

Town of Yarmouth

Per M.G.L.: All town and school boards, committees, commissions, and authorities shall post a notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays, and legal holidays. Notice shall contain a listing of topics/agenda that the chair reasonably anticipates will be discussed at the meeting.

Notice of Meeting

Name of committee, board, etc:	Affordable Housing Trust
Date of Meeting:	May 19, 2020
Time:	4:00 P.M.
Place:	REMOTE MEETING VIA A WEBINAR https://us02web.zoom.us/j/81906447686 OR CALL IN AT: +1 312 626 6799 +1 929 205 6099

TO ACCESS THIS MEETING REMOTELY:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81906447686>

YARMOUTH TOWN CLERK

Or iPhone one-tap :

US: +13126266799,,81906447686# or +19292056099,,81906447686#

'20MAY14AM7:10 REC

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782

Webinar ID: 819 0644 7686

International numbers available: <https://us02web.zoom.us/j/81906447686>

The Yarmouth Affordable Housing Trust meeting will be held by remote participation pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020. No in-person attendance of members of the public will be permitted, but the public can listen to and/or view this meeting while in progress by attending the online virtual meeting. Every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the town's website a transcript as soon as possible after the meeting.

Specific information for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting is provided here on the Notice of Meeting published at least 48 hours before the meeting. The Notice of Meeting and meeting materials will be posted together on the town's website at <http://www.yarmouth.ma.us/AgendaCenter>. It is recommended that phone participants access materials in advance of the meeting.

SEE THE NEXT PAGE FOR THE AGENDA ITEMS

AFFORDABLE HOUSING TRUST
AGENDA MAY 19, 2020
PAGE TWO

Agenda

1. Trust Business
 - a. Chairman's Report
 - b. Minutes of April 21, 2020
 - c. Staff Payroll Expenses

2. New Business
 - a. Yarmouth Gardens Motel Redevelopment
 - i. Request for Funding to cover increased costs due to state design requirements and financing challenges due to COVID-19
 - ii. Projected time line for project

3. Old Business
 - a. Affordable Housing Services to Provide Assistance To Low And Moderate Income Households at Risk of Eviction
 - i. Hands of Hope
 - ii. Housing Assistance Corp
 - b. Report on local food pantries and other programs serving low and moderate income households in Yarmouth in response to the COVID-19 health emergency
 - c. Cape and Islands Veterans Outreach Center
Dennis Group Home Funding Request
 - d. 2020 RFP Round I for Affordable Housing Creation - \$175,000
 - i. Review of Home at 33 Camelot Rd for purchase
 - ii. Review of Price Proposal from Building Dreams
 - iii. Vote on Award

4. Old Business
 - a. Motel Redevelopment
 - i. 881 Route 28 – Yarmouth Commons
 1. Property Management
 - b. Buy Down Program Update
 - c. Mill Pond Village Update
 - i. Building Permits

5. Next Meeting June ____, 2020

6. Adjourn

Town of Yarmouth

MINUTES Affordable Housing Trust April 21, 2020 4 P.M. REMOTE MEETING

DRAFT

Please note that the Yarmouth Affordable Housing Trust meeting was held by remote participation pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020. On this date, no in-person attendance of members of the public was permitted due to the state of emergency caused by the spread of the new coronavirus COVID-19.

At the appointed time, the Chair confirmed quorum by roll call vote:

Daniel Knapik – present
Robert C. Lawton, Jr. – present
Thomas Roche - present
Nathan Small – present
Erik Tolley – present

At 4:33 Chairman Knapik opened the meeting of the Affordable Housing Trust

Staff participating: Karen M. Greene, Director of Community Development
Mary Waygan, Affordable Housing/CDBG Program Administrator

Other Participants: Michael Williams, Building Dreams
David Quinn, Housing Assistance Corp

NEW BUSINESS

Housing Needs and Program due to the Spread of the Corona Virus (COVID-19); Amend current CPA Application with \$285,000 of additional funding:

After discussion, the Trust did not act to amend the CPA Application's dollar amount.

