



BARNSTABLE COUNTY
DEPARTMENT OF HUMAN SERVICES
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www.bchumanservices.net

APPROVED
February 11, 2021

MEETING MINUTES
Barnstable County HOME Consortium
Advisory Council Meeting
Thursday, January 14, 2021

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), Richard Carroll (Yarmouth) Carla Feroni (Falmouth), Charleen Greenhalgh (At-Large), Michelle Jarusiewicz (Provincetown), Fran McClennen (Orleans), Nanette Perkins (Sandwich), Aly Sabatino (Chatham), Jill Scalise (Brewster), Laura Shufelt (Barnstable)

Members Absent: Paul Lagg (Eastham), Josh Mason (Dennis), Beth Wade (At-Large)

Barnstable County Staff: Renie Hamman, HOME Program Manager
Beth Albert, Human Services Director
Chelsea Bruck, Community Development Planner, Cape Cod Commission
Janice O'Connell, County Clerk (present for swearing-in ceremony)

Advisory Council Meeting

1. Call to Order

The Barnstable County HOME Consortium Advisory Council convened at 10:01 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.

2. Roll Call

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

3. Confirm Quorum

Quorum was confirmed.

4. Instructions for Meeting

Beth Albert provided technological instruction for holding the meeting remotely.

5. Swearing-In Ceremony by County Clerk

Janice O'Connell, County Clerk was present to swear-in recently re-appointed advisory council members.

6. General Business

a. Approval of Minutes: August 13, 2020

Motion by Charleen Greenhalgh to approve the minutes of the Barnstable County HOME Consortium Advisory Council Meeting of August 13, 2020 as presented, seconded by Jill Scalise. Roll call vote was taken; all approved. Abstentions: Carla Feroni, Nanette Perkins, and Laura Shufelt. Motion carries.

b. Staff Report on HOME Program Activities and Funding

Membership Update: Renie informed the Advisory Council that Mike Trovato, member representative from the Town of Wellfleet recently resigned from the Advisory Council. The current vacancies on the Advisory Council were from Wellfleet, Truro and Bourne. Renie informed the Advisory Council that David Quinn, Director of Development and Planning with HAC, who lives in Bourne, was interested in joining the Advisory Council as Bourne's member representative. David Quinn, who was in attendance, explained his was working with the Town Administrator to get him appointed. Renie stated that Kevin Grunwald, the Chair of the Affordable Housing Committee of Truro is interested in joining as member representative from the Town of Truro, and in Wellfleet there has been some interest.

Project Updates:

Rental Projects: Renie informed the Advisory Council that staff has received notices from two projects that state an intention to file an application for HOME funds soon; the Cloverleaf project in Truro and a new HAC project in Mashpee; both about 40 units. Both are proceeding through the 40B process now. Renie gave a brief overview of the status of current rental development projects. Nanette Perkins asked if there was a name for the HAC project in Mashpee. David Quinn offered that the project was not yet named.

Tenant-Based Rental Assistance Program (TBRA): Renie provided a brief overview of the status of the TBRA program stating that about seven households have been assisted and several others are pending. She reminded the Advisory Council that HUD extended the waivers for the TBRA program until September 30, 2021. Aly Sabatino asked what communities were awarded rental assistance to date. Renie responded that Sandwich, Yarmouth, Bourne, Dennis. There were none from Chatham.

HOME Funding Update: Renie put the PY20 Grant Funds current funding sheet on the screen and gave an overview of the current HOME funds describing the different fund types and balances. Renie explained the revisions made to allocations pursuant to the recent HUD waivers and also explained the program income fund and how those funds are dependent upon the real estate market. Renie then went over the currently pending and future potential rental projects and how we would be looking at next program year's allocation. Renie next gave an overview of the administration fund and what administration costs are paid from this fund. Renie stated that she would be starting the Annual Action Plan for program year 2021 soon and will address funding allocations during that process. Arden Cadrin asked how long the HOME Program had to spend administration funds. Renie responded that the administration funds just roll over. Arden then asked if administration funds could be used for entitlement/project

funds. Renie answered yes but explained that the administration of the HOME program was paid for by a split between HUD administration funds and county general funds. Beth Albert followed-up that this split is approximately 35% HUD contribution and 65% county contribution.

c. MassDocs Overview

Renie gave a brief overview of the MassDocs process as to how it works with the rental development loan documents. At the present time, the Barnstable County HOME Program through its attorney initiates and processes it owns loan documents; mortgages, affordable housing restrictions, etc. The MassDocs process incorporates all the funders into one set of loan documents thereby streamlining the process. Laura Shufelt stated that she endorsed moving to MassDocs. Carla Feroni stated that Falmouth started using MassDocs a couple of years ago and she recommends it.

