



BARNSTABLE COUNTY HOME CONSORTIUM

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**BARNSTABLE COUNTY HOME CONSORTIUM ADVISORY COUNCIL
THURSDAY, JULY 13, 2017
HARBOR VIEW CONFERENCE ROOM, BARNSTABLE COUNTY COMPLEX
MEETING MINUTES**

Members Present: Charleen Greenhalgh, Michelle Jarusiewicz, James Kyrimes, Paul Lagg, Laura Shufelt, Arden Cadrin, Donna Kalinick, Richard Carroll, Katherine Wibby, Aly Sabatino

Members Not Present: Nanette Perkins, Neva Flaherty, Carl Brotman, Victoria Goldsmith, Elaine McIlroy, Anne Connolly

Barnstable County Staff Present: Michelle Springer, HOME Program Manager, Paul Ruchinskas

Public Present:

Introductions: Michelle introduced Donna Kalinick, Asst. Town Administrator – Representative from Brewster, and Katie Wibby – Representative from Orleans.

Vote to Approve Minutes of May 11, 2017: Motion by Charleen Greenhalgh, second by James Kyrimes to accept May 11, 2017 minutes. Unanimously approved with Richard Carroll and Aly Sabatino abstaining.

Discussion/Vote to approve revisions to the Barnstable County HOME Consortium Rental Housing Development Project Underwriting, Subsidy Layering, and Risk Analysis Evaluation: Project Review Committee met to discuss revisions. Page 1, first paragraph: had specified “application for HOME funds” – this was removed and add “concurrent with the DHCD funding rounds” so that we are able to take applications for community based housing, affordable housing trust funds etc. but keep on same rolling basis as Department of Housing and Community Development so they would be applying at the same time. Added in a cost allocation that is required by HUD, looking at the money we are putting in is equal to the HOME units we are getting. We have generally met or exceeded this requirement. Page

13, Design Guidelines: added Broadband requirement language – a new requirement by HUD. Later in the meeting Laura Shufelt motioned, seconded by Charleen Greenhalgh to accept these changes, unanimously approved.

Storage requirements, Page 13, under Design Guidelines: Two options discussed by review committee: 1) add extra points for including additional storage to make it more of an incentive vs. a requirement or 2) keep language as is, “requirement”. Discussion around type of units, elderly, non-family, family etc. would affect the need for additional storage. If storage is made an option, some developers may not include at all. Richard Carroll made a motion to change the “requirement” language to “incentive to a maximum of 10 points”, second by Laura Shufelt, unanimously approved. Will test this change in language for the next several projects and revisit as needed.

LEED certification, Page 17: Not something we require but we encourage. Do not need to complete LEED certification but need to have an architect’s submission that it would qualify for LEED if they went that route. Completing LEED would add points for new construction. Suggestion to add “or equivalent”. Group discussion resulted in decision to leave as is for now. Laura will research this for other projects and report back to the group.

Subsidy Layering Analysis/Conclusion, Page 5, section D, paragraph 1: Richard suggested striking the language “foregoing” – Michelle will make this change.

Page 18, #14, Total development costs per gross square feet: Review Committee discussed and recommends increasing each amount by \$25,000 on total development costs per unit and \$25 per square feet. Michelle looked at historical data on costs per unit and definitely seeing an increase. These numbers have not increased in 5 years. Group discussion: Question from Katie Wibby – does this take into consideration that land purchase costs higher in some towns – does this affect just construction costs or does it include total development costs. Paul noted that it includes total project development costs including acquisition costs. James noted that we should look at this annually and adjust numbers as needed. Laura suggested looking into state guidelines and HOME staying in alignment with state. Michelle will look at state guidelines and prior to September meeting get the historical project cost analysis out to members and state guidelines and revisit this change at September meeting. The only projects coming out are small scale projects right now and this change would not affect current projects.