On a motion by Robert C. Lawton, Jr. seconded by Nate Small the Trust voted to amend the current CPA Application (\$200,000 General Deposit) to allow funds to be expended to serve household earning up to 100% of the Area Median Income, by roll call vote:

Daniel Knapik – yes
Robert C. Lawton, Jr. – yes
Thomas Roche - yes
Nathan Small – yes
Erik Tolley – yes

On a motion by Thomas Roche, seconded by Robert C. Lawton, Jr., the Trust voted to set aside \$40,000 of General Deposit Funds to establish an Emergency Loan Fund for property managers and landlords of deed restricted affordable rental unit to avoid bankruptcy and business closure due to delayed and non-payment of rent by tenants, by roll call vote:

Daniel Knapik – yes
Robert C. Lawton, Jr. – yes
Thomas Roche - yes
Nathan Small – yes
Erik Tolley – yes

Responses to Request for Quotes for Affordable Housing Services to Provide Assistance To Low And Moderate Income Households at Risk of Eviction Due to Rental Arrears, Mortgage Arrears and Other Housing Cost

Hands of Hope:

After a review of the proposal submitted by Hands of Hope, on a motion by Nate Small, seconded by Thomas Roche, the Trust voted by roll call vote to award \$24,000 of General Deposit Funds to the Council of Churches Hands of Hope Outreach Center for a Rental Assistance Program benefiting low- and moderate-income Yarmouth residents, as further detailed in the response to the Request for Quotes for Affordable Housing Service issued by the Affordable Housing Trust on April 13, 2020 with the following condition:

1. Funds may be used to serve households earning between 80% and 100% of the Barnstable County Area Median Income only if approved by Town Meeting,

Daniel Knapik – yes
Robert C. Lawton, Jr. – yes
Thomas Roche - yes
Nathan Small – yes
Erik Tolley – yes

Housing Assistance Corp

After a review of the proposal and a presentation by David Quinn of Housing Assistance Corp, on a motion by Nate Small, seconded by Thomas Roche, the Trust voted by roll call vote to award \$50,000 of General Deposit Funds to the Housing Assistance Corporation for a Rental Assistance Program benefiting low- and moderate-income Yarmouth residents, as further detailed in the response to the Request for Quotes for Affordable Housing Service issued by the Affordable Housing Trust on April 13, 2020, with the following conditions:

1. No more than 15% or \$7,500, shall be released by the Trust to cover program administration costs incurred by Housing Assistance Corporation
2. Funds can only be used to assist Yarmouth residents renting a unit registered with the Yarmouth Health Department
3. Funds may be used to serve households earning between 80% and 100% of the area median income only if approved by Town Meeting,

Daniel Knapik – yes
Robert C. Lawton, Jr. – yes
Thomas Roche - yes
Nathan Small – yes
Erik Tolley – yes

Cape and Islands Veteran Outreach Center: No submission.

Others: No submission.

Report on local food pantries and other programs serving low and moderate income households in Yarmouth in response to the COVID-19 health emergency:

Staff reported that the Town has the opportunity to use Community Development Block Grant (CDBG) from US HUD to provide new and improved public service programs addressing COVID-19, such as expanding food security and nutrition programs currently operated by the Yarmouth Food Pantry and the Senior Center.

Cape and Islands Veterans Outreach Center Dennis Group Home Funding Request:

The Trust reviewed and discussed a request for funding submitted by the Cape and Islands Veterans Outreach Center for a group home to serve homeless veterans. The Trust was, by consensus, in support of the request and asked staff to confer with Town Counsel to confirm if the Trust could expend funds outside the Town of Yarmouth.

