



BARNSTABLE COUNTY
DEPARTMENT OF HUMAN SERVICES
3195 Main Street, Post Office Box 427
Barnstable, Massachusetts 02630
Office: 508-375-6628 | Fax: 508-362-0290
www.bchumanservices.net

APPROVED
March 11, 2021

MEETING MINUTES
Barnstable County HOME Consortium
Advisory Council Meeting
Thursday, February 11, 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), Charleen Greenhalgh (At-Large), Michelle Jarusiewicz (Provincetown), Fran McClennen (Orleans), Nanette Perkins (Sandwich), Aly Sabatino (Chatham), Jill Scalise (Brewster), Laura Shufelt (Barnstable), Josh Mason (Dennis), Beth Wade (At-Large)

Members Absent: Paul Lagg (Eastham), Carla Feroni (Falmouth)

Barnstable County Staff: Renie Hamman, HOME Program Manager
Beth Albert, Human Services Director
Chelsea Bruck, Community Development Planner, Cape Cod Commission
Jeff Ribeiro, Regulatory Planner II, Cape Cod Commission

Advisory Council Meeting

1. Call to Order

The Barnstable County HOME Consortium Advisory Council convened at 10:04 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 representatives and staff present as 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. General Business

a. Approval of Minutes: January 14, 2021

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 Nanette Perkins. Roll call vote was taken; all approved. Abstentions: Josh Mason and Beth Wade. Motion carries.

b. Staff Report on HOME Program Activities

Representative Membership Update: Renie informed the Advisory Council of the following:

- As mentioned last month, David Quinn, Director of Housing Development and Planning at HAC, was in the process of being appointed by the Town of Bourne. The Town's Board of Selectmen appointed him and we are just waiting for a formal appointment letter to forward to the County Commissioner's approval process. David again introduced himself and was welcomed to the group.
- As for Truro, Kevin Grunwald, Chair of the Affordable Housing Committee of Truro, and Truro's representative to the Cape Cod Commission is also in the process of being appointed by the Truro Select Board. Kevin introduced himself and was welcomed to the group.
- And as for Wellfleet, Richard Ciotti, member of the Wellfleet Housing Authority attended the meeting as he was considering putting his name forward for appointment to replace Mike Trovato, who recently resigned, to represent Wellfleet. Richard introduced himself and was welcomed to the group.

There were no comments or questions regarding Representative Membership Update.

Project Activity Update: Renie informed the Advisory Council of the following:

- HOME Program staff was informed that the Cloverleaf project in Truro would not be filing an application for funding during this Department of Housing and Community Development (DHCD) funding round but was anticipating filing in the next mini funding round in November.
- HOME Program staff has not received an application for the HAC project in Mashpee yet but was expecting one to be filed soon. The project received approval from the Mashpee Zoning Board of Appeals last week. Dave Quinn informed the Advisory Council that HAC has filed an application with DHCD and was finalizing the Barnstable County HOME Consortium application.
- Brewster Woods in Brewster is currently undergoing its financial closing.
- Yarmouth Gardens in Yarmouth has started construction; the old hotel has been demolished and construction is underway.
- Terrapin Ridge in Sandwich is more than half way through construction.
- Little Pond Place in Falmouth is completed and is leasing up.

There were no comments or questions regarding Project Activity Update

HOME Program Update: Renie informed the Advisory Council of the following:

