

**Provincetown Community Housing Council  
Meeting Minutes  
September 22, 2008  
Judge Welsh Room**

Members Present: Joe Carleo, Jack McMahon, A.J. Alon, and Molly Perdue

Members absent: Cathy Reno Brouillet (excused), Bill Dougal

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

Members from the public: none

Meeting was called to order at 4:08 pm.

**Public Statements** – No members of the public present

**Vision and Goal Discussion –**

Housing Specialist Michelle Jarusiewicz presented a draft list of housing goals for the Housing Office for fy 2009 which included the Town's adopted Policy Goal and the CHC's Mission Statement. Top priorities include working with other staff and the developer to facilitate the completion of the 90 Shank Painter Project; working with other developers on proposed housing projects; community outreach and education on the need for community housing and ongoing efforts; monitoring and documentation of existing and past projects; draft policy & procedure for review of requests for refinancing or rental; submit re-certification of 40B Inventory; ongoing needs assessment, budget, and funding activities.

Molly – Suggests that the CHC hold a public forum on affordable housing to invite members who are currently on waiting lists to hear their story and frustration in their search for housing in order to provide a "face" to the need for affordable housing.

David G. talked of the need to update the 40B Inventory with DHCD because we have high profile 40B projects moving forward and it is important to be updated with the State as well as fully understand where we stand in terms of our housing needs. Also talked to the CHC about the request to include affordable housing needs into the Annual Growth Management Report to the Selectmen in November of each year.

Molly – Suggest that the CHC should consider a fund-raiser for affordable housing.

**Policy and Procedure for Refinance/Rental requests for Deed Restricted Units**

*AJ Alon recused himself.*

Following consultation with other local, regional, and state housing staff people, Ms. Jarusiewicz presented a proposed procedure for processing requests by owners of deed restricted housing units for either refinancing or rental. The Affordable Housing Restrictions allow for both with the approval of the town and the state

Staff at the Department of Housing & Community Development [DHCD] -- Senior Program Coordinator Elsa Campbell routinely review such requests, often on behalf of the Town and the State [sample documents were distributed]. Subletting assumes that the owner will move out for a limited time and move back in again and is typically for a specific purpose. DHCD reviews the reason behind the request and the carrying costs [documentation must be provided that the rent cannot exceed the costs to the owner which includes mortgage, utilities, water..., anything greater must be given to the town; i.e. they cannot make money on the rental]. If approved, the request is granted for up to one year. With regard to refinancing requests, they review all the terms and the documentation; there are limits on the amount that can be refinanced. Ms. Jarusiewicz recommends that the CHC recommend to the Board of Selectmen that all such requests be forwarded to DHCD for review and approval on behalf of both the Town and the State. As DHCD has the expertise, this would simplify matters, avoid duplication of efforts and use of resources, and avoid potential conflict of interests.

Molly Perdue MOVE to recommend to the Board of Selectmen that all such requests for refinancing or rental

of a deed restricted unit be forwarded to DHCD for review and approval on behalf of both the Town and the State. Jack McMahon second. Approved 3-0-1 [AJ Alon recused].

### **Housing Data –**

Housing waiting list data provided by Provincetown Housing Authority along with email from the Lower Cape Cod CDC. Discussion on the information provided including the need to package the information in more useful way. While each agency's data has its own flavor, the data supports certain assumptions such as the greater need for one-bedroom units.

### **Project Updates –**

90 Shank Painter Developer selection will be brought to the Selectmen tonight. The Selection Committee voted 6-0 to recommend The Community Builders Inc.

### **Minutes**

**Motion to approve of minutes of September 8, 2008 as amended. Motion by: AJ Alon Seconded by: Molly Perdue. VOTE: 4-0-0**

**Local Housing Preference Policy changes –** Council to discuss at the next meeting.

**CPA Affordable Housing Fund/ Land Bank –** CHC to look at the potential impact to affordable housing funds if any change occurs to the CPA Fund. Staff to work with the Finance Director to do an analysis of the existing CPA Fund and how the Land Bank debt service could impact the availability of funds into the near future.

### **Schedule Next Meeting**

Next meeting will be October 6, 2008 at 4:00 pm.

**Motion to adjourn the meeting at 5:20 pm.**

*Respectfully submitted,  
David Gardner and Michelle Jarusiewicz*

Approved by CHC 10/6/08