2020 RFP Round I for Affordable Housing Creation

The Trust reviewed the Technical Proposal submitted by Building Dreams, which requested funds to acquire an existing home, rehabilitate the home, and rent affordability to an income eligible household. After a presentation of the proposal by Michael William of Building Dream, the Trust rated the Technical Proposal as highly advantageous to the Town, on a motion by Thomas Roche seconded by Nate Small, by roll call vote:

Daniel Knapik – yes
Robert C. Lawton, Jr. – yes
Thomas Roche - yes
Nathan Small – yes
Erik Tolley – yes

Mr. William discussed the Price Proposal, but the Trust deferred this discussion until a time when Mr. William had a specific property confirmed for the program.

OLD BUSINESS

Motel Redevelopment

497 Rt 28 – Yarmouth Gardens:

Staff updated the Trust that Yarmouth Gardens is scheduling the closing with the state for the Low Income Housing Tax Credits and other subsidies.

881 Route 28 – Yarmouth Commons:

Staff updated the Trust that the Property Management is due to provide plans to address on-site issues.

Buy Down Program:

Staff updated the Trust that the Buy Down Lottery is ongoing and applications are due on May 8th.

Mill Pond Village :

Staff updated the Trust that Bonvie Homes completed the first layer of paving on the dirt road in front of the constructed home, and is currently applying for building permits.

NEXT MEETING

The next meeting was set for May 19, 2020 at 4 PM

ADJOURN

On a motion by Nate Small seconded by Thomas Roche the Trust adjourned by roll call vote:

Daniel Knapik – yes

Robert C. Lawton, Jr. – yes

Thomas Roche - yes

Nathan Small – yes

Erik Tolley – yes

May 14, 2020

Town of Yarmouth Affordable Housing Trust
1146 Route 28
Yarmouth, MA 02664

RE: The Residences at Yarmouth Gardens
497 Route 28, West Yarmouth

Dear Trustees:

First, I would like to thank you, the other members of the Trust and the Town staff for all your efforts to aid this important affordable housing project, without which it would not be possible.

I am exceedingly reluctant to ask for more money for a project, and as a result spent much time trying to reduce our funding shortfall. The development budget was in balance when we filed the OneStop Application in February 2019. Construction prices increased considerably since then – well above the allowance for inflation we included. We’ve had to make some increases in the scope of construction work, adding over \$400,000 to the cost (see below for details). And recently our tax credit investor, a large bank, made a policy determination that, in light of the current economic situation caused by the Covid-19 pandemic, the bank will not make any new tax credit investments for the foreseeable future. We have an alternative investor, a fund run by MHIC, but its equity contribution will be \$288,000 less than our previous investor’s.

In response, we have done a lot of “value engineering,” even cutting some things we’d rather not. We have also managed to increase the permanent mortgage loan amounts above what was in the OneStop. But we still **need \$677,848 to close the funding shortfall**. We asked the Department of Housing and Community Development for the funds, and they are favorably disposed to help, but they would like to see some additional contribution from our local funders. The Barnstable County HOME Consortium just approved an additional \$100,000 for the project. We are very much aware of the very substantial commitment that the Yarmouth Affordable Housing Trust has already made to the project. We are **asking the Trust to consider making an additional contribution of \$67,900**, which would represent 10% of the total needed.

After we submitted the OneStop, DHCD asked us to make a few changes to one of the buildings, specifically to add an elevator, expand the community room and add a second common bathroom. In order to avoid increasing the building coverage ratio, which would have necessitated Planning Board approval, our design team moved a unit from the first floor to the second, pushing out the second floor to occupy space that would have been a cathedral ceiling in the community room. The redesign also required the relocation of the mechanical room. DHCD indicated that they would help with some of the cost of these changes.

Separately, we needed to add another septic tank and related equipment. According to Coastal Engineering, our civil engineers, the manufacturer’s representative told them that the system as originally designed, shown in the plans included with the OneStop, would meet the required parameters for nitrogen and other components. When it came time to get ready to order the system, the manufacturer’s engineers were reviewing the order and determined that another tank and related secondary nitrification equipment (Nitrifast) would be required. Coastal still believes this will be the best, most economical system, and it is considerably less costly than a full wastewater treatment facility. This was a significant construction expense that we could not have anticipated.

