

# Provincetown Community Housing Council

## Veterans Memorial Community Center ↻ 2 Mayflower Street

### May 9, 2016

1:00 p.m.

Members Present: Elaine Anderson, Kristin Hatch, Paul Richardson, Susan Cook

Excused: Ron Irwin

Staff: Community Housing Specialist Michelle Jarusiewicz

Public Statements: none

MHP Housing Institute: the MHP Mass. Housing Institute annual training for local officials is scheduled for June 14 & 15, 2016 in Devens. This is an excellent opportunity for all to attend for training. Great for beginners and for more experienced members. There are 2 tracks with options for beginners. All the state housing agencies are represented. Some members have attended in the past. Given the distance and the early start, staying at the hotel is recommended. The Affordable Housing Trust Fund can be used to pay for the expenses. The registration includes breakfast and lunch and is reduced for multiple attendees. Sample budget:

## Massachusetts Housing Institute Annual Training

**June 14 & 15, 2016** *Tuesday & Wednesday*

**Devens Common Center, Devens** **budget**

conference:

\$135 for 2 days

\$85 for 1 day

20% discount for 2 or more attendees; breakfast & lunch included

room: note: registration starts at 8:30 am, session at 9:00 am

\$150/night

# attendees	conference	1 night		2 nights		total
		room(s)	dinners (2)	room(s)	dinners (2)	
1	135	150	50	300	100	485
2	216	150	100	300	166	616
3	324	150	150	300	224	774
4	432	300	200	600	332	1232
5	540	300	250	600	390	1390
6	648	300	300	600	448	1548

number of rooms may vary depending on who & how many attend  
rooms may have 2 queen beds plus pull out sofa

mileage: approx \$175 per vehicle

*plus* \$175 each vehicle

Members Elaine Anderson, Paul Richardson, and Susan Cook want to attend both days; Kristin Hatch can only attend one day. Elaine, Susan, and Michelle can share a room and car pool. Given the early start of 8:30 am it

was decided to drive up on Monday and stay for 2 nights. Paul can stay in Boston and would like to take ferry plus mileage to and from Boston.

Kristin Hatch MOVE to fund members attendance at MHP Housing Institute to include conference fees, meals, mileage, and hotel; Susan Cook second; approved 4-0.

**Update:** general discussion [see attached report] including -- Stable Path is nearing completion with some certificates of occupancy done and more expected soon; discussion of scheduling a First Time Homebuyer Workshop series in the Fall – preference for end of September or early October. The Housing Specialist indicated that she would be working with the Housing Authority on the CPA funded expansion planning; and several tenants are moving through the process of the Self-Sufficiency Local Voucher Program.

Kristin Hatch stated that the Housing Authority could own and develop moderate income units; they may even acquire the 3 units at the Grace Gouveia building.

**Minutes:** Elaine Anderson MOVE to accept the minutes of 4/11/16 as written; Susan Cook second; approved 4-0.

**Other:** On 4/28/16, Housing Specialist presented to Barnstable County Health & Human Services Advisory Council Provincetown's tools & strategies to address affordable & community housing and distributed a handout from Laura Shufelt/MHP.

**Next Meeting:** Monday, 6/3/16 at 1:00 pm

Note: Paul away 5/16-6/2; Kristin Graduates 5/19; Elaine away 6/4-6/11

Meeting adjourned at 2:11 pm

**Community Housing Update**  
**Community Housing Specialist Michelle Jarusiewicz**  
**May 6, 2016**

*New information since last update underlined*

**2-Bedroom Rental at 1 Old Ann Page Way; applications due by June 1<sup>st</sup> contact CHR 508/487-2426 x0**



**April 2016 Town Meeting Housing Articles Results:**

STM Art# 7: Acquisition of Winslow Farms: defeated

ATM Art #6: Year-Round Rental Trust: **approved!**

ATM Art #16-6: AH Revolving Account: **approved!**

ATM Art #17 - D: CPA for Housing Authority Expansion Planning \$60,000: **approved!**

ATM Art #17 - E: CPA Housing Office \$117,982: **approved!**

ATM Art #26: Condo Conversion: defeated

ATM Art #30: Zoning by-law Growth Management sector for year-round rentals: **approved!**

