



**BARNSTABLE COUNTY
DEPARTMENT OF HUMAN SERVICES**

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**MEETING MINUTES
Barnstable County HOME Consortium
Advisory Council Meeting
Thursday, July 11th, 2019
Innovation Room, Barnstable County Complex**

Members Present: Arthur Bodin (Harwich), Richard Carroll (Yarmouth), Charleen Greenhalgh (At-Large), Josh Mason (Dennis), Alyxandra Sabatino (Chatham), Laura Shufelt (Barnstable), Beth Wade (At-Large), Jill Scalise (Brewster), Katie Wibby (Orleans).
Heather Harper, Ex Officio Member

Members Absent: Paul Lagg (Eastham), Carla Feroni (Falmouth), Arden Cadrin (Mashpee), Michelle Jarusiewicz (Provincetown), Nanette Perkins (Sandwich)

Barnstable County Staff: Renie Hamman, HOME Program Manager; Maria Silva, Administrative Assistant

Consultant: Paul Ruchinkas, HOME Program Consultant

Advisory Council Meeting – Convened at 8:36 a.m.

➤ **Project Review Recommendations:**

Renie gave an overview and breakdown of the current HOME 2019 program year funds.

• Project Review Committee Recommendation for Terrapin Ridge, Sandwich

Laura Shufelt (Barnstable) recused herself from this item.

Paul Ruchinkas provided a summary of the Underwriting Analysis of Funding Request dated May 30, 2019. There was some discussion on the high cost of development being at a Total Development Cost of \$463,919 per unit. Paul provided information on comparable developments. Renie provided information received from the applicant which stated that their estimate was based on the current information they had at the time which included tariffs on certain materials and they hope that costs come down from the original estimate and that they have a list of Value Engineering items.

Paul stated that the project review committee met on May 21, 2019 and recommended that the Consortium make a \$250,000 conditional commitment to Terrapin Ridge.

So moved by Charleen Greenhalgh and seconded by Richard Carroll.

All in favor, none opposed.

Laura Shufelt returned to the meeting.

- Project Review Committee Recommendation for Residences at Yarmouth Gardens, Yarmouth

Paul Ruchinskas provided a summary of the Underwriting Analysis of Funding Request dated May 30, 2019. He stated that Yarmouth Gardens had received one of the highest project scores. Paul stated that the applicant was requesting eight HOME units. The HOME Consortium recommended eleven HOME units but would agree to whatever DHCD HOME required so it would match. Paul mentioned that staffing is a concern as only a 20 hour part-time staff manager would be onsite. Renie provided information received from the applicant which stated that in their experience, a 40-unit property doesn't require more than a part-time manager and that Maloney Properties also manages other properties in the area and will be able to provide supplemental coverage if and when needed. Paul mentioned that although the applicant is a new organization the principal/founder has over 30 years of experience and has a guarantor. Renie added that in information provided by applicant that DHCD has requested an elevator in Building 2 and possibly expanding the community room and that they are still working the costs of those revisions out with DHCD. Paul stated that the development review committee met on May 21, 2019 and unanimously recommended that the Consortium make a \$150,000 conditional commitment to this development. He said that one member did express concerns about the number of units per acre and the relative paucity of green and play space for children. Some discussion on these concerns followed.

After no further discussion, Charleen Greenhalgh made a motion that the Consortium make a \$150,000 conditional commitment to this development with the number of HOME units equal to DHCD HOME requirements. Richard Carroll seconded. All in favor, none opposed.

➤ **Business**

- Approval of Minutes of April 11, 2019

Renie Hamman asked for a motion to approve, Heather Harper so moved. There was discussion that as Heather is a non-voting ex officio member she could not move the vote. Additionally, it was recommended that it be specifically noted in the April 11, 2019 minutes that Heather was an ex officio member.

Jill Scalise made a motion to approve the April 11, 2019 minutes with that change, Laura Shufelt seconded. All in favor.

Abstentions: Charleen Greenhalgh, Richard Carroll

- Project Review Committee volunteers

Renie suggested moving forward that when a project comes up for review, she will poll members if they are available to sit on a project review committee and compile a committee of four or five members. There was a consensus that this would be acceptable.

➤ **HOME Program Updates**

- Barrett Planning Group LLC / Consolidated Plan

Renie informed the Advisory Council that the HOME Program through Barnstable County signed a contract with the Barrett Planning Group LLC and that public hearings on the Consolidated Plan are expected in the first week of October.

- Annual Action Plan Update

Renie informed the Advisory Council that the 2019 Annual Action Plan has been approved by our HUD Representative. The actual funding is anticipated in the fall.

- CHDO update

Renie had provided the Advisory Council with a memorandum regarding CHDO requirements dated May 28, 2019 and asked if the members had any specific questions on the information contained in the memorandum. The consensus was that it may prove very difficult to locate a CHDO under the current HUD requirements.

➤ **Project Development Update**

Renie updated the Advisory Council on the following:

- Canal Bluffs III, Bourne should be seeking their last draw in the next couple of weeks.
- Cape Cod Village, Orleans is under construction and is about fifty percent complete and they are seeking their first draw. Renie will be doing a site visit later today to confirm construction.
- Little Pond Place, Falmouth closed on May 13 and have started site work.

➤ **Town Reports**

Members provided individual updates. Renie thanked Paul Ruchinkas for his great work in reviewing project applications and preparing the detailed Underwriting Analysis. Renie then informed the Advisory Council that Paul has agreed to continue consulting for the HOME Program for the next fiscal year.

➤ **Advisory Council Upcoming Schedule**

- September 12, 2019

Renie advised that this date is also proposed to be the date of the public hearing for the CAPER. Renie distributed the Barnstable County Committee Handbook dated April 17, 2019, Edition 1 which provides information on conflict of interest and ethics training for Barnstable County Committee members. Renie explained that at the September 12th meeting, the County Clerk is scheduled to be in attendance to swear in the members present. Renie also stated that Judi Barrett of the Barrett Planning Group will hopefully be able to attend.

- October 10, 2019

➤ **Business Not Anticipated**

None

➤ **Adjournment**

Laura Shufelt made a motion to adjourn. Charlene Greenhalgh seconded, all in favor, none opposed, no abstentions

Advisory Council Meeting adjourned 9:59am.

Meeting materials distributed:

1. Agenda
2. Breakdown of HOME funds as of July 2019
3. Terrapin Ridge Application, Underwriting Analysis of Funding Request dated May 30, 2019, and Supplemental Materials
4. Yarmouth Gardens Application, Underwriting Analysis of Funding Request dated May 30, 2019, and Supplemental Materials
5. Draft Meeting Minutes of April 11, 2019
6. CHDO Memorandum dated May 28, 2019
7. Barnstable County Committee Handbook dated April 2019