

**BARNSTABLE COUNTY HOME CONSORTIUM ADVISORY COUNCIL
THURSDAY, JUNE 16, 2016
INNOVATION ROOM, BARNSTABLE COUNTY COMPLEX
MEETING MINUTES**

Members Present: Vicki Goldsmith, James Kyrimes, Laura Shufelt, Elaine McIlroy, Ann Connolly, Paula Schnepf, Neva Flaherty, Nanette Perkins, Arden Cadrin, Jillian Douglass, Carl Brotman

Members Not Present: Richard Carroll, Charleen Greenhalgh, Michelle Jarusiewicz

Staff Present:

Barnstable County Staff Present: Michelle Springer – HOME Program Manager, Beth Albert – Barnstable County Human Services, Kathie Callahan – recording.

Welcome & Introductions: Michelle Springer welcomed the group and facilitated the meeting. Michelle welcomed new member, Anne Connolly, Falmouth representative. Introductions were made by the individuals.

Minutes- March 10, 2016: Discussion to table until next meeting. However, revisited later in meeting with sufficient attendance to review minutes from the March 10, 2016 meeting. Motion by Nanette Perkins, second by Arden Cadrin, the minutes of March 10, 2016 were approved with 7 in favor, 0 opposed, 0 abstained

Discussion/Vote on Canal Bluffs III, Bourne - HOME Funding Request of \$250,000:

Michelle Springer distributed the Development Project Review Committee’s Underwriting Analysis of Funding Request for Canal Bluffs – Phase III and noted that the Committee had reviewed and approved the funding of \$250,000 for the project.

Canal Bluffs III includes 44 units, 11 of which are HOME. This is third phase of the development. Canal Bluffs I was developed in 2008 and HOME Program contributed \$150,000. This project consisted of 28 units, 11 of which are HOME. Clay Pond Cove received \$150,000 in HOME funds in 2011.

In preparation for this discussion, Laura Shufelt reviewed the Tenant Selection Plan for Clay Pond Cove - Phase II and noted the word “preference” for renters aged 55 & older. This is problematic because a preference based on age could be considered a violation of fair housing based upon familial status. After discussion, Laura Shufelt motioned, seconded by Vicky Goldsmith to approve \$250,000 in funding for Canal Bluffs III to the Preservation of Affordable Housing and Housing Assistance Corporation contingent on documentation of compliance with fair housing laws with Clay Pond Cove [Tenant Selection Plan]. Six (6) votes in favor, one (1) abstention – Anne Connelly. Motion passed with contingency as noted.

Discussion/Vote on allowing for a Co-Signer/Co-Borrower with a HOME Down Payment and Closing Cost Loan: Michelle Springer received a call from gentleman to use DPCC program HOME funds with father as co-signer for him. In the past the answer to that request was NO, it is not allowed. Now need HOME policy to outline and include specific language to address this issue. Applicant noted it was not stated specifically in policy. Michelle researched this issue and found that funding is based only on occupant's credit. This policy is consistent with other agencies and DHCD does not allow co-signer or co-borrower. Guarantors are not allowed either. This would enhance credit of borrower and make them not income eligible.

Co-signer income affects eligibility and HOME Program requirement is that housing be owner occupied. MHP language: "non-household members will not be allowed as co-signers on mortgage". Laura – add no "guarantors" on rental side to language also.

Motion by Vicki Goldsmith to include HOME program policy language changes that address co-signer/co-borrower and guarantor restrictions: Non-household members may not be permitted as co-signers or guarantors of mortgage. Seconded by Nanette Perkins. Unanimously approved.

Michelle will review HOME Buyer Policy, add new language to be consistent with DHCD policies and send to everyone for review. Policy changes will be brought to the full board for approval. Beth noted that this is not a change in how we have been doing business.

Discussion regarding the definition of a manufactured home: determined as a trailer, mobile, or modular structure as opposed to building from ground up. Mobile home owners do not own the land. Michelle will get exact definition.