ATM Art #31: Zoning by-law Definitions: **approved!**

ATM Art #32: Inclusionary Housing By-law: Withdrawn for further study

ATM Art #33: \$500,000 for Year-round Rental Housing: **approved!**  
**Approved at ballot box on 5/3/16!**



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**Important Dates:**

ULI Tech assistance: 6/8 & 6/9/16

MHP Housing Institute:  
6/14 & 6/15/16

MHP Info Session mid/end-June

**40B Subsidized Housing**

**Inventory: certified number at 9.9% [210 units]; 10% = 213 units**

- ❖ **24 Captain Bertie's Way #C resale:** 2-BR moderate income condo for sale; open-house 10/24/15; 1 application received 11/24/15; property closed on 2/16/16
- ❖ **2 Meadow Rd #1 resale:** 3 applications received 9/24/15; lottery conducted 10/8/15; AHR approved by BOS 11/23/15; property closed on 12/4/15!
- ❖ **350 Bradford St.** Developer received 40B eligibility letter from Mass Housing dated 7/6/15; the developer has up to 2 years to file full 40B application with ZBA. Developer has now proposed 13 market rate units.
- ❖ **6 Sandy Hill Lane Units #11 & #12 resale:** applications received 9/24/15. 5 applications received for unit #11 and 3 for Unit #12. Lottery conducted on 10/8/15; Eligibility Certificate approved by BOS 12/15/15. Unit #11 closed 1/15/16! Unit #12 closed 2/26/16.
- ❖ **46 Bradford Street [former Community Center]:** RFP issued with site visit 7/21/15 with 2 parties attending; no proposals received 9/17/15. April 2016 STM rejected acquisition of the Winslow Farms property at no cost in exchange for the former Community Center. It would have provided a move-in ready new home, land for the development of additional community housing, and access to the back of the VFW lot. Town is considering options for the issuance of new RFP.
- ❖ **AHTF:** the Town adopted our own Affordable Housing Trust Fund in 2002 for the creation & preservation of low/moderate income year-round housing both ownership & rentals. The CHC is the gatekeeper for the funds which have been used for a variety of activities including the Housing Summit and emergency housing funds. The HS attended a MHP workshop on Municipal Housing Trusts on 12/8/15 in Acton to acquire a better understanding of how the state's trust compares to ours [including the proposed Trust] and works. 4/1/16 non-committed balance \$290,332.
- ❖ **Cape Cod Village:** CC Village submitted a CPA request for \$100,000 for a regional housing development in Orleans for autistic adults. Request was not recommended by the CPC.
- ❖ **Cooperative/congregate/transitional Housing:** CHC would like to explore these options; some preliminary discussion about creating a home modeled after the Foley House for women.
- ❖ **Emergency Housing/Homelessness/HPC:** The CHC approved HPC's request for additional funding [\$20,000] to continue the emergency housing & homeless prevention program on 8/24/15. The BOS approved on 9/28/15.
- ❖ **Fire House #2:** development of upstairs to be revisited
- ❖ **Grace Gouveia:** advertising for units began in August 2015 with info sessions on 9/12 & 9/23. 17 applications were received by 10/14/15 of which 11 moved forward to the lottery on 11/12/15 conducted at the Library. Certificates of occupancy were issued on 12/22/15 and tenants were allowed to move in 1/15/16. All 3 affordable units are occupied!
- ❖ **Housing Playbook:** Staff prepared draft dated 3/19/16; Ongoing distribution and initial discussion with various boards and committees including Board of Selectmen, Community Housing Council, Housing Authority, Planning Board, Chamber of Commerce, PBG, COA, and others pending; also available on line. Expect Draft #2 to be done after returning to boards and committees for input.
- ❖ **Income Eligibility:** HS attended "Determining Eligibility 40B Projects" Workshop in Boston on 3/30/16. It was a day-long session about the nuances regarding income & asset determination and certification for applicants in affordable housing; received binder of notes and forms. The session walked through many variables for consideration in making the determination of an applicant's eligibility regarding their income and assets; their future income; certifications, documentation, follow-up & research which generally follows HUD standards.

