

Provincetown Community Housing Council

Caucus Hall, Town Hall
260 Commercial Street
December 14, 2010

9:00 a.m.

Members Present: Joe Carleo, JD Bower, and Molly Perdue

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

Public Statements: none

FY 2012 Housing Office Budget: Michelle Jarusiewicz presented the budget as she submitted to the Town Manager and the Community Preservation Committee: 20 hours per week with 10 hours for the housing office [from CPA Housing allocation], 5 hours for CPA administration [from CPA Admin budget], and 5 hours for grant administration [from grants]. Essentially the same as FY 2011 but with an overall reduction in 5 hours per week under the grant administration line.

Molly Perdue MOVE to accept the FY 2012 budget as proposed; second by JD Bower; approved 3-0.

Community Housing Specialist Report

Michelle Jarusiewicz

December 13, 2010

90 Shank Painter Road: The Ground Lease was approved by the Board of Selectmen on 11/22/10. TCB is meeting with the building department regarding the building permits and has begun some site work. Additional documents are being prepared such as the AHR. TCB is still waiting for news on the tax credits.

83 Shank Painter Road: Community Housing Resource re-submitted its financial application to DHCD on Sept. 17th. Awards are to be announced in January. The CPC approved an extension request on 9/7/10 for construction to begin no later than April 2011; the Board of Selectmen also approved on 10/12/10.

33 Court Street: The Community Housing Council awarded \$20,000 to the Provincetown Housing Authority for the rehabilitation of this single-family rental unit. Construction, after some interruptions due to a high turnover year at the Housing Authority, is near completion by staff of the Housing Authority with hopes of being 100% complete by the end of December.

Stable Path: The April 2009 Annual Town Meeting authorized \$800,000 in Community Preservation Act Funds for the redevelopment and construction of mixed-income rental properties – 37 units in 14 buildings-- including 22 low/moderate, 10 median, and 5 market rate rentals in variety of sizes and styles [total project costs \$12,026,235]. Due to the housing and tax credit financial markets, CHR has approached the Town to modify the grant award, reducing the total award from \$800,000 to \$540,000 and the total number of units from 32 low/moderate/median to 23 low/moderate/median. Note that the CPA fund is the only grant funding source for median income units; state and federal funds can only be used for the low and moderate income units. Town Counsel has indicated that such an amendment must be submitted for approval by town meeting through the CPC due to the specific nature of the original vote. The CPC has voted to support the revised request.

Members agreed to invite Ted Malone of CHR to the next meeting on 1/11/11 if he is available.

Resale at 6 Sandy Hill Lane: The Town received a request from the owner of Unit #11 to sell her median income deed-restricted unit. On Sept. 7th, the Board of Selectmen approved a letter to the owner of 6 Sandy Hill Lane #11 with a maximum resale price of \$176,202, indicating that the town does not intend to exercise its right of first refusal, does not intend to locate an eligible buyer, but will assist the owner in doing so in accordance with the deed restriction. The homeowner hired Community Housing Resource to assist in locating an eligible buyer by conducting the outreach and selection process. CHR advertised and conducted a marketing and outreach program, an open house was conducted on Oct. 9th [approximately 10 people attended],

applications were submitted by Oct. 25th, with one eligible purchaser. The Board of Selectmen approved the Affordable Housing Restriction on 12/13/10 with a closing scheduled for 12/15/10.

Seashore Point: Executive Director Kevin Comick has submitted a request to increase rents on the 7 affordable units at Seashore Point by 4% in calendar year 2011. The Affordable Housing Restriction requires that the Town approve any rent increases. The proposed increases are within the allowed maximum limits [including utilities] as determined by the state; see the chart below and the attached information. The Board of Selectmen approved the request on 12/13/10 per my recommendation.

No. Bedrooms	Current rent w/utilities	4% increase	MHP 80% max rent w/ utilities
studio 1	\$ 880.00	\$ 915.20	\$ 1,095.00
studio 2	\$ 880.00	\$ 915.20	
studio 3	\$ 930.00	\$ 967.20	
studio 4	\$ 975.00	\$ 1,014.00	
studio 5	\$ 880.00	\$ 915.20	
1 bedroom 1	\$ 1,075.00	\$ 1,118.00	\$ 1,173.00
1 bedroom 2	\$ 1,100.00	\$ 1,144.00	

Members expressed some concern about increases for those on limited income as well as not understanding what is included in the fees [for the market rate units].

GRANT ADMINISTRATION ACTIVITIES:

Commonwealth Capital Application FY 2011: The Town received a score of 108 for its FY 2011 Commonwealth Capital application [submitted on 8/26/10] in comparison to 106 in 2010 and 97 in 2009. The Comm. Cap application is not a direct grant application but is a requirement for many state grants. The points are part of the scoring of those grants such as for LAND and PARC grants. The Comm. Cap measures a town's efforts in many areas including sustainability, affordable housing, open space, transportation, and energy conservation. It looks at planning and implementation with separate points for each. For example, the town will get points for adopting a Master Plan but will get additional points for recent efforts to implement recommended actions. The Town gets points for having an accessory unit by-law, but gets additional points if it recently issued a permit for an accessory unit.

MCDBG ARRA 08: There have been ongoing meetings of staff, consultants, and the state regarding the project funded under the 2008 MCDBG-ARRA grant. The grant is proceeding as part of the overall USDA water grant with the MCDBG portion targeting water treatment. The project was put out to bid for the pilot study and membrane procurement this summer, the environmental review was completed, and the contract was approved by the Board of Selectmen on 12/6/10.

Library Renovation: The Invitation for Bids for the renovation of the Library including the Phase 2 of the façade improvements, funded in part by the Mass. Historic Preservation grant, are being advertised with filed sub-bids due 12/15/10 and general bids due 12/22/10.

Minutes: Molly Perdue MOVE to accept the minutes of 9/7/10 as written; JD Bower second; approved 3-0.

Next meeting: Tuesday, January 11, 2011 at 8:15 am.

MOTION to adjourn. 9:58 am.

Submitted by:
Michelle Jarusiewicz
Community Housing Specialist