



**BARNSTABLE COUNTY
DEPARTMENT OF HUMAN SERVICES**

3195 Main Street, Post Office Box 427
Barnstable, Massachusetts 02630
Office: 508-375-6628 | Fax: 508-858-5094
www.bchumanservices.net

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

The meeting was held through remote participation by the Barnstable County HOME Consortium Advisory Council pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain Covid-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021.

Members Present: Laura Shufelt (*Barnstable*); Jill Scalise (*Brewster*); Fran McClennen (*Orleans*); Nanette Perkins (*Sandwich*); Michelle Jarusiewicz (*Provincetown*); Richard Ciotti (*Wellfleet*); Richard Carroll (*Yarmouth*); Charleen Greenhalgh (*At-Large*); Beth Wade (*At-Large*)

Members Absent: Dave Quinn (*Bourne*); Aly Sabatino (*Chatham*); Josh Mason (*Dennis*); Paul Lagg (*Eastham*); Carla Feroni (*Falmouth*); Arthur Bodin (*Harwich*); Arden Cadrin (*Mashpee*)

County Staff: Renie Hamman, HOME Program Manager; Patty Daley, Cape Cod Commission Ex Officio member; Joseph Pacheco, Human Services Director; Chelsea Bennouna, Cape Cod Commission

Advisory Council Meeting

1. Call to Order

The Barnstable County HOME Consortium Advisory Council convened at 10:11 a.m. Renie Hamman, HOME Program Manager, stated that the meeting was being held pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain Covid-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021 and that the meeting was being recorded.

2. Roll Call and Confirm Quorum

After Roll Call, Quorum was confirmed with nine members present: Laura Shufelt (*Barnstable*); Jill Scalise (*Brewster*); Fran McClennen (*Orleans*); Nanette Perkins (*Sandwich*); Michelle Jarusiewicz (*Provincetown*); Richard Ciotti (*Wellfleet*); Richard Carroll (*Yarmouth*); Charleen Greenhalgh (*At-Large*); Beth Wade (*At-Large*). Renie noted Barnstable County

staff present; Patty Daley and Chelsea Bennouna from the Cape Cod Commission and Joe Pacheco, Human Resources Director.

3. General Business

a. Approval of Minutes: August 12, 2021

Motion by Nanette Perkins to approve the minutes of the Barnstable County HOME Consortium Advisory Council Meeting of August 12, 2021, as presented, seconded by Jill Scalise. Roll call vote was taken; all approved with the following Abstentions: Charleen Greenhalgh, Laura Shufelt, and Beth Wade. Motion carries.

b. Staff Report on HOME Program Activities

- **Membership Update:** Renie noted that a vacancy still exists from the Town of Truro. Renie also informed the Advisory Council that she was informed by Paul Lagg, that Eastham was in the process of hiring an Affordable Housing Coordinator and that new employee would likely take over as the member representative from Eastham.
- **HOME and HOME-ARP Program Update:**

Renie screen-shared the Program Year 2021 Grant Funds sheet that was included in the meeting packet and highlighted the various grant funding amounts. Renie informed the Advisory Council that as the emergency short-term Tenant Based Rental Assistance program concluded on September 30, 2021, and remaining funds in that account were re-allocated to their respective accounts. Renie then went over the HOME-ARP funding explaining that the U.S. Department of Housing and Urban Development (HUD) was allowing a front of 5% Administration allocation in order to use those funds as payment of costs in preparing a HOME-ARP Allocation Plan. Renie said the plan was for the County to prepare and release a Request for Proposal to retain a planning consultant who can prepare and submit the HOME-ARP Allocation Plan. The hope was to accomplish the Allocation Plan by mid-May 2022 to line up with the filing of the HOME Annual Action Plan. Once the HOME-ARP Allocation Plan is submitted to and approved by HUD, the remaining allocation of HOME-ARP funds would be available.
- **HOME Projects Update:** Renie updated the Advisory Council of the following:

HAC-POAH Mashpee project has filed a pre-application with the Department of Housing and Community Development (DHCD) for their mini-round and has provided Barnstable County HOME staff with an updated OneStop. Additionally, this project has submitted a written request seeking an additional \$50,000 from the Barnstable County HOME Program from \$250,000 to \$300,000 as allowed for by the recently approved updated Underwriting Guidelines.

Renie notified the Advisory Council that staff received in inquiry from Affirmative Investments, Inc. who in collaboration with the Falmouth Housing Corporation about filing an application for a new project called Scranton Main located in Falmouth. This project is a 62+ age-restricted project of 48 units.

