

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

Minutes: February 1, 2022

Caucus Hall, Town Hall, 260 Commercial Street, Provincetown

6:01 p.m.

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

CDP: Rob Doane [remote]

Staff: Community Housing Specialist Michelle Jarusiewicz

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

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Phone Conference ID: 299 172 672#

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 discussion with Rob Doane

CDP Update: January 31, 2022

Harbor Hill weathered the storm ok. They did have few no heat calls; snow on condensers for some units

Occupancy

- Full occupancy
- Waitlist: One Bed: 6; Two Bed: 9; Three Bed: 3

Life Safety

- Building 6 & 7 Deck (egress) Footings
 - Brundage to complete 4 footings as test
 - Brundage Site work bid accepted. Deposit paid.
 - Meeting next week.

Capital Improvement Planning

- Building 6 Envelope – bid process needed.
 - \$109,700 + 30% = \$142,610 -- plus contingency of 10% = \$156,871
 - Quote pending for half of roof.

Repairs

- Unit 7: Mold issue remediated. Found
- Unit 11: Mold issues.
 - Heat system not adequate.

- Installed thermostats for existing electric baseboard heat.
 - For units that still have existing baseboard heat we recommend installing thermostats as a backup. Thermostats were removed during the renovation process.
- Unit 11: New washer needed.
- Unit 20a: New dryer needed.
- Unit 6: Carpet re-stretch completed – \$926.75
- Unit 22: New carpet installed - \$3,974.48
- Unit 21: Window replacement needed - \$3,360.00. Window ordered and deposit paid.

Landscaping

- Repairs to lighting underway.
 - Timers for exterior lights to be replaced with light sensors.
- Tree work quote coming.

Members discussed potential B#6 Invitation for Bids for the building envelope. The old quote used cedar and replaced with fixed skylights. With regard to timing, Ms. Jarusiewicz discussed the need for specifications and the limited availability of staff due to numerous transitions. Mr. Cliggott said maybe FY 23; perhaps could approach the Select Board for funds from the new Housing Fund. He pointed out the need for reserves and maybe it would be better to hire someone to plan. Ms. Venden pointed out that mobilization is costly each time start up and all costs have increased.

Agenda #3: Homeownership plan discussion with Chris Mathieson postponed until next meeting

Agenda 4: Public Hearing, Tuesday, March 8th at 6pm discussion & preparation

Member discussion about presentation content and outreach. Mr. Cliggott hoped to get feedback from the tenants and that we would aggressively market the public hearing. Ms. Venden agreed. Need to prepare enough information. Ms. Benson stated that we need to clarify the specific roles of the Trust and the Property Manager. Mr. Butera asked if there was any interest in a tenant association? Mr. Doane said there is some. Mr. Miller asked how much of the meeting is about Harbor Hill and how much about vision? Mr. Butera suggested Part 1 on Harbor Hill, Part 2 on seasonal roommates, Part 3 on the future.

Members discussed different future paths including ADUs, rehab loans, and deed restrictions. Perhaps could use Trust money to focus on income ranges between 80% and 200%. Mr. Butera would prepare an outline to be forwarded to members.

Annual Update

*The Provincetown Year Round Market Rate Rental Housing Trust will conduct a public hearing on **Tuesday, March 8, 2022, at 6:00 p.m. in Provincetown Town Hall Auditorium, 260 Commercial Street, Provincetown, MA 02657** to obtain public input on Trust activities including the status of Harbor Hill rent-up and availability of units, funding, and funding requests at the Annual & Special Town Meetings.*

Any person or organization wishing to be heard will be given an opportunity at said hearing. Votes may be taken. For more information, contact Community Housing Specialist Michelle Jarusiewicz at mjarusiewicz@provincetown-ma.gov or at 508/487-7087.

Agenda 5: Budget

Working with Finance Department, the estimate at this time is that the Surplus for FY 21 is \$192,940 which carries forward. The FY 22 projected budget has \$150,000 as Capital Improvement line-item. If all budget numbers move forward as estimated, it will leave an additional \$26,333 next surplus.

