

# Provincetown Year-Round Market Rate Rental Housing Trust Board of Trustees

Minutes: December 7, 2021

Caucus Hall, Town Hall, 260 Commercial Street, Provincetown

**6:01 p.m.**

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

Remote: Austin Miller

CDP: Rob Doane, Jay Coburn

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.

## Microsoft Teams meeting

Join on your computer or mobile app [Click here to join the meeting](#)

Or call in (audio only) [\(833\) 579-7589](#), United States (Toll-free) Phone Conference ID: **748 651 899#**

**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 Property Management discussion with CDP Jay Coburn & Rob Doane:

*See 12/1/21 memo from CDP for discussion*

Jay Coburn outlined his memo about why the Community Development Partnership [CDP] did not submit a proposal for property management at Harbor Hill. The CDP manages many properties throughout the Lower Cape and have systems in place including accounting systems. The town's requirements, including the required accounting system led to problems and excess reporting. At the end of the day, it did not match up with how the CDP manages properties and required more time and resources at both ends. Typically, they report to the owner of the property annually with quarterly interactions. The owner is not so involved with the day-to-day operations. The CDP was repeatedly criticized for management costs. This is what property management costs in the non-profit world. They are not trying to get rich. The constant questions led to unhealthy environment.

Ms. Venden thanked them and stated that she understood how difficult it has been. Harbor Hill is a high visibility project and leads to more questions. There is no blame for the money. The Trust is part of the problem. Need answers for why it is more expensive. Harbor Hill was never built or 4 seasons.

Mr. Coburn said that he gets it and has no problem defending the project; he is a taxpayer too.

Ms. Benson said should know exactly. She doesn't know who is in charge; it is never clear who makes decisions.

Ms. Venden inquired about TCB's market analysis for VFW site? Mr. Morse stated that will probably be done in next year or so.

Mr. Doane stated that typical projects have reserves for both operations and for CIP, typically one year for each. So, say \$300,000 each once stable.

Discussion between CDP and members regarding language in the contract concerning rent rolls needs adjustment, public records law, and Fair Housing.

Mr. Morse stated that the extension has been executed and we can work together. He expects to return with some ideas in January.

**timeline:**

December '21 & January '22	Explore options
January/February '22	Draft new RFP
March '22 [ideally issue in February]	Issue RFP
May '22 [if issued in February, could be due April]	Proposals due [+60days]
June '22	Review proposals
July '22	Award & contract
August 11, 2022	CDP PM contract expires

**Agenda #3 Harbor Hill CDP Update: discussion with Rob Doane**

*December 1, 2021*

Mr. Doane highlighted that the fire alarm system upgrades were done.

**Occupancy**

- Full occupancy
- Waitlist: One Bed: 6; Two Bed: 9; Three Bed: 1

**Life Safety**

- Fire Alarm upgrades
  - Building 7 complete: \$9,227.99
  - Building 6 complete: \$15,935.98
  - Building 4: Two additional sensors needed for Unit 5. On order.
    - Wall patching nearly complete by CDP. One resident rescheduled due to COVID.
- Building 6 & 7 Deck (egress) Footings
  - Brundage to complete 4 footings as test
    - 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**

- Units 7 & 8: Mold issues. Remediation required. Quotes coming.
  - Potential sources
    - Dryer vents

- Entrance way moisture issues continue despite replacing glass.
  - Dehumidifiers recommended for all basement units.
- Unit 6: New toilet
- Unit 22: new refrigerator needed.

**Landscaping**

- Garden Renovations: Fall cleanup
- Nate’s landscaping: Fall cleanup
- Repairs to lighting underway.

**Agenda #4 Harbor Hill policy discussion & votes:** rent increase for 2022 & future, pre-application for waitlist, priority for appropriate size household, seasonal worker roommates

Rent Increase:

Rents have not been increased since occupancy. The Trust implemented a pause on any rent increases through December 2021 due to the pandemic.