And of course, there have been additional design costs for these items: Winslow Architects for the building changes and Coastal Engineering for the septic. Winslow’s charge included the engineering design to relocate the mechanical room and revise all the engineering drawings.

Here is the cost for the above:

Elevator	\$172,200
Change layout, expand community room, add 2 nd bath	51,625
Septic Tank, Nitrifast	143,875
Winslow Architects, redesign	27,113
Coastal Engineering, redesign	<u>8,493</u>
Total Cost for added scope	\$403,306

Broken out another way, the building changes (construction and design) cost \$250,938 and the septic changes cost \$152,368.

Looking at the overall development budget (please see attached Comparative Sources and Uses and the Final Pricing from Delphi Construction, our General Contractor): we have had significant increases in construction costs, mostly due to inflation. We were able to reduce the increase in hard costs to \$567,800 (or about \$200,000 above the cost of the added items discussed above), as a result of value engineering, as mentioned above.

As for soft costs: architecture and engineering increased \$82,000, including the \$35,600 for the redesign discussed above. Other soft costs increased \$146,700, principally increased lender legal expense (\$46,000), higher insurance costs (\$20,000), relocation expense, since we hadn’t known that a few of the motel guests were not transient vacationers (\$20,000), increased construction loan interest (\$16,000) and increased costs for origination fees and lender direct costs (\$24,100). The operating reserve went up by \$19,400. All told, the development budget increased \$816,000.

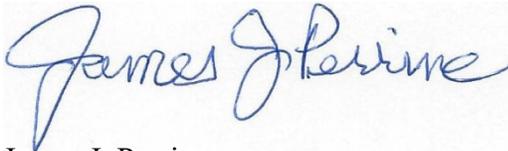
Fortunately, we were able to increase the amount of the permanent mortgage by \$345,000. But as mentioned above, the new investor is providing \$288,000 less in equity funding than our former investor (and \$206,800 less than budgeted in the OneStop). This leaves a **gap of \$677,848, for which we are requesting additional funds from our other funders. This includes the \$67,800 we are (humbly) requesting from the Yarmouth Affordable Housing Trust.**

Shortly after we line up the financing, we will be able to obtain the final review by DHCD. We then expect to start the abatement and demolition of the buildings on the site. If all goes well, we will have the financial closing in late July, with construction to start immediately thereafter. We anticipate completion in August, 2021.

Thank you for your consideration of this request and for your ongoing support for the redevelopment of Yarmouth Gardens.

Stay safe!

Very truly yours,

A handwritten signature in blue ink that reads "James J. Perrine". The signature is written in a cursive style with a large, prominent "J" and "P".

James J. Perrine
President

Waygan, Mary

From: Irene Hamman <irene.hamman@barnstablecounty.org>
Sent: Thursday, May 14, 2020 10:23 AM
To: Waygan, Mary; James J. Perrine
Cc: Greene, Karen; Richard Carroll
Subject: Yarmouth Gardens

Attention! This email originates outside of the organization. Do not open attachments or click links unless you are sure this email is from a known sender and you know the content is safe. Call the sender to verify if unsure. Otherwise delete this email.

Hi all – the Barnstable County HOME Consortium Advisory Council voted to provide an additional \$100,000 in HOME funds for the Yarmouth Gardens Project!

Jim – give me a week or so to get the award letter out.

Sincerely,

Renie Hamman, HOME Program Manager

Renie.Hamman@barnstablecounty.org

Office: 508-375-6622

Barnstable County, Department of Human Services
P.O. Box 427 - 3195 Main Street
Barnstable, MA 02630

Waygan, Mary

From: Michael Williams <changing.lives@hotmail.com>
Sent: Friday, May 8, 2020 10:14 AM
To: Waygan, Mary
Subject: Affordable housing

Attention! This email originates outside of the organization. Do not open attachments or click links unless you are sure this email is from a known sender and you know the content is safe. Call the sender to verify if unsure. Otherwise delete this email.