HOME Program staff updates:

Beth Albert:

- Kathie Callahan, Dept. of Human Services, Administrative Assistant, will be attending HOME Consortium meetings and assisting with taking minutes.
- Michelle Springer was promoted to Program Manager for HOME program. She has been doing amazing, taking initiative to get things done. Will work ½ time on HOME and ½ time Continuum of Care.
- Paul Ruchinkas: Department of Human Services has renewed contract for another year to provide technical assistance to the HOME program.
- Heather Harper: Will be starting at the Cape Cod Commission as the Affordable Housing Specialist. Will extend invite to participate in HOME meetings.
- Developing HOME fact sheet. This will be helpful in going out and talking to elected officials and others. When the fact sheet is finished will share with members.
- Beth & Michelle are meeting with County Administration and Finance to discuss how to make HOME Program more efficient. County Administrator is a big supporter of the HOME program as he is familiar with the program from when he was the Mayor in Brockton before coming to the County. Meeting today with Jack Yunits, County Administrator to discuss and gear up for FY18 budget.

- Released an RFP to purchase HOME program monitoring. Have not signed contract yet but Fine Point was offered this job. This has not formally been announced yet but hiring process is moving forward. Fine Point will provide annual monitoring of rental developments, for income and leases; HOME buyer annual monitoring, rent reviews and more. Michelle had been doing monitoring as a full-time position prior to her promotion. Made sense for efficiency purposes to purchase service from someone who knows this process and is already doing this. Fine Point has been doing monitoring for DHCD for years. DHCD monitoring: depends on what program it is – towns should be doing monitoring. Towns should be submitting report yearly.

Michelle Springer:

- Copy of 2016 Annual Action Plan distributed and was submitted to HUD on 5/13/16. They revised allocations 3 times. Michelle revised documents and resubmitted. Document sent to County Commissioners for signatures. The 2016 HUD allocation for the HOME program is \$394,512.
- Closed on Village Green II and Coady school. Gearing up for Gull Pond closing, hopefully next month. Base Camp – hopefully start up next month.
- Did get seven, 1 bedroom MRVP units at Village Green for chronically homeless. Vicky Goldsmith expressed concern that there are only voluntary tenants services associated with those permits. State has no guidelines what owner is supposed to be doing as far as servicing units. State is not monitoring the services of those units, just gave them the preference and the owners have in their Performa put aside funds. Laura noted that MRVPs can come with services money but these MRVP's did not. Paula does have a copy of it and Michelle will follow-up with Paula Schnepf regarding this for monitoring purposes.
- Marketing plan for Village Green II - Paul Ruchinkas is reviewing this.
- Issues with several DPCC clients being able to use extra \$\$ for repairs. Many lenders don't want HOME funds held in escrow. Loan to valuation is just so tight that lenders are not allowing for this. Trying to figure out ways people can access \$\$\$. Can't add additional debt because it will skew loan to market valuation.

Town reports:

Elaine McIlroy - Wellfleet: Attended Mass Housing Partnership's 2-day Housing Institute. Paul Ruchinkas honored as housing hero. Beautiful states from Michelle and Laura. Town meeting did approve Gull Pond change from ownership to rental after years of struggling. Wellfleet will be issuing solicitation for pilot project for housing specialist with CPA funds, Part-time, flexible hours. Let Elaine know if you want job description.

Nanette Perkins – Sandwich: Sandwich finished rehabbing George Fernandez Way, public affordable housing development. Planning kick-off event. With no responses to request for development, Town would like to hire a consultant, to look at options for development of property behind present development on George Fernandez Way. Public meeting to turn Wing school into public housing was met with much resistance by surrounding residents.

Vicky Goldsmith – At-large: Habitat for Humanity: Plan is for 12 homes this year, 6 in Yarmouth and 4 in Chatham. Received 43 applications for these 2 towns – 19 qualified. Those projects start mid-July. Plan also includes 2 homes in Mashpee. The current round of Federal Home Loan Bank of Boston (FHLBB) funding: deepest pool of available funding in long time. Looking for projects ready to go. Awards will be made in December. Two different kind of grants; loan subsidies to write down the cost of the permanent loan or give grants. Prefer loan subsidies. Details on FHLBB website.