Annual Action Plan (AAP) for Program Year (PY) 2021: Renie briefly explained the process for the AAP for the newcomers and a draft schedule for submission of the plan was provided. She informed the Advisory Council that U.S. Department of Housing and Urban Development (HUD) notified Barnstable County HOME Program staff that allocation amounts for PY21 would be released sometime at the end of February, which is on schedule. Renie explained that as there is a lot of unknowns right now, it is difficult to plan. She estimated that the annual allocation would be the same, around \$450,000 and she assumed that HUD would go back to the normal set-asides of 15% for CHDO and 10% for administration, although HUD could revise that due to the ongoing pandemic. Renie explained for the newcomers that a CHDO was a set-aside for a specific type of development by a Community Housing Development Organization. Renie provided a brief overview of the ongoing short-term Tenant-Based Rental Assistance Program (TBRA) and stated that approximately one-half of the \$100,000 allotment has been expended and reminded the Advisory Council that the short-term TBRA program was set to expire on September 30, 2021, unless it was again extended by HUD. Given all the unknowns, Renie explained that her current proposal was to portion out the set-asides of the annual allocation and use the remaining funds for affordable rental housing development. Then, if at a later time, the Advisory Council determines that more funds should be supplemented to the short-term TBRA, dependent on need and HUD's guidance, they could do that at that time.

There were no questions or comments regarding the AAP update.

Other HOME Program Updates: Renie informed the Advisory Council of the following:

As mentioned at last month's meeting, the Barnstable County HOME Program was in the process of joining MassDocs for their affordable rental development closings. Renie informed the Advisory Council that the process was moving and that the HOME Program attorney was drafting a joinder agreement and it looked like this would be in place in time for the Brewster Woods closing. Jill Scalise mentioned that the Town of Brewster was also working to be a part of MassDocs for that closing as well. Beth Albert asked if Renie could explain the MassDocs process again. Renie gave a brief overview and stated that instead of all the funders of a project preparing and creating all of their own loan documents; DHCD acts as a lead and all the loan documents are compiled into one set of loan documents.

Renie gave a brief overview of the proposed On-line Training Session on Federal HOME Program Occupancy Requirements which was to be presented by FinePoint Associates, LLC, the Barnstable County HOME Program Monitoring Agent. A flyer announcing the training session had been provided as part of meeting documents. Renie explained that this flyer had been emailed to all of the Barnstable County HOME Program affordable rental housing managers. She stated that as of this date, only about 14 participants registered. Renie stated that she would be sending out another email blast next week.

There were no questions or comments regarding other HOME program updates.

6. Member Updates

Advisory Council members provided updates of affordable housing projects and activities in their local communities. Renie then asked all others present at the meeting to share local updates as well. Renie acknowledged that Paula Schnepf had joined the meeting.

7. Business Not Anticipated

No business not anticipated.

8. Adjournment

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

Meeting adjourned at 10.57 a.m.

Meeting materials distributed:

- Agenda and Virtual Meeting Instructions
- Barnstable County HOME Consortium Advisory Council Draft Meeting Minutes of January 14, 2021
- AAA 21 Proposed Schedule
- On-line Training Session on Federal HOME Program Occupancy Requirements Flyer
- Program Year 2020 Grant Funds funding sheet dated as of February 4, 2021



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AGENDA
BARNSTABLE COUNTY HOME CONSORTIUM
ADVISORY COUNCIL MEETING

Thursday, February 11, 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-02-11-21](#)

Advisory Council Meeting

1. Call to Order
2. Roll Call
3. Confirm Quorum
4. Instructions for Meeting
5. General Business
 - a. Approval of Minutes: January 14, 2021
 - b. Staff Report on HOME Program Activities
 - Representative Membership Update
 - Project Activity Update
 - HOME Program Update
6. Member Updates
7. Business Not Anticipated
8. Next Meeting Date: March 11, 2021
9. Adjournment

Reasonable accommodations for people with disabilities are available upon request. Please contact Justyna Marczyk, 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, February 11, 2021 @ 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 MICROSOFT TEAMS THE 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: **544 019 243#**

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

Link to Meeting Materials: [MEETING DOCUMENTS-02-11-21](#)

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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 >

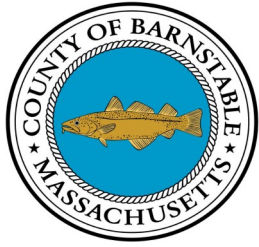
System Preferences/Sharing/ <**unchecked** Screen Sharing> REBOOT may be necessary