Good morning Mary,

We found a great home. It is a three bedroom in yarmouthport. The numbers are a little higher for us but is a great deal. Would the trust be able to increase the loan amount to 225k? We would be putting in 60k. 33 camelot rd. Will go fast and sorry for short notice.

Thank you,
Mike

Sent from my Verizon, Samsung Galaxy smartphone

CURRENT OWNER		TOPO		UTILITIES		STRT / ROAD		LOCATION		CURRENT ASSESSMENT						
SCHAFFER GEORGE 33 CAMELOT RD YARMOUTH PORT MA 02675-1306		2	Above Street	2	Public Water	1	Paved	2	Suburban	Description RESIDENTL RES LAND	Code 1010 1010	Assessed 252,100 201,800	Assessed 252,100 201,800			
		4	Rolling	4	Gas											
				6	Septic											
SUPPLEMENTAL DATA																
Alt Prcl ID 118/ X022/ / / MISC 420 CHANGES BETTERMENTS PLAN # 297C ZIP CODE 9999: GIS ID M_305701_829700						VOTE VOTE DATE PRIVATE Assoc Pid#										
										Total		453,900	453,900			
RECORD OF OWNERSHIP		BK-VOL/PAGE		SALE DATE	Q/U	V/I	SALE PRICE	VC	PREVIOUS ASSESSMENTS (HISTORY)							
SCHAFFER GEORGE		553584	0	05-22-1992		I	0		Year	Code	Assessed	Year	Code	Assessed		
SCHAFFER GEORGE			0	05-22-1992	Q	I	162,000	1N	2020	1010	252,100	2019	1010	215,100		
										1010	201,800	2018	1010	215,100		
									Total		453900	Total		416900	Total	408000
EXEMPTIONS				OTHER ASSESSMENTS				This signature acknowledges a visit by a Data Collector or Assessor								
Year	Code	Description	Amount	Code	Description	Number	Amount	Comm Int								
			Total					0.00								
ASSESSING NEIGHBORHOOD												APPRAISED VALUE SUMMARY				
Nbhd	Nbhd Name			B		Tracing		Batch		Appraised Bldg. Value (Card)				250,600		
0080										Appraised Xf (B) Value (Bldg)				1,500		
												Appraised Ob (B) Value (Bldg)				0
												Appraised Land Value (Bldg)				201,800
												Special Land Value				0
												Total Appraised Parcel Value				453,900
												Valuation Method				C
												Total Appraised Parcel Value				453,900
BUILDING PERMIT RECORD												VISIT / CHANGE HISTORY				
Permit Id	Issue Date	Type	Description	Amount	Insp Date	% Comp	Date Comp	Comments	Date	Id	Type	Is	Cd	Purpost/Result		
056	01-29-1999	RS	Residential	1,800		100	01-01-2000		01-01-2014	BH	01	1	CY	CYCLICAL 2014		
									12-11-2013	BH			00	Measur+Listed		
									11-18-2005	JS			00	Measur+Listed		
									06-19-1996	rd			00	Measur+Listed		
LAND LINE VALUATION SECTION																
B	Use Code	Description	Zone	Land Type	Land Units	Unit Price	Size Adj	Site Index	Cond.	Nbhd.	Nbhd. Adj	Notes	Location Adjustment	Adj Unit P	Land Value	
1	1010	SINGLE FAM M			15,682 SF	5.72	1.00000	8	1.00	0080	2.250			1.0000	12.87	201,800
Total Card Land Units					15,682 SF	Parcel Total Land Area					0.3600	Total Land Value				201,800

