whole unit)
- Unit 17: Two new HVAC Head Units \$4,900.00 (coil leak - warranty part but unavailable. Need to replace whole unit)
- Unit 7: New HVAC Head Unit \$3,100.00 (coil leak - warranty part but unavailable. Need to replace whole unit)
- Unit 9 turnover \$679.17
- Unit 6 turnover \$176.23
- Unit 16 turnover \$180.60

### Landscaping

- Garden Renovations: mulch, compost, prune, weed, and add plants. Completed \$507.00
- Nate's landscaping: weed whacking, weeding and mulch. \$525.00
- CDP: Power wash and stain decking

Ms. Venden inquired about the status of bidding the renovation project for the building envelope? Ms. Jarusiewicz stated that we have been unable to tackle that especially with staff shortages but will be circling back. Her intent is an IFB can be issued with help from DPW outlining the specifications and she could work on the front end for spring construction.

Members discussed the suggestion to consider splitting up some of the 2-bedroom units into 1-bedroom units. Some unit designs are duplicates but not all. We would need to explore how this would work so far as timing [ex. As designated units become available...] It was proposed in the beginning of acquisition but was not pursued at the time due to impacts on budget and timeline. Note that 16 of the 28 units have households of 2 or more people and that 5 of the single person occupied units are 1-bedroom or efficiency. Increasing the number of units will require a special permit and depending on which building may require us to connect that building to the sewer. Recall that buildings 4 and 7 are connected to the sewer where we added a unit in each. Buildings 5 and 6 are not connected. The Trust [and properties town-wide] received a notice from DPW inquiring about interest in future sewer connections. Expressing interest does not commit the Trust nor does it guarantee connection but helps the Town determine available capacity.

Ms. Benson supported having an architect look at the possibility of splitting up some units. Mr. Cliggott disagreed at this time. He preferred making sure what we have is in good shape, maybe in 3 years or so. Mr. Miller questioned the source of funds to do it. The Trust is not just about Harbor Hill.

Members discussed the need to have policy discussions on rent increases, priority on waitlists for appropriate size households, roommates being vetted, and reviewing the lease for a future agenda. Members also discussed what is “real” market rate rents, lack of comparables. What could be used as benchmark? The Town Manager stated that TCB will likely be conducting a market study in the next year or so for the development at the VFW site.

Ms. Benson MOVE to authorize the Chair to sign the letters of interest in future sewer connection for Harbor Hill; Austin Miller second; approved 5-0.

**HARBOR HILL Demographics**

As of 11/15/21

	3/9/20	7/7/20	1/28/21	11/11/21
<b>Occupancy:</b>				
Number of units/%	17/61%	24/86%	28/100%	28/100%
Number of people	31	46	54	50
No. adults	24	38	44	43
No. children	7	8	10	7
Dogs	4	6	6	9
Cats	1	4	4	6
<b>Household Size:</b>				
Single person	8	10	11	12
2-person	4	9	12	13
3-person	5	2	1	0
4-person		3	4	3
<b>Income:</b>				
Average household income	67,667	\$71,453	\$73,600	\$71,270
Average income per person	45,111	\$45,128	\$46,836	\$46,408
Income range		\$36,608- \$145,852	\$15,000 - \$140,000	\$15,000 - \$140,000
<b>Employment sector:</b>				
Service	17 [71%]	19 [50%]	25 [57%]	21 [49%]
Trades		6 [16%]	5 [11%]	6 [14%]
Town	1 [4%]	2 [5%]	2 [5%]	2 [5%]
Professional	6 [25%]	9 [24%]	10 [23%]	10 [23%]
Retired/disabled	1 [4%]	2 [5%]	2 [5%]	3 [7%]

**Agenda #3 Harbor Hill Property management CDP contract extension for 8 months:**

The Town did not receive any responses to our RFP for Property Management services at Harbor Hill on 9/30/21. The Town Manager as the Chief Procurement Officer and staff are exploring options for the continued property management of Harbor Hill. In the meantime, the current contract with the CDP expires on 12/12/21. Town Counsel has advised that we can continue that contract for a limited time through 8/11/21 under the same terms and conditions. The CDP has agreed.

Mr. Miller asked why did CDP and TCB not submit? Can we ask? Members discussed general requirements for the property management. Ms. Benson thought they could be simpler and believes that private property managers could do it cheaper. The Town Manager stated that he connected with both the CDP and TCB about why they did not submit proposals. He read part of the email from TCB which included that the fees were too low and they typically have more control over the day-to-day operations. He encouraged the Trust to invite the CDP to discuss why they did not submit.

Austin Miller MOVE to authorize the Chair to execute the contract extension with Community Development Partnership, Doug Cliggott second; approved 4-1 [CB].

**Agenda #4 Housing Workshop #1:** discussion – see draft minutes for workshop #1

Members agreed that the 1<sup>st</sup> Housing Workshop was great opportunity to get everyone in the same room. It was a productive discussion. Mr. Miller suggested that we have more in common than differences and if all three committees align for future town meeting, it can be powerful.

**Agenda #5 Housing Workshop #2:** discussion – Workshop #2 is scheduled for December 15<sup>th</sup>. Austin Miller provided discussion draft articles for all and walked through each one. The Town Manager indicated that staff is working on drafts as well. They took direction from the survey and housing workshop #1. The direction is not to create a separate trust for the additional receipts but have them in an account that the housing committees can submit requests annually to the Select Board.

Members also discussed the proposal for changing the percentages under the inclusionary zoning bylaws and changes to the ADU bylaw. Mr. Cliggott asked about article for the community impact fee for professionally managed short-term rentals? The Town Manager stated that staff has one and that staff would be meeting with Mr. Miller on various drafts. Mr. Cliggott also asked if we know yet the total short-term rental receipts? The Town Manager said not yet. Ms. Venden said that we will need a communication strategy for town meeting. If it is too much, it will be hard for people to understand and they will just vote no. Mr. Miller asked if we could consider a Special Town Meeting to focus on the housing articles? Risk of not getting a quorum. Mr. Butera supports Mr. Miller working with staff on draft articles.

**Agenda #6: Minutes:** Austin Miller MOVE to adopt the minutes of 10/18/21; Cass Benson second, approved 5-0.

**Agenda #7: OTHER**

Ms. Venden pointed out that two members, Mr. Cliggott and Ms. Benson, terms expire on 12/31/21 and they should re-apply if they haven't already.

**Agenda #8: Events & Meetings**

Next YRRT meeting Dec 7<sup>th</sup>

12/15/21 Select Board Housing Workshop #2

Adjourned 8:01 pm

*Minutes drafted by:  
Community Housing Specialist Michelle Jarusiewicz*