Renie informed the Advisory Council that the Terrapin Ridge in Sandwich project was finalizing its closing with POAH who will now be replacing Women's Institute Realty as the property owner/manager. The project is almost completely leased up.

Upon Renie's request for information, Jill Scalise confirmed that Brewster Woods was currently under construction and moving along.

Yarmouth Gardens, Yarmouth is under construction at about 70% complete.

Member Richard Carroll from Yarmouth mentioned later in the meeting during the Member Discussion Topic that Yarmouth Gardens was currently accepting applications for these rental units via the property management entity, Mahoney Properties.

4. Member Discussion Topic: Preliminary discussion of list of possible Barnstable County regional affordable housing services

Renie stated that she had provided the Advisory Council a memo regarding some services offered under a possible regional affordable housing services office. Renie and Patty mentioned that this list was prepared in working with Katy Lacy from the Massachusetts Housing Partnership program. Renie briefly described the list and asked for input from the members.

The general consensus from members was that any administrative assistance from the county would be a great benefit. Ryan Bennett, Affordable Housing Coordinator who was in attendance as a member of the public, commented that a resource in conducting lotteries was needed. Laura Shufelt commented that the lottery piece was difficult as in order to conduct lotteries, you need to be certified by the state. Beth Wade inquired as to whether or not there was any discussion for a ready buyer list. Michelle Jarusiewicz provided information on her experience with doing resales for Provincetown and in ready renters list or ready buyer list. Laura provided some information on lotteries, resales and ready wait lists, and Subsidized Housing Lists and some discussion ensued. Jill Scalise stated that she would add assistance with 'heavy' monitoring versus 'light' monitoring qualifying that as what do you do so with properties that are out of compliance. This prompted some discussion on the regional service including a liaison-type service who could connect municipalities with the appropriate local, state or federal contact person based on the issue that needs to be addressed. There was consensus that this type of centralized support would be very helpful.

5. Next Meeting Date & Discussion on 2022 Meeting Schedule:

Renie noted that this next meeting date was November 18, 2020, which was the third Thursday due to the second Thursday landing on a holiday. Renie stated that for the time being the plan was to continue to hold the Advisory Council meetings virtually at least through March 2022 and suggested keeping the meeting date of the second Thursday of the month at 10:00 a.m. There was a general consensus. Some members noted that if there is a return to in person meetings that they would like to go back to an 8:30 or 9:00 a.m. time. It was decided that that can be revisited in March 2022.

6. Adjournment

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

Meeting adjourned at 10:59 a.m

Meeting Materials:

- Agenda and Virtual Meeting Instructions
- PY21 HOME and HOME-ARP Grant Funds sheet dated October 5, 2021
- Memo to Advisory Council on Possible Barnstable County Regional Affordable Housing Services



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AGENDA
BARNSTABLE COUNTY HOME CONSORTIUM
ADVISORY COUNCIL MEETING
Thursday, October 14, 2021 @ 10:00 a.m.

NOTE: This meeting will be held virtually, with all members and staff participating remotely, pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain Covid-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021.

See attached instructions on methods to join the virtual meeting.

Link to Meeting Materials: [MEETING MATERIALS 10-14-2021](#)

Advisory Council Meeting

1. Call to Order
2. Roll Call and Confirm Quorum
3. General Business
 - a. Approval of Minutes: August 12, 2021 – *roll call vote*
 - b. Staff Report on HOME Program activities
 - Membership Update
 - HOME and HOME-ARP Program Update
 - Projects Update
4. Member Discussion Topic:
 - a. Preliminary discussion of list of possible Barnstable County regional affordable housing services
5. Next Meeting Dates:
 - a. November 18, 2021
 - b. Discussion on meeting calendar for 2022 calendar
6. Adjournment – *roll call vote*

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, October 14, 2021 @ 10:00 a.m.

Virtual Meeting Access

NOTE: This meeting will be held virtually, with all members and staff participating remotely, pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain Covid-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021. This meeting will be recorded.