Options include:

- Implement rent increase as of a certain date such as July 1<sup>st</sup>, or at lease renewal which varies by unit. A minimum of 30 days notice is required.
- Percentage increase. Please review spreadsheets that indicate amount of monthly increase in rent per unit, per year, and totals at different levels – 2%, 3%, and 5%. The Trust can vote a certain percentage across all units. The Trust can vote for certain percentage for one year or across a number of years or a varying percentage for 2022, 2023, 2024...

Members discussed various levels of increases and timing; the CPI just increased by 6.2%. Mr. Cliggott inquired if somehow could target 30% of income, perhaps gather data through current income at time of renewal and summer roommate income. Ms. Venden suggested a flat fee for summer but need info about the tenants.

*Nathan Butera MOVE to increase rent at Harbor Hill by 2% for lease renewals beginning 1/15/22; Cass Benson second; approved 4-1 [DC].*

Priority for appropriate size household:

The Trust has discussed giving priority to appropriate size households. For example, priority would be given to household of 2 or more people for a 2-bedroom unit and 3 or more people for the 3-bedroom unit. This does not prohibit a 1-person household, the majority in Provincetown, from renting a 2-bedroom unit, but the unit would be first offered to the appropriate size households on the list. If they decline, the unit could be offered to others starting at the top of the waitlist. This would happen at turnover. Existing people on the waitlist would remain in a combined order based on time of application.

*Nathan Butera MOVE to adopt the policy that for available units, priority will be given to appropriate size households to be implemented immediately; Louse Venden second; approved 5-0.*

Pre-application:

Currently, applicants must submit a full application with all documentation in order to get on the waitlist. On the one hand, this can facilitate determination of eligibility when a unit becomes available. On the other hand, this requires a lot of work by the applicant to supply the documentation and the info may be stale by time a unit becomes available.

*Nathan Butera MOVE to adopt the policy that the property manager may accept a pre-application for the Harbor Hill waitlist in advance of a full application as appropriate to be implemented immediately; Doug Cliggott second; approved 5-0.*

Seasonal Worker Roommates:

On 6/29/20 the Trust adopted the following policy in part due to the pandemic and the labor shortage.

6/29/20: Nathan Butera MOVE to allow seasonal roommates as addition to an existing year round tenant lease as long as conforms to current income and asset limits; Doug Cliggott second roll call vote:

**Nathan Butera, Chair: YES**

**Doug Cliggott: YES**

**Kevin Mooney: YES**

**Louise Venden: YES**

**Cassandra Benson: YES**

APPROVED 5-0

Lack of Housing, both year-round and seasonal, is the #1 issue identified in the economic studies done by Camoin Associates in 2019. There is great need for both year-round and seasonal but there are no subsidy resources for seasonal worker housing. Larger businesses often purchase properties to accommodate their workers, but smaller businesses are often not able. Provincetown's robust housing market has exploded during the pandemic to also include numerous business change over. The Trust can leave the existing policy in place, adopt a different policy, or discontinue the existing policy.

Members discussed income documentation at time of lease renewal. The CDP does it for other properties with a simple form. Mr. Doane said that the summer roommate policy has led to issues; he recommends encouraging year-round roommates. Mr. Cliggott suggested a meeting in February or so to include further discussion. The Trust is required to have a Public Hearing, so this could be included.

**Agenda #5 Housing Workshop #2:** discussion – scheduled for December 15<sup>th</sup> . M. Benson stated that she would be away, everyone else will be available. Please see draft Town Meeting Articles to be discussed at the Workshop. Ms. Venden said that inclusionary zoning is complicated.

**Agenda #6: Annual Town report due by January 21, 2022:** Mr. Butera and Mr. Cliggott agreed to draft the Trust annual report.

**Agenda #7: Minutes:** Louise Venden MOVE to adopt the minutes of 11/16/21; Cass Benson second, approved 5-0.

**Agenda #8: OTHER**

Ms. Venden did an analysis of the October financials and requested some brief explanations about increase in expenses. Mr. Doane agreed to provide for next meeting.

**Agenda #9: Events & Meetings**

Next YRRT meeting Jan 11<sup>th</sup>

12/15/21 Select Board Housing Workshop #2

Adjourned 8:04 pm

*Minutes drafted by:  
Community Housing Specialist Michelle Jarusiewicz*