**Barnstable County HOME Program
2021 ANNUAL ACTION PLAN (AAP)
PROPOSED SCHEDULE**

DATE	TASK
February 8, 2021	Begin preparing Draft AAP
March 11, 2021	Advisory Council Meeting (10:00 a.m.) to decide activity funding
March 11, 2021 to March 31, 2021	Finalize Draft AAP; adjust funding pursuant to HUD allocation
April 8, 2021	Advisory Council Meeting (10:00 a.m.) to approve draft AAP
April 9, 2021	Legal Notice published in CCT, posted on website and group emailed
April 13, 2021	Comment Period begins – draft AAP posted on website and group emailed
April 22, 2021	Public Hearing – 3:00 p.m. (tentative)
May 13, 2021	Comment Period ends
May 14, 2021	AAP finalized and submitted to HUD

February 4, 2021



On-line Training Session on Federal HOME Program Occupancy Requirements presented by FinePoint Associates, LLC

The Barnstable County HOME Consortium will be sponsoring an on-line training session (via zoom) on the Federal HOME program occupancy requirements. The training session, led by FinePoint Associates, LLC, will provide an overview of federal HOME occupancy compliance topics including:

- household eligibility
- tenant selection
- rent and utility allowances
- tenant leases
- ongoing occupancy requirements
- compliance monitoring process

Tuesday, March 2, 2021 from 10:00 a.m. to 12:00 p.m.

There is no charge for the training but it is limited to 75 attendees. You must register to get your Zoom invitation to join online. Please reserve your spot for the training by emailing:

Laurie@FinePointAssociates.com

Please share this flyer with all staff involved in the management of projects supported by Barnstable County HOME Consortium funding. For questions regarding this training or a Barnstable County HOME Consortium funded project, please contact:

Renie Hamman, Barnstable County HOME Program Manager at 508-375-6622 or
HomeProgram@BarnstableCounty.org

INCLUDES COVID RE-ALLOCATION

PROGRAM YEAR 2020 GRANT FUNDS

As of February 4, 2021

	ALLOCATION	EN FUND	EN Committed	EN Remaining	CR FUNDS	PI/HP FUNDS	AD remaining
2016	394,512.00	295,884.00	295,884.00	0.00	59,176.80	0.00	0.00
*2017	123,890.00	85,906.70	85,906.70	0.00		0.00	0.00
2018	481,905.00	361,428.75	361,428.75	0.00		0.00	0.00
2019	427,233.00	320,424.75	218,235.72	102,189.03	184,229.37		81,271.43
PA 2020							17,500.00 *
2020	462,132.00	346,599.00	100,000.00	246,599.00	\$129,844.00	314,073.37	115,533.00
TOTAL:	1,889,672.00	1,410,243.20	1,061,455.17	348,788.03	59,176.80	314,073.37	214,304.43

* inc. de-obligation of 255,943

* inc. 100k to TBRA

* See HP Sheet

* from Fairwinds

Projects: Conditionally Committed

Terrapin Ridge	Aug. 17, 2020	EN Remain:	348,788.03
Yarmouth Gardens	Dec. 5, 2020	PI/HP Funds:	314,073.37
Brew. Woods	250,000.00		662,861.40
pending: HAC Mashpee	250,000.00		412,861.40
pending: Cloverleaf	250,000.00		162,861.40
Total:	750,000.00	Available	-87,138.60

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.) &
PA: PI Administration	to be used for the administration of a program by a subrecipient (ex. HAC to administer TBRA)
TBRA: TBRA Activity	Tenant Based Rental Assistance - short-term
SU: Subfund	Taken from EN or AD funds to subfund a specific activity. Ex. from EN and AD to subfund TBRA activity
SG: Subgrant	Funds from SU account to a Subgrantee (Subrecipient). Ex. \$100k from SU to HAC for TBRA

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
\$57,075.00	

See TBRA Sheet

NOTE: Unspent funds will be returned to its respective account

NOTES

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