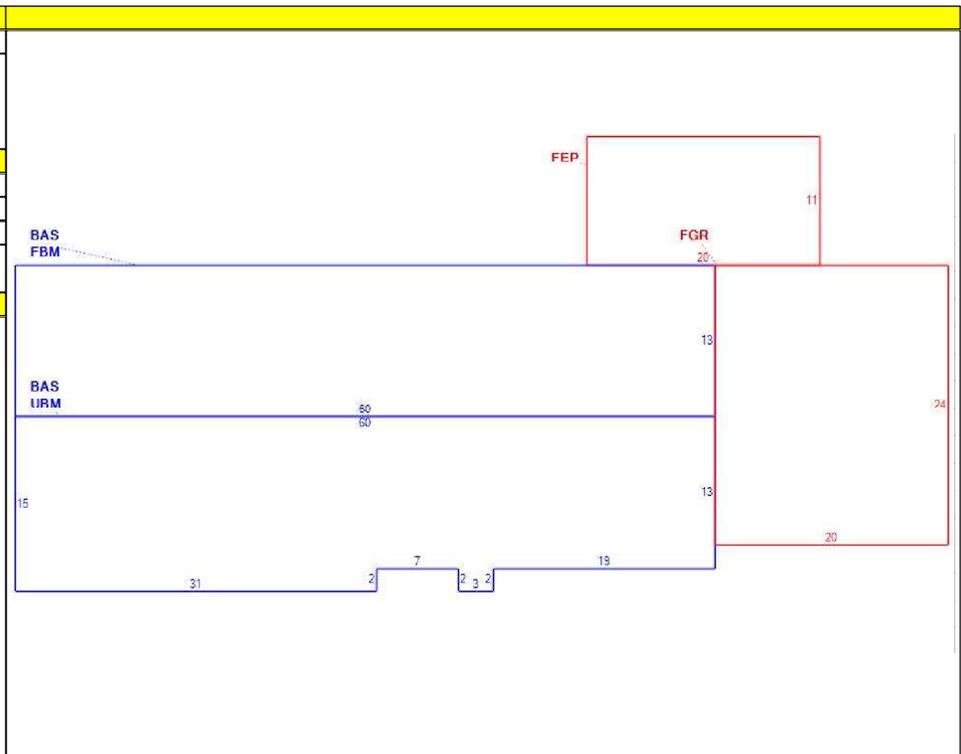
VISION

815
YARMOUTH, MA

CONSTRUCTION DETAIL			CONSTRUCTION DETAIL (CONTINUED)		
Element	Cd	Description	Element	Cd	Description
Style:	01	Ranch			
Model	01	Residential			
Grade:	05	Average +20			
Stories:	1	1 Story			
Occupancy	1				
Exterior Wall 1	14	Wood Shingle			
Exterior Wall 2	11	Clapboard			
Roof Structure:	03	Gable/Hip			
Roof Cover	03	Asph/F Gls/Cmp			
Interior Wall 1	05	Drywall/Sheet			
Interior Wall 2					
Interior Flr 1	14	Carpet			
Interior Flr 2	05	Vinyl/Asphalt			
Heat Fuel	03	Gas			
Heat Type:	05	Hot Water			
AC Type:	01	None			
Total Bedrooms	03	3 Bedrooms			
Total Bthrms:	2				
Total Half Baths	0				
Total Xtra Fixtrs					
Total Rooms:					
Bath Style:	02	Average			
Kitchen Style:	02	Modern			

CONDO DATA			
Parcel Id		C	Owne 0.0
		B	S
Adjust Type	Code	Description	Factor%
Condo Flr			
Condo Unit			

