



**BARNSTABLE COUNTY
DEPARTMENT OF HUMAN SERVICES**

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**MEETING MINUTES
Barnstable County HOME Consortium
Advisory Council Meeting
Thursday, May 14, 2020**

APPROVED

The meeting was held through remote participation by the Barnstable County HOME Consortium Advisory Council pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law on March 12, 2020.

Members Present: Arthur Bodin (Harwich), Arden Cadrin (Mashpee) Carla Feroni (Falmouth)*, Richard Carroll (Yarmouth), Charleen Greenhalgh (At-Large), Michelle Jarusiewicz (Provincetown), Paul Lagg (Eastham), Josh Mason (Dennis), Fran McClennen (Orleans), Nanette Perkins (Sandwich), Jeffrey Ribeiro (Truro), Aly Sabatino (Chatham), Jill Scalise (Brewster), Laura Shufelt (Barnstable), Mike Trovato (Wellfleet), and Patty Daley (non-voting Ex Officio member/ Cape Cod Commission)

** late arrival approximately 10:00 a.m.*

Members Absent: Beth Wade (At-Large),

Barnstable County Staff: Renie Hamman, HOME Program Manager
Beth Albert, Human Services Director

Consultant: Paul Ruchinkas, HOME Program Consultant

Members of the Public: None

Advisory Council Meeting

1. Call to Order

The Barnstable County HOME Consortium Advisory Council convened at 9:35 a.m. Renie Hamman, HOME Program Manager, stated that the meeting was being held by remote participation pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law on March 12, 2020.

Renie noted that the meeting was being recorded.

Beth Albert provided technological instruction for holding the meeting remotely.

2. Roll Call

Roll Call was taken, members, staff and consultants present listed above. All members present, staff, and consultant participated remotely.

Renie informed the Advisory Council that former Orleans member Katie Wibby did not seek re-appointment but nominated Fran McClennen who was appointed as representative member for the Town of Orleans.

3. Confirm Quorum

Fourteen voting members present; quorum confirmed.

4. Instructions for Meeting

Technological Instructions were provided above under item 1.

5. General Business

a. Update on HUD Waivers and Suspensions dated April 10, 2020

Renie provided a brief overview of the two HUD Waivers and Suspensions Memos dated April 10, 2020, specifically touching upon the increase to administration and planning cap, the suspension of the CHDO set-aside requirement, the reduction of time for the notice for citizen participation and amendments to plans, and the waivers pertaining to an emergency temporary Tenant-Based Rental Assistance (TBRA) program. During the presentation Renie stated that the HOME Program had received no additional HUD funds, but just an allowance for redistribution of available funds. Renie also advised the Advisory Council that staff was reviewing the implementation of a possible TBRA program in the future.

Roll Call of Comments and Questions commenced:

Arden Carin – asked if a TBRA could be set up with another agency to administer. Renie stated that yes that was the intention.

Richard Carroll – requested that a spreadsheet of the redistributed funds be sent to the Advisory Council once it is completed. Josh Mason also requested.

Nanette Perkins – would the money be funded to HAC to administer or what other groups would be able to handle administration of the program; other groups contacted? Renie stated that Community Development Partners an agency for the lower/outer Cape was contacted but they referred someone else. Beth Albert informed the group that the other group was Homeless Prevention Council. Renie also stated she did send out other feelers but did not get a response.

Laura Shufelt – wanted to confirm that all funds allocated to any potential TBRA program and to the increase in the Administration fund would all come from the HOME Program's existing pot. Renie confirmed that was the case.

Renie mentioned that staff was currently awaiting additional guidance from HUD.

Patty Daley – commented that as CHDO funds have been unavailable for the Barnstable County HOME Program to use those funds to assist people in this time of emergency.

Beth Albert – underscored what Patty Daley said and that staff is evaluating what the best approach is for the region.

b. Commonwealth Community Developers, LLC, applicant, request for additional \$100,000 from the Barnstable County HOME Consortium

Laura Shufelt recused herself from this matter and signed off of the meeting.

Renie provided an overview of the applicant's request of an additional \$100,000 in HOME Program funds for the Residences at Yarmouth Gardens affordable rental housing project. Renie informed the group that Yarmouth Gardens is experiencing a shortfall of approximately \$400,000 on the project mostly due to the Department of Housing and Community Development's (DHCD) request for an elevator in one building and the requirement of an additional wastewater nitrogen component. Renie stated that the applicant's original request for funding was for \$150,000 so another \$100,000 in funding would still be below the HOME Consortium's recommend maximum limit. Renie informed the group that the applicant has been working with DHCD who was reviewing the funding gap. Renie also stated that the Town of Yarmouth was considering some additional funds but noted that the Town has already provided about \$1.2 million to the project; it is anticipated that DHCD would fill the remaining gap. Renie then reviewed the existing HOME Program funds, the outstanding pending and prospective projects, and the possible redistribution of funds as was discussed in the waiver discussion above.