- ❖ **Income Limits:** HUD released 2016 income limits. Barnstable County median income dropped from \$80,300 to \$77,100 [HH of 4] with lower income brackets [30% & 50% AMI] dropping and 80% rising slightly.
- ❖ **Little Fix:** 1 application received 1/12/16. Plan for spring clean-up.
- ❖ **Maushope/Housing Authority Expansion:** Paul Kelly & David Garten of PTown 365 did a site visit with ED Patrick Manning & HS on 7/8/15; Architect Paul Kelly did some conceptual designs discussed with the CHC 7/20/15 & HA. HA is developing 10-year plan to add 40 units. The HA's request for \$60,000 in CPA funds for expansion planning was approved by April Town Meeting. HA is submitting a letter for tech assistance to MHP.
- ❖ **Path to Ownership:** Town hosted a Home Buyer Workshop series in Provincetown in December 2015 and 7 individuals completed the session. HS drafted a Path to Homeownership handout of existing programs including the state's ONE program & the CDP's counseling program, to encourage residents to prepare for home ownership. CHC approved scholarships for Provincetown residents that complete the course. The CDP's April session had 21 attendees including 2 from Provincetown. Planning a fall session in Provincetown.
- ❖ **PTown 365/Housing Group:** Rik Alhberg, Tom Coen, Paul Kelly, & David Garten of PTown 365 have attended CHC meetings and have taken on various housing strategies to research and pursue including examining town-owned & other properties and items listed here. Meeting 5/5/16...
- ❖ **REIT:** research & discussions between DMF Dan Hoort, HS, and Town Counsel; Town Counsel has indicated that this is a very complicated path that is for the private sector and requires significant funds; municipalities cannot contribute directly to REITs.
- ❖ **Seasonal Workforce Housing:** HS attended CC & Islands Employer Workshop re: J1 Summer Work & Travel Program in S. Yarmouth on 4/6/16. In 2015 Provincetown had highest number of J1 students on Cape at 456, 10.8%. Yarmouth next at 419 and Hyannis at 389. The Islands had more. Overall points included bicycle safety/transportation, need for housing, need for free events for students on limited funds, and emphasis that this is a cultural exchange program. They encouraged communities and individuals to do their part in making the students feel welcome [and that it can be very rewarding for all].
- ❖ **Self-Sufficiency Local Voucher Program:** Ads appeared in Banner Nov. 2015; application documents are available; 5 applications were received by the due date of 12/22/15 for initial round and are in process & under review. The case-management contract with the Homeless Prevention Council was executed. Two applicants are moving forward with tenant contract executed and landlord contract pending. Other applicants are in various stages including initial application and commitment pending year-round housing. Additional slots are available until all funds are committed
- ❖ **Stable Path:** construction is well underway [92%+] with completion expected June 2016. 4/29/16, 14 of the 23 units received certificates of occupancy which will allow move-in by the end of May. Remaining 9 units may have COs by mid-May with occupancy May/June. Marketing & outreach started 11/5/15; HS attended process-training meeting on 11/4/15. All 23 of the Stable Path rental units, including the 5 median income units, have been added to the SHI bringing our certified number to 9.75%. The HS helped coordinate and attended 2 info sessions at the VMCC on 11/14/15 & 11/18/15 and met with potential applicants. Community Housing Resource received 104 applications in response to 212 requests for applications postmarked by the deadline of 1/5/16. Of those 104, 68 qualified under local preference. Local preference policy allows up to 70% of the units at initial rent-up. 58 applications [56%] were from single-person households. The Housing Specialist participated in the lottery conducted on 1/15/16 which determined the review order of those applications; full review including interviews, references checks, and home visits continues until full occupancy.
- ❖ **Tax exemption program:** town did an outreach program with the 2015 spring tax bills that generated a lot of interest which may result in more applications for next cycle with the higher eligibility rates and allows landlords to put in place year-round leases if they don't exist; HS will assist Assessor's office with the processing of these applications. HS drafted spreadsheet to coordinate rental certifications.
- ❖ **VFW:** several options were discussed by BOS on 3/28/16 regarding police station design at several locations
- ❖ **Year-round Rental Trust:** Town Clerk submitted certified copies of town meeting votes; pending with legislature. 2016 ATM re-affirmed approval along with potential of another \$500,000- 5/4/16 approved at ballot box bringing total funds to \$1.5 million.
- ❖ **Zoning:** Planning Board brought numerous zoning considerations to the April 2016 ATM. Approved: revised definitions, growth management section for rental housing. Defeated: condo conversion. Withdrawn for further study: Inclusionary zoning.

*Submitted by: Michelle Jarusiewicz, Community Housing Specialist*