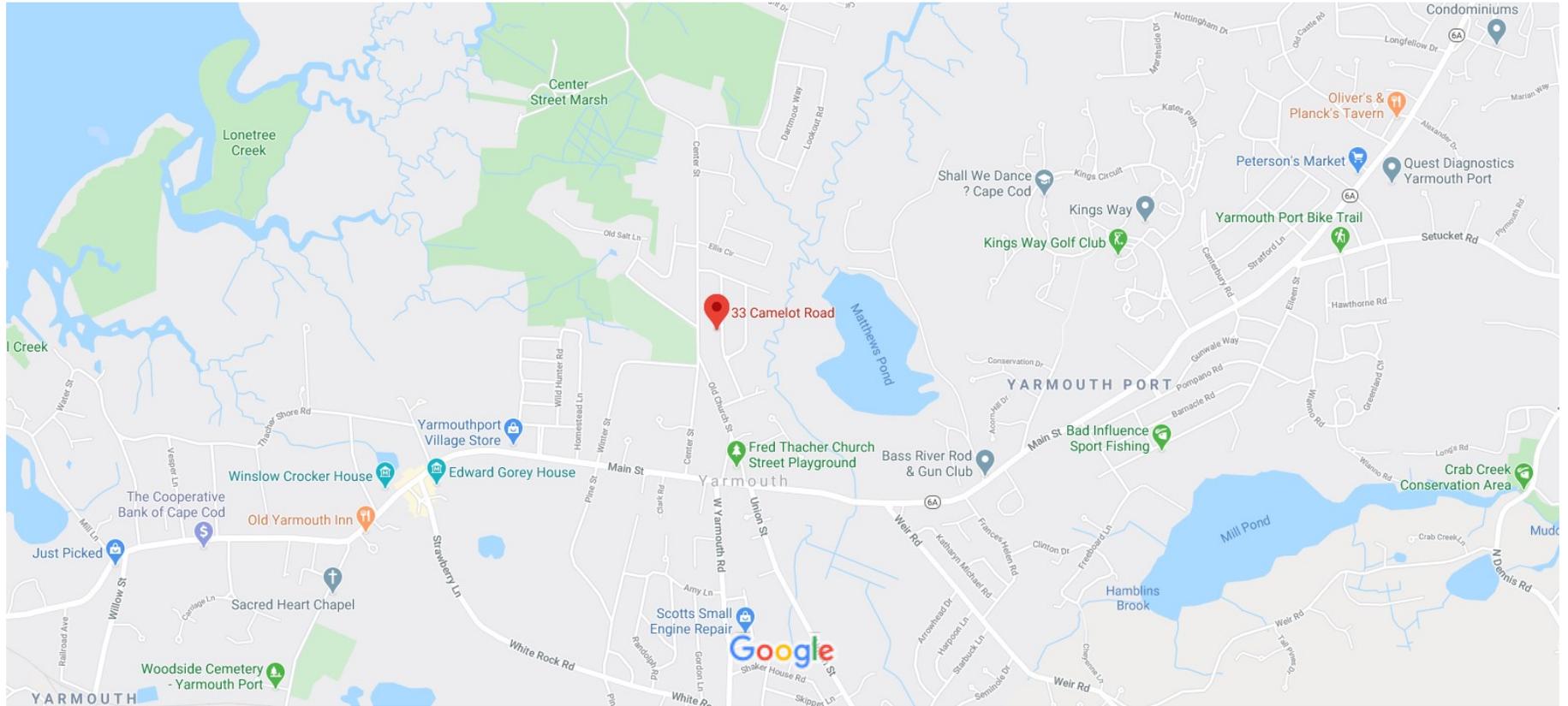
COST / MARKET VALUATION	
Building Value New	357,969
Year Built	1968
Effective Year Built	
Depreciation Code	A
Remodel Rating	
Year Remodeled	
Depreciation %	30
Functional Obsol	0
Ext. Comment	0
Trend Factor	1
Condition	
Condition %	
Percent Good	70
RCNLD	250,600
Dep % Ovr	
Dep Ovr Comment	
Misc Imp Ovr	
Misc Imp Ovr Comment	
Cost to Cure Ovr	
Cost to Cure Ovr Comment	