Paul Ruchinkas, HOME Program Consultant had reviewed the funding gap and provided the Advisory Council with a summary of the project's numbers and related causes of the funding gap. Paul informed the Advisory Council that from his review, he felt that it appears that the applicant did a very good job of due diligence and was able to minimize the funding gap and that the \$400,000 gap was needed to make the project viable.

Roll Call of Comments and Questions commenced:

General consensus was in favor of approving the request by the applicant.

Richard Carroll – gave an update on the Town of Yarmouth's funds in the project and that the Housing Trust was reviewing increases some funding.

Fran McClennen– once this cost is set are they held firm or do unrelated issues occur.

Paul R. they are set then explained any overruns. Renie added that the development has a construction monitor monitoring the costs on a monthly basis.

Jill Scalise – noted that Yarmouth Gardens was considerably less per unit costs than Terrapin Ridge.

Motion by Charleen Greenhalgh; 2nd by Nanette Perkins:

Motion to approve, with conditional commitment, the request for the Advisory Council to provide additional funding in the amount of not more than a \$100,000 to Commonwealth Community Developers, the applicant for the Residences at Yarmouth Gardens affordable rental housing project, with the following condition: The determination by HUD to formally release the 2017 thru 2020 CHDO set-aside funds pursuant to its memorandum of waivers dated April 10, 2020 in a manner that provides the Barnstable County HOME Program with sufficient funds to accommodate the requested amount.

Roll Call Vote was taken; All in favor, Motion passes

6. Updates, if time allows

Renie updated the Advisory Council on the submission to HUD of the 2020-2024 Consolidated Plan and 2020 Annual Action Plan.

Renie gave an overview of current projects.

Members provided brief updates on their town's activities:

Carla Feroni, Falmouth: Little Pond Place lottery is July 10th; Brick Kiln Place lottery on July 17th, and Gifford Workforce lottery on August 28th.

Mike Trovato, Wellfleet: Lawrence road RFP has pretty much been completed. Thank you to Laura Shufelt for her work with the task force. Unfortunately, they still need a town meeting warrant article for a 3.8 million dollars for a water upgrade to provide water to the site and town meeting may not happen until the fall. So there may be a delay in putting out the RFP.

Jeff Ribeiro, Truro: Updated on the Cloverleaf project that through peer review and an I/A system will be required which was not in their original proposal; they are re-designing. ZBA hearing is scheduled for May 28th; will likely be continued into June. The waterline extension is ready for bid under the MassWorks grant.

Michelle Jarusiewicz, Provincetown: Harbor Hill market rate rental is at 75% occupancy; town meeting has been bumped out to September 21st so all housing funding request has been pushed out until then; the VFW RFP process is on hold; and there are two resales of one-bedroom existing ownership condo units coming up.

Jill Scalise, Brewster: They are doing a community survey with three conceptual sketches for their Millstone Road property of 16 acres and are hoping to issue an RFP in the fall; working on the MassWorks part of the Brewster Woods project; and they have seven Habitat homes that they expect completion later this year.

7. Business Not Anticipated, *if time allows*

No business not anticipated

8. Adjournment

Motion to adjourn made by Charleen Greenhalgh, 2nd by Nanette Perkins

Roll Call Vote was taken; All in favor

Meeting adjourned at 10.22 am

Meeting materials distributed:

- Agenda and Virtual Meeting Instructions
- HUD Waivers:
 - "Availability of Waivers and Suspensions of the HOME Program Requirements in Response to COVID-19 Pandemic" dated April 10, 2020
 - "Suspensions and Waivers to Facilitate Use of HOME-Assisted Tenant-Based Rental Assistance (TBRA) for Emergency and Short-term Assistance in Response to COVID-19 Pandemic" dated April 10, 2020
- HOME Program Current and Anticipated Funding sheet dated "as of May 8, 2020".
- Yarmouth Gardens Packet:
 - Memorandum to Advisory Council from Renie Hamman, HOME Program Manager dated May 11, 2020
 - Letter from James J. Perrine, Commonwealth Community Developers (applicant) dated May 7, 2020
 - Original Underwriting Analysis for Yarmouth Gardens dated May 30, 2019

- Original Award Letter to Yarmouth Gardens in the amount of \$150,000 dated July 29, 2019, revised August 8, 2019
- Revised Permit Plans for Yarmouth Gardens dated January 1, 2020