



**BARNSTABLE COUNTY
DEPARTMENT OF HUMAN SERVICES**

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MEETING MINUTES

BARNSTABLE COUNTY HOME CONSORTIUM ADVISORY COUNCIL

Thursday, January 17TH, 2019

8:30am-10:00am

Innovation Room, Barnstable County Complex

Members Present: Richard Carroll-Yarmouth, Arthur Bodin-Harwich, Carla Feroni-Falmouth, Jill Scalise-Brewster, Arden Cadin-Mashpee, Aly Sabatino-Chatham, Nanette Perkins-Sandwich, Charleen Greenhalgh-At-Large.

Members Not Present: Katie Wibby-Orleans, Laura Shufelt-Barnstable, Paul Lagg-Eastham, Michelle Jarusiewicz-Provincetown

Barnstable County Staff Present: Beth Albert, Director of Human Services; Renie Hamman, HOME Program Manager; Maria Silva, Administrative Assistant

Guests: Paul Ruchinskias, HOME Program Consultant

➤ **Meeting began at 8:37am facilitated by Beth Albert.**

- Beth introduced the new HOME Program Manager, Renie Hamman. Introductions were made around the table.
- Beth made a motion to approve minutes of November 15, 2018 – Jill Scalise made correction to Minutes: *“The 42 units mentioned in Minutes are not in regards to Brewster Woods. The 42 units were added to SHI in the past year of 2018”*. Beth requested a motion to Accept the Minutes, as amended – so moved by Richard Carroll and seconded by Jill Scalise. All in favor – no opposed.

➤ **New Business:**

- **Project Review Committee Recommendation for Little Pond Place, Falmouth**

Paul Ruchinskias, HOME Program Consultant, described the Little Pond Place project which will consist of 40 units / 11 HOME units and provided a short history of the project permitting and vetting process to date. Paul explained that the project has received all of its other funding source commitments with the HOME Program being the last funding source. Paul then reviewed the Underwriting Analysis with the Advisory Council and gave an overview of the project developers and summarized the challenges and risk factors.

Creating a Healthy Connected Cape Cod

The Mission of the Department of Human Services is to plan, develop, and implement programs which enhance the overall delivery of human services in Barnstable County and promote the health and social well-being of County residents through regional efforts that improve coordination of services.

One challenge is that the parcel is located in a flood zone. Thus, the area needs to be filled and raised above flood zone which has gotten preapproval from FEMA. Paul explained that once grading is complete, FEMA will change the flood zone map. Another challenge was the increase in construction costs since the construction estimates were done. The project will be put out for bid.

Paul then reviewed the amount of available funds to award to the project being a total of \$140,000 which would leave a gap as the applicants applied for a request of \$225,000. Paul explained that he spoke with the applicants who plans to fill the gap by a combination of fundraising and value engineering and other options.

The Advisory Council then discussed the project relating to real costs and the funding gap and also discussed the amount of storage space provided for the tenants and the project.

Paul stated that the development project review committee recommends a conditional commitment of the remaining \$80,000 in FY 2018 funds currently available to commit and also recommends that the Consortium vote to reprogram the \$60,000 in DPCC funds committed for FFY 2018 and to conditionally commit those funds to this development for a total conditional commitment of \$140,000 to Little Pond Place.

A motion to approve the project review committee's recommendation was made by Charleen Greenhalgh and seconded by Richard Carroll. All present voted in favor with Carla Feroni abstaining.

- **Barnstable County Committee Policy** – Beth explained the that there is a new committee policy which will be sent to the Advisory Council for review. At the next HOME Meeting the county clerk will be present to swear in members. Beth also instructed that copies of the Conflict of Interest and Open Meeting Law Certificates must be brought in or emailed to maria.silva@barnstablecounty.org.
- **2019 Meeting Schedule** – The Advisory Council discussed the upcoming meetings and members availability. It was decided that the standard quarterly meetings being held on the 2nd Thursday fits best with everyone's schedule. Renie will email with new meeting dates. Next meeting is April 11th.

➤ **Town Reports –**

- Each member presented a brief report of current happenings in their town.

➤ **Other Business not anticipated by Chair**

- Carla Feroni brought up the difficulty towns face with monitoring of the projects and the group agreed that it was becoming an issue. Beth stated that the County uses FinePoint who also does DHCD's monitoring and it has proven to be cost effective. It was determined that this was a worthwhile discussion and should be placed on a future agenda.

- **Meeting adjourned at 9:32 AM:** Richard Carroll motioned to adjourn, seconded by Jill Scalise, unanimously approved.

Meeting materials distributed:

1. Agenda
2. Meeting Minutes from the November 15, 2018 HOME Advisory Council Meeting
3. Little Pond Place project materials
 - a. Underwriting Analysis of Funding Request
 - b. Application for Rental Housing Development Funds Cover Sheet
 - c. Development Budget
 - d. Mass OneStop Sources, Construction Estimates
 - e. Mass OneStop Operating Residential Income
 - f. Developer Profile
 - g. Project site plans, elevations and floor plans

Respectfully submitted: Maria Silva