OB - OUTBUILDING & YARD ITEMS(L) / XF - BUILDING EXTRA FEATURES(B)										
Code	Description	L/B	Units	Unit Price	Yr Blt	Cond. Cd	% Gd	Grade	Grade Adj.	Appr. Value
FPL1	FIREPLACE 1	B	1	2200.00	1985		70		0.00	1,500

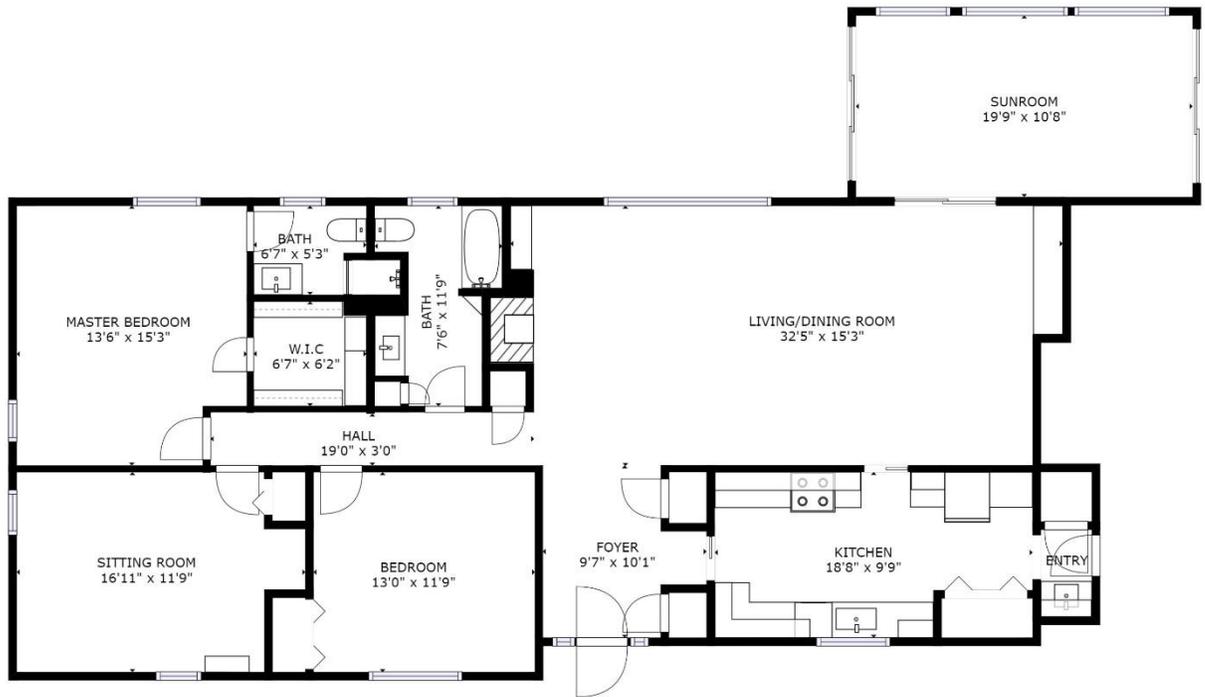
BUILDING SUB-AREA SUMMARY SECTION						
Code	Description	Living Area	Floor Area	Eff Area	Unit Cost	Undeprec Value
BAS	First Floor	1,628	1,628	1,628	141.05	229,629
FBM	Basement, Finished	0	780	351	63.47	49,508
FEP	Porch, Enclosed, Finished	0	220	154	98.73	21,722
FGR	Garage	0	480	192	56.42	27,082
UBM	Basement, Unfinished	0	848	170	28.28	23,978
Ttl Gross Liv / Lease Area		1,628	3,956	2,495		351,919

Google Maps 33 Camelot Rd



Map data ©2020 1000 ft





FLOOR 1

GROSS INTERNAL AREA
 FLOOR 1: 1830 sq ft
 TOTAL: 1830 sq ft
 SIZES AND DIMENSIONS ARE APPROXIMATE, ACTUAL MAY VARY.