Discussion/Vote on the 2017 HOME Allocations: Michelle sent this information. We received \$379,833 in allocations for 2017, approximately a \$15,000 cut from last year. The way we have allocations set up, the 10% and 15% come off the top. We had voted on \$60,000 going to the DP, so that \$15,000 will come out of rental development for a total of \$224,876 going forward. Any program income we receive will offset this a bit. We have been able to get \$40-50,000 in program income. Michelle has been working with HAC to spend CHODO 2015 funds spent which will expire in September.

HAC is working to spend on 2016/2017 funds also. HUD previously allowed keeping unspent funds but this is not the case any more. Michelle asked if there were any additional change requests – none at this time.

HOME Program Staff Update – Michelle Springer:

- Annual Plan was submitted last week, awaiting any changes from Laura Schiffer.
- Will begin work on the CAPER annual report next week.
- HUD headquarters is still reviewing Coady School and Village Green II funding issues. Michelle will continue to follow-up. 2 years to commit funds. HUD definition of “commit funds” has changed. Coady School and Village Green II have been delayed past the 2-year timeline so this is being looked at by HUD. Coady school is in second lottery round – having difficulty filling 2-bedroom units. Michelle will check on how applications are being distributed. Laura Schufelt: looking at local preference and household size being used consistently by all towns.
- Canal Bluffs III, Bourne, groundbreaking on July 21, 2017
- Attended site building at Coady School. Kept many historical elements in design inside.

Town Reports-

Richard Carroll - Yarmouth: Virginia Street Habitat 7 home development will be closing by end of July. Ranch houses already occupied, Capes being finished out. Motel redevelopment is progressing. Cavalier Motel has not been demolished yet. There is a suspected asbestos issue in a brick wall which is holding up the roof. The project has been delayed by about a month so they can take the appropriate remedial actions. Another motel redevelopment project will be announced soon.

Michelle Jarusiewicz – Provincetown: Harbor Hill development project still in the courts. Looking good for the town to eventually acquire. Rolled out CPA funded down payment assistance program. Two new ownership units under construction that are under 100 and 120% pricing – should be ready around December.

James Kyrimes – Dennis: Closing on two-family rental unit using CPC funding with Dennis Municipal Affordable Housing Trust next Friday, hopefully up and running by late September.

Aly Sabatino – Harwich: 40B Habitat project on Route 28 nearing completion, 6 affordable houses. Following the Yarmouth model, apply to the CPC for funding for the Housing Trust. CPC will give a set funding allocation to the Housing Trust and if a project comes up, the Housing Trust can recommend to fund the project upon approval at town meeting vs. waiting for another round of CPC funding. MHP has Shelly Goehring who works on Trusts and does trainings.

Charleen Greenhalgh – Truro: Looking to hire a Housing Coordinator and possibly sharing services with towns of Brewster and Chatham.

Donna Kalinick – Brewster: Filling Jillian’s shoes has been difficult and responsibilities have been split between Donna and Ryan Bennett, Town Planner. Hired a part-time Housing Coordinator starting July 24th, funded by CPC funding for this year. Program is fragmented, rehab program through HECH fell apart, have a buy down program that needs to be reviewed. Will look at improvements with the Housing Trust. Have a 40B project in development, 30 mixed-unit apartment development, 1-3

bedrooms called Brewster Woods. Being developed jointly by POAH and HAC. Housing Production Plan was approved by DHCD and adopted by the Selectmen and Planning Board. There is a lottery information session on 7/18/18 being conducted by HAC for two 3-bedroom homes called White Rock Commons off Route 39. Will start construction on a Habitat project in August. Lottery process is complete.

Meeting adjourned at 10:00 AM – motion to adjourn by Charleen Greenhalgh, seconded by Richard Carroll, unanimously approved.

Next meeting Thursday, September 14th, 2017

Meeting materials distributed:

1. Agenda
2. Minutes of May 11, 2017
3. Rental Housing Development Project Underwriting, Subsidy Layering, and Risk Analysis Evaluation: Policies and Guidelines