Laura Shufelt- DHCD: – last Thursday, 6/9/16, Senate passed zoning reform bill which has some housing production pieces. Still has to get through house and governor. Includes but not limited to: requirement for every community to have somewhere a district for multi-family housing by right and also cluster development by right without having to show what could do by right and incurring a lot of costs. Accessory apartments part of it, impact fees part of it, codify inclusionary zoning state-wide, master planning. Some parts are opt in and some required. Opt in get points in other areas. Last time zoning reform was passed was in 1970's. Community Scale Initiative: came out of MHP's work with rural communities. Draft not restricted to rural communities. Rental developments of 20 units or less, allows for extra DHCD subsidies. Think DHCD is getting \$10 million – hopefully being rolled out beginning 2017 for rental developments with minimum of 6 units. Subsidy 80% or below. Draft: \$150,000 per unit but there are project maximums.

DHCD 10th anniversary event on 6/15/16, honored Paul Ruchinkas. Had event professionally filmed and will be available on website. Speaker from Atlanta who spoke about economic development using national demographics. Looked at percentage of folks 24-35 and 50-65. Numbers should be close to equal for healthy work environment. Metro Boston – pretty close. Rest of state 8% difference between older and younger groups. Most he has seen in 10 years of looking at this. When looking at Massachusetts by county – Cape Cod has biggest gap.

Beth Albert: convenes Barnstable County Health & Human Services Advisory Council. Affordable housing has been discussed as one of biggest challenges the Cape is facing. Always try to connect Health & Human Services providers with what the County, Cape Cod Commission and State are doing. Laura presented at an HHSAC meeting with State perspective as well as local presentations. Agenda driven by discussion with Lisa Guyon from the Cape Cod Young professionals. Nanette is member of Sandwich Economic Initiative who is trying to bring in businesses to keep younger residents on Cape and provide jobs. Jim noted that towns with availability of fiber optics tend to have a larger draw for corporate relocation.

Anne Connolly - Falmouth Housing Trust: – Heather Harper leaving Falmouth as Asst. Town administrator – going to County. Skeletal staff in Falmouth, lots of senior folks retiring, vacancies not be quickly filled. The Town is looking at restructuring. Looking to create community development department (if/when it happens) ie. Housing Specialist. Town Manager and Board of Selectman did submit a proposal to the CPC to fund a staff position – a Housing Specialist and proposal was not accepted. Also had Housing Stabilization program funded through a group of non-profits and the Falmouth Service Center, Falmouth Human Services, Falmouth Housing Authority and the Falmouth Housing Court. Administered at the FHA. Allegations of misuse of public funds so program has been halted. No new applications being taken. There was a case management position through that which has been suspended. Falmouth Human Services and Falmouth Service Center are going to get together

to apply to CPC for a pot of money to support homelessness prevention, down payment assistance, emergency assistance for homeless families or people in jeopardy of becoming homeless. Case manager position is gone. Hope is that within the next several years Falmouth Human Services can build into their budget an actual professional case management position in Human Services Department that specializes in housing and case management that goes along with it.

Number of 40-B affordable housing projects going on in the pipeline including Habitat homes that hopefully will be supported by the town of Falmouth. Have 40-B property conditionally approved by Mass Housing in downtown Falmouth at an old distressed property, 110 units. Lot of negative buzz about this project. Clipper Ship rental project underway. Finishing Odd Fellows Hall project downtown of 4 micro-units, about 550 square feet each, 80% and below median income. The Falmouth Housing Trust only respondent and is developing property. Micro units popping up across Cape.

James Kyrimes – Dennis: Hired a housing consultant, Susan Bennet-Witte, to work with Planning Dept., part-time 19 hours a week on a contract basis, working out well. Waiting for formal transfer in entirety of ½ acre plot in Dennis to Habitat. Veterans home on Rte. 134 is in embryonic stages. Original plan 16-unit home. “NIMBYs” are opposed to project.

Jillian Douglass – Brewster: Town of Brewster received a Direct Local Technical Assistance grant of \$25,000 grant from the Cape Cod Commission to do an affordable housing production plan to be started soon.

Michelle: Next meeting is scheduled for August 18, 2016 and this will also be the public hearing for the CAPER.

Upon a motion by Elaine McIlroy, second by Nanette Perkins, members voted to adjourn the HOME meeting, unanimously approved.

Meeting materials distributed:

1. Minutes of March 10, 2016
2. Underwriting Analysis of Funding Request – Canal Bluffs Phase III
3. Homebuyer Policies – HOME Down Payment Closing Cost Program
4. Annual Plan, Federal Fiscal Year 2016 (July 1, 2016 – June 30, 2017)

Respectfully submitted: Kathie Callahan