

**TOWN OF PROVINCETOWN
COMMUNITY PRESERVATION COMMITTEE
TUESDAY, JANUARY 23, 2007
COMMUNITY CENTER**

Chairman Elaine Anderson convened the meeting at 9:09 a.m. noting the following attendees:

Members present: Elaine Anderson, Chairman; Mona Anderson, Vice Chairman; A.J. Alon; Bill Dougal; Austin Knight; Stephen Milkewicz

Absent Member: Molly Perdue (excused absence)

Other Attendees: Keith Bergman, Town Manager (9:30); Michelle Couture; Ted Malone; Pam Parmakian; Walt Winnowski

Recorder: Cynthia Curran

The following are meeting minutes, in brief:

REPORTS

Chair Elaine Anderson asked the participants to introduce themselves and said that John Ryan would be available by phone at 9:30. Michelle Couture distributed copies of the "Affordable/Community Housing Staffing Plan" and went over it briefly. It is a three-year plan and would need a three-year commitment from the CPC and the Housing Authority. The first year would be for a consultant to get the program going and assist in the development and staffing of a Housing Office. This person would report to the Town Manager assisted by an advisory group of five people from the Housing Authority, the Housing Partnership, the CPC and the BOS. Additional consultant help will also be needed. The person hired would be responsible for the duties listed on the Staffing Plan. Elaine Anderson said that John Ryan is very interested in getting the program started and thought that they can perhaps reduce the initial start-up cost. Bill Dougal wondered if the CPC had the financial pieces in place in order to go forward. Any commitment that the CPC makes would have to be approved at the Town Meeting. Pam Parmakian said that if other funding sources are found for the staff position, money should be returned to the CPC for other uses. The discussion continued about other possible funding. Other taxes are being considered by the legislature that might be used for affordable housing. The Housing Authority has money available to hire a consultant and get the process started now. The group also discussed the need for specific objectives which must be met within a certain time period. It was thought that the initial consultant could help develop realistic benchmarks for the Housing staff person to achieve. Keith Bergman said that the MHP will help the Town with getting money for affordable housing. He said that it will be easier to get grants if money is already available from the Housing Authority and the CPC. The group discussed who might be hired as the consultant and it was noted that John Ryan might be a good choice, because he knows the Town's situation so well. The Housing Authority members requested a CPC motion in support of the hiring of a consultant to start carrying out the Staffing Plan.

MOTION: Move to support the hiring of a housing consultant to implement the housing plan: to facilitate the hiring process of a Town staff position and to fine-tune three-year goals and objectives.

Motion by: Austin Knight Seconded by: A.J. Alon Yea 6 Nay 0

[Motion amended at the 2/6/07 CPC meeting to:

MOTION: Move to support the hiring of a housing consultant to implement the housing plan: to facilitate the hiring process of a Town staff position and to fine-tune three-year goals and objectives. The CPC's financial commitment for the housing consultant and staff plan is expressed in the attached Affordable Housing Community Staffing Plan.]

The Housing Authority must discuss approving the funds for the consultant with the Local Housing Partnership and then vote on it at their next meeting. The CPC has no funds available for a consultant and may need to request such funds at the next Town Meeting.

The discussion then continued about the Housing Staffing Plan and its budget as presented by the Task Force. The CPC wanted to make sure that their monetary commitment would be reduced if other sources of funding were found. It was also noted that the Housing Authority's contribution would also be proportionately reduced.

MOTION: Move to support the Housing Staffing Plan; and if other funding comes in to defray the costs, that portion will be deducted proportionately; and that it be performance-based, as specified by the consultant.

Motion by: Austin Knight Seconded by: A.J. Alon Yea 6 Nay 0

The discussion continued with the need for better figures on how much the CPC will actually have in its budget. Elaine Anderson has not been able to obtain up-to-date financial information from the Town. It was noted that sales tax revenues have decreased sharply which might be indicative of possible reduced Room Tax revenues. The Town may submit a Home Rule petition in order to have additional taxes, such as on weekly condo rentals.

[At 10:25 Michelle Couture, Ted Malone, Pam Parmakian and Walt Winnowski left.]

Keith Bergman said that the Town is working on the purchase and sale agreement with Cumberland Farms for the Shankpainter Road property. He also said that the BOS will probably present two RFP's to the CPC. One will be for \$20,000 for Town Hall renovations. The other concerns the infrastructure for the Shankpainter Road project. They will request funding for the betterment costs for one or two years, because the housing developer will not pay at first. The money will later be repaid by the housing developer. Austin Knight asked if the developer of the Shankpainter Road project would repay the one million dollars which the Town will pay for purchasing the land. Mr. Bergman said that this would not happen. The land will be gifted to the developer by the Town. There will be deed restrictions on the property. He said there may be a request to the CPC for additional funds for the project.

[Keith Bergman left at 10:30.]

Elaine Anderson said that one RFP has been received to date. She distributed updated copies of the evaluation sheet which can be used by the CPC members to aid them in judging the RFP's. She had reviewed the Housing Summit report and listed the top priorities on the evaluation sheet.

The members discussed again the need for exact budget figures before they can make decisions on the RFP's. It was suggested that the Chair send a letter saying that the information is needed by February 5th. The committee also discussed the possible need for a consultant to help them judge the RFP's. Elaine Anderson said she will speak with the CPA Roundtable to see if they have any suggestions.

OTHER BUSINESS

Another topic of discussion was the email from Cheryl Andrews regarding the Planning Board. The committee again decided to keep the meeting time as it has been.

Elaine Anderson said that a quorum was needed for the opening of the RFP's on February 5th. The meeting will be just long enough to open the RFP's. Copies of all RFP's will be made and given to the members at the meeting on the following day.

MOTION: Move to adjourn the meeting at 11:20 a.m..

Motion by: Mona Anderson Seconded by: A.J. Alon Yea 6 Nay 0

The meeting was adjourned at 11:20 a.m..