Harbor Hill & YRRT FY 21 - FY 25

1/27/22 DRAFT

	<i>actual</i>					
	FY 21	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
HH Rent Receipts	585,906	592,278	604,124	616,206	628,530	628,530
HH Expenses:						
<u>CDP Expenses:</u>						
Management Admin Staff	18,063	18,424	18,793	19,169	19,552	19,552
Property Management Staff	83,852	85,529	87,240	88,984	90,764	92,579
Maintenance Staff	42,429	43,278	44,143	45,026	45,927	46,845
Management fee	15,120	15,422	15,731	16,045	16,366	16,694
<i>subtotal</i>	159,464	162,653	165,906	169,224	172,609	175,670
Contracted services & Reimbursables						
Rubbish & recycling	5,298	5,404	5,512	5,622	5,735	5,735
Snow removal	7,110	9,000	9,180	9,364	9,551	9,551
Landscaping	6,891	7,029	7,169	7,313	7,459	7,459
Pest control	2,400	2,448	2,497	2,547	2,598	2,598
Advertising	100	102	104	106	108	108
Legal, Licenses & Fees	1,079	1,101	1,123	1,145	1,168	1,168
Alarm system monitoring	2,448	2,497	2,547	2,598	2,650	2,650
Alarm system repairs & upgrades	18,352	35,000				
Maintenance Supplies	3,335	3,402	3,470	3,539	3,610	3,610
keys	415	423	432	440	449	449
Painting	3,700	3,774	3,849	3,926	4,005	4,005
Appliances	12,844	13,101	13,363	13,630	13,903	13,903
Plumbing	4,289	4,375	4,462	4,552	4,643	4,643
HVAC	10,599	10,811	11,027	11,248	11,473	11,473
Electric repairs	16,171	16,494	16,824	17,161	17,504	17,504
Carpentry	17,856	18,213	18,577	18,949	19,328	19,328
Roof repair	2,600	2,652	2,705	2,759	2,814	2,814
Carpet repair/replace	4,292	4,378	4,465	4,555	4,646	4,646
other						
Special Expense/Bad Debt	-	-	-	-	-	-
<i>subtotal</i>	119,779	140,203	107,307	109,454	111,643	111,643
Total PM Expenses	279,243	302,857	273,214	278,678	284,252	287,313
Net HH Surplus	306,663	289,421	330,910	337,528	344,279	341,217
Trust Expenses:						
Trust capital improvements		150,000	150,000	150,000	150,000	150,000
NEI delay change order [net]	18,784					
consultant	7,000					
bond	1,423	1,451	1,480	1,510	1,540	1,540
PTV	270	2,000	2,040	2,081	2,122	2,122
Condo conversion		25,000			-	
legal	1,061	1,082	1,104	1,126	1,148	1,148
water/sewer	13,868	14,145	14,428	14,717	15,011	15,011
common area utilities	7,542	3,600	3,672	3,745	3,820	3,820
HH insurance	46,567	48,960	49,939	50,938	51,957	51,957
HH Betterment	17,208	16,849	16,490	16,129	15,770	15,410
<i>Trust Expenses:</i>	113,723	263,088	239,154	240,246	241,369	241,009
NET SURPLUS	192,940	26,333	91,756	97,282	102,909	100,208

CDP Income & Expense July '21- December '21:

HARBOR HILL							
STATEMENT OF INCOME							
FOR THE SIX MONTHS ENDED DECEMBER 31, 2021							
Financial Row	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	YTD Dec-21
Ordinary Income/Expense							
Income							
4009 - PROGRAM INCOME	\$49,260.00	\$49,260.00	\$49,260.00	\$47,890.00	\$49,810.00	\$49,810.00	\$295,290.00
4010 - TENANT HAP PAYMENTS	350.00	350.00	350.00	350.00	350.00	350.00	2,100.00
Total - Income	49,610.00	49,610.00	49,610.00	48,240.00	50,160.00	50,160.00	\$297,390.00
Expense							
5035 - ADMIN FISCAL & OFFICE MANAGER	-	-	-	180.32	-	-	180.32
5055 - CHIEF PROPERTY MANAGEMENT OFFIC	2,723.68	3,404.00	2,011.34	3,905.20	4,085.52	2,042.84	18,172.58
5070 - MAINTENANCE TECHNICIAN	214.00	832.74	1,339.13	4,834.86	3,091.78	1,742.15	12,054.66
5110 - FICA & MUTA	228.36	418.40	273.37	740.48	647.93	191.11	2,499.65
5120 - HEALTH INSURANCE	917.91	141.19	789.22	1,512.57	3,336.73	(1,642.90)	5,054.72
6000 - ACCOUNTING	18.05	112.80	428.22	-	-	-	559.07
6010 - ADVERTISING	-	94.97	-	-	34.19	-	129.16
6300 - INTEREST	12.36	12.67	-	0.00	12.56	-	37.59
6440 - EQUIPMENT (EXPENSE)	178.28	96.69	36.69	(81.05)	36.69	19.75	287.05
6670 - INTEREST (Expense)	-	-	-	-	12.10	-	12.10
6671 - PRINCIPAL	14.76	14.46	-	14.92	29.59	-	73.73
6674 - INTEREST	12.72	-	-	12.21	-	-	24.93
6720 - LEGAL	63.45	-	-	82.91	-	-	146.36
6740 - LICENSES & FEES	-	-	-	-	35.35	-	35.35
6750 - MANAGEMENT FEE	1,260.00	1,260.00	1,260.00	1,260.00	1,260.00	1,260.00	7,560.00
6810 - MAINTENANCE EQUIPMENT	355.66	448.24	22.32	391.72	185.37	542.04	1,945.35
6820 - MAINTENANCE GROUNDS	-	657.00	-	825.00	-	9.91	1,491.91
6821 - MAINTENANCE SNOW	-	-	-	-	-	173.08	173.08
6830 - MAINTENANCE OFFICE	-	94.62	101.86	140.95	157.97	333.96	829.36
6840 - MAINTENANCE PROPERTY	7.40	-	-	800.00	-	-	807.40
6850 - MARKETING	170.19	110.82	68.81	56.40	104.38	68.81	579.41
6860 - MEMBERSHIPS	11.28	624.80	33.84	20.98	6.77	68.76	766.43
7050 - POSTAGE	-	-	-	56.40	32.83	11.84	101.07
7060 - PRINTING	-	-	279.18	-	-	321.48	600.66
7070 - PROFESSIONAL SERVICES	459.55	483.69	1,364.76	556.63	1,442.99	451.92	4,759.54
7250 - SPECIAL PROGRAM EXPENSES	-	-	-	-	1,781.64	33.84	1,815.48
7260 - SUPPLIES MAINTENANCE	26.50	80.00	-	180.53	130.61	22.32	439.96
7270 - SUPPLIES OFFICE	274.50	208.23	164.68	270.50	294.09	6.46	1,218.46
7340 - TELEPHONE	24.21	11.17	26.47	15.30	15.30	273.57	366.02
7341 - TELEPHONE MAINTENANCE	65.32	53.35	41.49	71.64	55.48	65.57	352.85
7370 - TRAINING	-	4.53	233.31	-	2,290.06	-	2,527.90
7380 - TRAVEL	462.26	98.55	59.40	1,236.65	-	239.88	2,096.74
7451 - GAS	-	-	-	8.73	21.93	-	30.66
7470 - CONTRACTORS	36,608.47	200.94	3,222.00	30,012.56	13,789.28	36,608.47	120,441.72
7470 - GROUND MAINTENANCE	824.14	5,873.00	409.00	669.47	2,828.00	824.14	11,427.75
7470 - MAINTENANCE SUPPLIES	354.66	270.84	337.89	1,417.22	346.81	354.66	3,082.08
Total - Expense	45,287.71	15,607.70	12,502.98	49,193.10	36,065.95	44,023.66	202,681.10
Net Ordinary Income	\$ 4,322.29	\$ 34,002.30	\$ 37,107.02	\$ (953.10)	\$ 14,094.05	\$ 6,136.34	\$ 94,708.90

Agenda 6: Minutes: Ms. Benson MOVE to accept the minutes of 1/11/22; Austin Miller second; approved 5-0.

Agenda 7: Other:

DONATIONS: With help from Assistant Town Manager David Gardner, the Town does have an online donation portal [see link below] for the many gift funds that we have. Anyone can donate for housing either by writing in on the form “Year Round Market Rate Rental Housing Trust Fund” or “Affordable Housing Trust Fund.” I have asked to have both listed on the initial page. As we conduct outreach, we can let people know that.

<http://www.provincetown-ma.gov/791/Gift-FundsDonate>

Invoices: KP Law \$2047.50

Austin Miller MOVE to approve the KP Law invoice; Cass Benson second; approved 4-1[DC]

Agenda 8: Meetings & events:

next Trust meeting March 1, 2022

Monday, February 14th or 28th Select Board meeting, potential update on 3 Jerome Smith development

Friday, March 4, warrant closes

March 8, 2022, 6 pm annual public hearing

Monday, April 4, 2022, Annual Town Meeting

Adjourned 7:25 pm

*Minutes drafted by:
Community Housing Specialist Michelle Jarusiewicz*