

# Provincetown Community Housing Council

Veterans Memorial Community Center ↻ 2 Mayflower Street

**November 10, 2014**

1:00 p.m.

Members Present: Donna Szeker, Kristin Hatch, Louise Silver, & Susan Cook

Excused absence: Rev. Brenda Haywood

Staff: Community Housing Specialist Michelle Jarusiewicz

Public Statements: None.

Joint Meeting with Board of Selectmen: scheduled for November 13, 2014 at 5:00 pm to review progress from Affordable Housing Summit; will submit updated matrix to show activity on the identified strategies. Review and discussion of Housing Specialist report; members agreed to add section summarizing accomplishments over recent years including number of units created since 2006 Summit.

## HOUSING OPPORTUNITIES:

TWO 1-BEDROOM **OWNERSHIP** UNITS AT 16 HARRY KEMP WAY, \$118,500 EACH; CONTACT HOUSING SPECIALIST FOR APPLICATION 508-487-7087; APPLICATION DUE DECEMBER 11, 2014

ONE 1-BEDROOM **OWNERSHIP** UNIT AT 10 HENSCH LANE, \$136,170, CONTACT HOUSING SPECIALIST FOR APPLICATION 508-487-7087; APPLICATION DUE JANUARY 22, 2015

2-BEDROOM YEAR-ROUND **RENTAL** HOME AT OLD ANN PAGE WAY FOR HOUSEHOLD OF 2 OR MORE; CONTACT COMMUNITY HOUSING RESOURCE FOR APPLICATION 508-487-2426 X. 4 OR [INFO@CHRGROUP.NET](mailto:INFO@CHRGROUP.NET) . COMPLETE APPLICATIONS MUST BE POSTMARKED BY FRIDAY, NOVEMBER 28, 2014

## HOUSING ADMINISTRATION ACTIVITIES:

**16 Harry Kemp Way:** The Housing Specialist is working with the owner on the sale of 2 1-bedroom ownership units; marketing and outreach is complete; open house was held on 10/26/14; applications are due 12/11/14; lottery 12/18/14. [2 units]

**10 Hensch Lane:** The Housing Specialist is working with the owner on the resale of a 1-bedroom ownership units; marketing and outreach is underway; open house 12/6/14; applications are due 1/21/15; lottery 1/29/15. [1 unit]

**Stable Path:** The Housing Specialist is participating in the close-out process with various state agencies & other funding entities with the goal of finalizing the closing by end of December so that construction can begin in January/February. [23 units]

**Former Community Center:** Met with MHP & Engineer for site review of the property as part of the technical assistance being provided; MHP will provide a feasibility study to assist the Town with various options for the site. MHP will then assist the Town with the RFP process to seek a developer. [7 units or more]

**Grace Gouveia Building:** closing is scheduled for 12/3/14; Housing Specialist met with CDP staff to facilitate the development partnership for the 3 affordable rental units and the LIP/LAU application. Units might be available September 2015. [3 units]

**Maushope expansion:** Housing Specialist attended the Sewer Team meeting on 10/22/14; the project was not funded under the 2014 MCDBG grant program.

**CPA Application round:** applications are due 12/4/14; under consideration:

- Housing Office [potentially full-time \$113,677];
- 2nd Story of Fire station #2 [\$225,000]; [2 units]
- former Community Center development [??];
- VMCC preliminary design for expansion existing building [\$50,000];
- acquisition of properties for development [??].

Misc.: responses to various inquiries re: conversions, accessory/amnesty  
 Attend meetings re: homelessness, home sharing

**HOUSING OFFICE:**

Consideration of full-time Housing Specialist for balance of FY 2015  
 Additional 30 hours per pay period @ \$42.51 per hour for 16 pay periods = \$20,404.90, say \$20,405.  
 If one less pay period, say starting Nov 24<sup>th</sup>, \$19,130.  
 Affordable Housing Trust Fund unallocated balance approximately \$234,211  
 Business Survey of housing need for labor underway.

	20 hrs/wk	30 hrs/wk	40 hrs/wk
	2%	2%	2%
	\$43.36	\$43.36	\$43.36
Housing Office	33,821	56,368	78,915
CPA Admin	11,274	11,274	11,274
	45,095	67,642	90,189
longevity	1,900	1,900	1,900
	46,995	69,542	92,089
BC/BS [8%]	20,088	20,088	20,088
	67,083	89,630	112,177

**Housing Office Staffing:** Housing Specialist has agreed to add hours as Acting Assistant Town Manager while the Town continues search for Town Manager bringing total time to full-time. Therefore, cannot increase housing office time until that is complete but will submit for full-time for FY 2016.

**DART:** reminder of upcoming sessions on November 17 & 19, 2014 regarding housing and economic development sustainability.

**Business Labor Survey:** Add intro paragraph and distribute to Chamber of Commerce, PBG, & VSB making responses due by 1/31/15.  
 Susan Cook MOVE to distribute business housing survey with due date of 1/31/15; Kristin second; approved 4-0.

**CPA Application:** to be ongoing agenda item for potential applications

**Minutes:** Kristin Hatch MOVE approval 10/20/14 minutes; Susan Cook second; approved 3-0-1 [LS].

**Next Meeting:** Monday, November 24, 2014 at 1:00 pm.

**Documents:**

Housing Specialist report 11/6/14  
 Minutes 10/20/14

Meeting adjourned at 2:18 pm

*Submitted by: Michelle Jarusiewicz, Community Housing Specialist*