REMOTE PARTICIPATION INSTRUCTIONS:

Click on [Join 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: **140 905 971#**

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

Link to Meeting Materials: [MEETING MATERIALS-10-14-21](#)

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/ <**uncheck Screen Sharing**> REBOOT may be necessary

PROGRAM YEAR (PY) 2021 GRANT FUNDS

As of October 5, 2021

ALLOCATION	EN FUND	EN Committed	EN Remaining	CR FUNDS	PI/HP FUNDS	AD remaining
				2016	59,176.80	
2019	427,233.00	320,424.75	320,424.75	0.00	36,418.40	88,858.24
2020	462,132.00	346,599.00	54,025.00	292,574.00	138,322.00	133,033.00
2021	429,869.00	322,401.75	322,401.75	64,480.35	\$72,471.60	42,986.90
TOTAL:	1,319,234.00	989,425.50	374,449.75	614,975.75	247,212.00	264,878.14
<i>* may be deoblig. * See HP Sheet</i>						
Projects: Conditionally Committed						
pending: HAC Mashpee	300,000.00			Total Funds:		
pending: Scranton Main	300,000.00			EN Remain:	614,975.75	
pending: Cloverleaf	300,000.00			PI/HP Funds:	247,212.00	
					862,187.75	
Total:	900,000.00			Available	-37,812.25	
Abbreviation Code						
EN:	Entitlement Fund	Funds to be used for project activity (rental development, possible TBRA, DPCC, etc.)				
CR:	CHDO Reserve	Reserved for CHDO developments only / may be de-obligated				
PI/HP:	Program Income	Income received via the payoff of DPCC/Rehab mortgages (HP) and payoff of rental housing loans (PI)				
AD:	Administration	Funds to be used for the administration of the program (staff, monitoring, legal, consultants, etc.)				
HOME-ARP	ARPA Program	For HOME-ARP projects only				

HOME-ARP	\$1,556,508.00
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Admin 5%:	\$77,825.40
Admin 10%:	\$155,650.80
Entitlement:	\$1,323,031.80
TOTAL:	\$1,556,508.00

NOTE: Funds must be spent by September 30, 2030

PI Income	\$85,822.00
HP Income FW	\$70,000.00
	\$155,822.00
-25% of FW to AD	\$138,322.00

* 25% of Grant	\$115,533.00
* 25% of FairWinds	\$17,500.00
	\$133,033.00



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MEMORANDUM

To: Barnstable County HOME Consortium Advisory Council
From: Renie Hamman, HOME Program Manager
Patty Daley, Legal Policy Specialist, Cape Cod Commission
RE: Possible Barnstable County Regional Affordable Housing Services
Date: October 14, 2021

In working with Massachusetts Housing Partnership (MHP) in exploring regional housing services, a preliminary list of possible services that may be considered is provided below for discussion purposes.

Possible Barnstable County Regional Affordable Housing Services

Subsidized Housing Inventory (SHI) Tracking and Management provide communities with a comprehensive and current list of all units included on the SHI by subsidizing agency, property manager (if applicable) and expiration date (if applicable). Services include:

- Inventory Development
- Identify expiring uses and timelines (when units come on and off the SHI per the Guidelines)
- Ensure that new units are listed on SHI
- Track progress and compliance for Housing Production Plan (HPP) goals
- Ongoing SHI Status Tracking (number of affordable units/total housing units)

Monitoring (Primary)

This includes services for project and units for which the municipality is directly responsible. This would only be applicable for a portion of the total SHI units, primarily LIP and Local Action Units, but can include other 40B units that are not being monitored adequately such as “Old NEF” units. Services include:

- Development of Monitoring Plan: Establishment of property and unit files (to include relevant property-level permits, regulatory agreement, deed restrictions, AFMHP; unit-level rents or sales price; address; occupancy; contact information)
- Rental Properties: ensure compliance Affordability Restriction relative to tenant eligibility, initial lease up, rent and utility costs; annual recertification, reporting to municipality and DHCD)

- Homeownership: ensure compliance with unit Deed Restriction relative to buyer eligibility; capital improvements or refinancing; ongoing occupancy requirements; resales; reporting to municipality and DHCD.

“Light” Monitoring

This applies to SHI properties for which monitoring is assigned to someone other than the municipality, typically subsidized by MassHousing; MHP, HUD or other non-LIP DHCD programs. Includes confirmation of pro-active monitoring by others; tracking expiring uses.

Municipal Staff and Board Support

Enhance local capacity and technical expertise for municipal staff, boards, and committees relative to affordable housing. Can include permit review; local preference justifications; interpretation of relevant laws and regulations; review of developer proposal for feasibility and compliance.

Ready Renter List Direct assistance and clearinghouse services to current and future residents including development and maintenance of DHCD approved ready renter list.

Lotteries

Conduct lotteries to select eligible renters and purchasers for available affordable units.