7. Member Updates

Advisory Council members provided updates of affordable housing projects and activities in their local communities. At the end of the member update section, Laura Shufelt stated that she was aware that the county was eligible for direct assistance from the federal emergency rental assistance funds and asked if the county applied for those funds. Beth Albert explained the eligibility of these treasury funds, the process, and the county's review and decision to defer to the state to streamline the funds.

8. Business Not Anticipated

Renie stated that there was no business not anticipated but did want to mention that she has asked consultant Paul Ruchinkas to take a hard look at the current rental underwriting guidelines to recommend and revisions.

9. Adjournment

Motion to adjourn made by Charleen Greenhalgh, seconded by Jill Scalise. Roll Call Vote was taken; All in favor

Meeting adjourned at 11.17 a.m.

Meeting materials distributed:

- Agenda and Virtual Meeting Instructions
- Barnstable County HOME Consortium Advisory Council Draft Meeting Minutes of August 13, 2020
- List of HOME Consortium Members - current
- Program Year 2020 Grant Funds funding sheet dated as of August 7, 2020



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AGENDA
BARNSTABLE COUNTY HOME CONSORTIUM
ADVISORY COUNCIL MEETING

Thursday, January 14, 2021 @ 10:00 a.m.

*NOTE: The meeting will be 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. The public will be allowed to view the meeting; but no public comment will be taken. **See attached instructions on methods to join the virtual meeting.***

Link to Meeting Materials: [Meeting Materials](#)

Advisory Council Meeting

1. Call to Order
2. Roll Call
3. Confirm Quorum
4. Instructions for Meeting
5. Swearing-In Ceremony by County Clerk
6. General Business
 - a. Approval of Minutes: August 13, 2020
 - b. Staff Report on HOME Program, Activities and Funding
 - Membership Update
 - Project Update / Rental Projects and Tenant-Based Rental Assistance Program
 - HOME Funding Update
 - c. MassDocs Overview
7. Member Updates
8. Business Not Anticipated
9. Adjournment

Reasonable accommodations for people with disabilities are available upon request. Please contact Justyna Marczak, Barnstable County ADA Coordinator at jmarczak@barnstablecounty.org or call 508-375-6646 at least 24 hours in advance of the meeting.

BARNSTABLE COUNTY HOME CONSORTIUM ADVISORY COUNCIL MEETING

Thursday, January 14, 2020 @ 10:00 a.m.

Virtual Meeting Access

NOTE: The meeting will be 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. The public will be allowed to view the meeting; but no public comment will be taken. This meeting will be recorded.

REMOTE PARTICIPATION INSTRUCTIONS:

Click on [JOIN MEETING](#) and following instructions to Download the Windows app **OR** Join on the Web Instead to participate via virtual meeting.

or

- Attend by phone by dialing [+1 781-469-0191](#) and entering code: Conference ID: **557 017 992#**

*When attending by phone please press *6 to mute/unmute phone when requested.*

Link to Meeting Materials: [MEETING MATERIALS FOR JANUARY 14, 2021](#)

Special Instruction for Mac Users:

Use chrome, NOT safari if using Teams on the web (as an attendee)

In Systems Preferences:

System preferences/Security & Privacy/(privacy tab)/Screen Recording/

< **checkoff** Checkbox for TEAMS >

System Preferences/Sharing/ <**unchecked** Screen Sharing> REBOOT may be necessary

