

# Provincetown Community Housing Council

Caucus Hall, Town Hall ☞ 260 Commercial Street

**JUNE 13, 2022**

**4:00 p.m.**

Members Present: Austin Miller, Charles Roberts, Michael Litvin, Kevin Moss

Members remote: Paul Richardson, Kristin Hatch

Members excused: Fran Coco

Staff: Community Housing Specialist Michelle Jarusiewicz; Assistant Town Manager David Gardner [remote]

**Agenda #1: Public Statements: none**

**Agenda #2: Affordable Housing Trust Fund [AHTF]:** draft application discussion. Ms. Jarusiewicz prepared a draft application for AHTF based on the CPA application that is utilized. She stated that while almost the same, the two buckets of funds within the AHTF have some variables. Notably, the traditional AHTF monies [approximately \$600,000] provide for activities that support up to 80% Area Median Income [AMI] while the CPA funds [will be approximately \$400,000 in July] support up to 100% CPA AMI. Members discussed the application. Ms. Hatch suggested a requisition form be included in the application. Members were encouraged to submit further comments on the application, and it will be placed on next agenda.

**Agenda #3: Down Payment Closing Cost program discussion:** increased dollar amount. Members continued the discussion from the last meeting of various options to increase current \$10,000 assistance to \$20,000, to \$50,000, or some other amount. Current DPCC program is funded through CPA with up to \$10,000 in assistance with eligibility up to 100% AMI. Changing that would require returning to Community Preservation Committee and Town Meeting. New funds from the AHTF could include both funding sources, AHTF and CPA within AHTF. Ms. Jarusiewicz stated that she could submit an application with the new format for DPCC program. Mr. Litvin suggested what about up to 10% of overall down payment cost capped at \$30,000?

**Agenda #4: Housing Updates:**

**Ownership:** Ms. Jarusiewicz distributed copies of the ownership flyers for the sale/resale of 20 Hensche Lane [a 3-bedroom home] and 286A Bradford Street [two 2-bedroom inclusionary zoning homes]. Eligibility requirements include first time homebuyer, year round sole domicile, income and asset limits, and pre-qualification for a mortgage, all applications are due no later than August 16, 2022.

**3 Jerome Smith/VFW Site development:** TCB to provide update to Select Board tonight. They have initiated the 40B Project Eligibility process where the Town can provide comments within 30-day window in advance of the full 40B permit application submission to the ZBA.

**Housing Authority Expansion:** Ms. Hatch indicated that they have finished surveying and are awaiting sewer expansion at Harry Kemp Way. Mr. Gardner stated that the sewer team is working on expansion of services. There will be public sessions over the summer with anticipated fall town meeting. Ms. Hatch believes that the Housing Authority pro-forma penciled in \$500,000 from the AHTF.

**ATM Articles:** Mr. Litvin inquired about the status of the articles approved at the April Annual Town Meeting. Mr. Gardner stated that June has been grant month and that he is starting to draft the Request for Proposals.

**Agenda #5: Minutes:** Kristin Hatch MOVE to approve the 5/16/22 minutes as presented; Kevin Moss second; approved 5-0.

**Agenda #6: Other:**

**LCP:** There are several public sessions – June 14<sup>th</sup> & June 18<sup>th</sup> - regarding the draft Local Comprehensive Plan which will eventually be presented at the Fall Town Meeting. Members are encouraged to attend and provide comments.

**Goal setting:** Ms. Jarusiewicz stated that the FY 22 goals were included in the draft AHTF application, and that the FY 23 process has begun. Department Heads have been asked to submit revised goals. Given past issues, Mr. Miller wants to make sure that the CHC is included in the process.

*Ms. Hatch leaves meeting at 5:14.*

Austin Miller MOVE to request that the Housing Office ask the Town Manager to incorporate the CHC into the housing goal setting process; Charles Roberts second; approved 4-0.

**Agenda #7 Events & Meetings**

Next CHC meeting – Monday, June 27, 2022, OR JULY 25, 2022, at 4pm; email to be sent.

Adjourned at 5:23pm.

*Minutes submitted by Housing Specialist Michelle Jarusiewicz*