Barnstable County
HOME Consortium Advisory Council Members
January 2021

Barnstable Laura Shufelt (1/31/22) MHP Director of Community Assistance	Eastham Paul Lagg (6/30/21) Eastham Town Planner	Provincetown Michelle Jarusiewicz (1/31/24) Provincetown Community Housing Specialist
Bourne Vacant (1/1/23) / David Quinn - <i>pending</i> HAC, Director of Housing Development & Planning	Falmouth Carla Feroni (1/1/24) Falmouth Housing Coordinator	Sandwich Nanette Perkins (6/30/21) Sandwich Housing Authority
Brewster Jill Scalise (6/30/21) Brewster Housing Coordinator	Harwich Arthur Bodin (1/1/24) Harwich Housing Committee Member	Truro Vacant (1/31/22)
Chatham Aly Sabatino (1/31/24) Chatham Town Planner	Mashpee Arden Cadrin (1/31/24) Barnstable Housing Coordinator	Wellfleet Vacant (1/31/21)
Dennis Joshua Mason (1/31/24) Dennis Affordable Housing Trust Member	Orleans Frances McClennen (1/31/23) Orleans Affordable Housing Committee Member	Yarmouth Richard Carroll (1/1/23) Yarmouth Community Housing Committee Member
At-Large Charleen Greenhalgh (1/31/24) Retired Town Planner/ Asst. Town Administrator	At-Large Beth Wade (1/31/23) Habitat, Director of Land Acq. & Project Dev.	Ex Office Patty Daley Cape Cod Commission

INCLUDES COVID RE-ALLOCATION

PROGRAM YEAR 2020 GRANT FUNDS

As of January 7, 2021

	ALLOCATION	EN FUND	EN Committed	EN Remaining	CR FUNDS	PI/HP FUNDS	AD remaining	TBRA SG /SU (EN) Comt.	TBRA SU (AD) Comt.
2016	394,512.00	295,884.00	295,884.00	0.00	59,176.80	0.00	0.00	\$100,000.00	\$10,000.00
*2017	123,890.00	85,906.70	85,906.70	0.00		0.00	0.00	from 2020 EN	from 2019 AD
2018	481,905.00	361,428.75	361,428.75	0.00		0.00	0.00	TBRA EN Rem	TBRA AD Rem
2019	427,233.00	320,424.75	218,235.72	102,189.03		184,229.37	81,271.43		\$8,632.60
PA 2020							17,500.00		*
2020	462,132.00	346,599.00	100,000.00	246,599.00		\$124,844.00	115,533.00	\$70,075.00	
TOTAL:	1,889,672.00	1,410,243.20	1,061,455.17	348,788.03	59,176.80	309,073.37	214,304.43		
	* inc. de-obligation of 255,943		* inc. 100k to TBRA			* See HP Sheet	* from Fairwinds		
Projects: Conditionally Committed									
Com Terrapin Ridge	Aug. 17, 2020			EN Remain:	348,788.03				
Var. Gardens	Dec. 5, 2020			PI/HP Funds:	309,073.37				
Brew. Woods		250,000.00			657,861.40	407,861.40			
pending: Cloverleaf Truro		250,000.00				157,861.40			
pending: HAC Mashpee		250,000.00				-92,138.60			
Total:		750,000.00		Available	-92,138.60				

See Projects Sheet

Abbreviation Code	
EN: Entitlement Fund	Funds to be used for project activity (rental development, possible TBRA, DPCC, etc.)
PI/HP: Program Income	Income received via the payoff of DPCC mortgages (HP) and payoff of rental housing loans (PI)
CR: CHDO Reserve	Reserved for CHDO developments only
AD: Administration	Funds to be used for the administration of the program (staff, monitoring, legal, etc.) & to be used for the administration of a program by a subrecipient (ex. HAC to administer TBRA)
PA: PI Administration	Tenant Based Rental Assistance - short-term
TBRA: TBRA Activity	Taken from EN or AD funds to subfund a specific activity. Ex. from EN and AD to subfund TBRA activity
SU: Subfund	Funds from SU account to a Subgrantee (Subrecipient). Ex. \$100k from SU to HAC for TBRA
SG: Subgrant	

TBRA SG /SU (EN) Comt.	TBRA SU (AD) Comt.
\$100,000.00	\$10,000.00
from 2020 EN	from 2019 AD
TBRA EN Rem	TBRA AD Rem
	\$8,632.60
See TBRA Sheet	

NOTE: Unspent funds will be returned to its respective account

NOTES

Fairwinds PI - \$70,000; see HP-PI Sheet