

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.

YARMOUTH TOWN CLERK

Notice of Meeting

20APR20 4:21:38 REC

Name of committee, board, etc:	Community Preservation Committee
Date of Meeting:	May 4, 2020
Time:	3:00 PM
Place:	Virtual Meeting

The meeting will be held by remote participation pursuant to Massachusetts Governor Charles D. Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. An audio or video recording, transcript, or other comprehensive record of proceedings will be posted on the town's website as soon as possible after the meeting.

JOINING THE VIRTUAL MEETING: Members of the public can join the meeting using one of the following methods:

- To attend the meeting online, click <https://us02web.zoom.us/j/88361109949> and follow the prompts or navigate to <https://zoom.us/join> and enter meeting/webinar ID **88361109949** and follow the prompts.
- To attend the meeting by dial-in phone, call +1 301 715 8592 and enter meeting ID **88361109949**. The dial-in number can also be used to access the audio while watching the online meeting (if you don't have speakers and/or a microphone).
- Please plan to join the virtual meeting at least five minutes before the start of the meeting to troubleshoot any issues you may have joining.

APPLICANTS:

- Applicants will be called upon by the Chair or Moderator to present their request. Applicants can use the "Raise Hand" button to identify themselves (all participants will be muted, you must be recognized by the Chair to participate).
- Applicants attending by dial-in should press *9 to notify the Chair or Moderator of their presence when called upon. The meeting Moderator will un-mute applicants when they are called upon to speak.

PUBLIC PARTICIPATION: During the Public Comment period for Public Hearings, or at the discretion of the Chair for Public Meetings, the Chair will invite the audience to comment:

- Online audience members wishing to participate during the public comment section of a hearing can use the "Raise Hand" button to notify the Chair. All participants will be muted, you must be recognized by the Chair to participate.
- Dial-in audience members wishing to participate during the public comment section of a hearing should press *9 on their phone to notify the Chair. All participants will be muted, you must be recognized by the Chair to participate.
- **MEETING MATERIALS:** Meeting materials will be displayed at the online meeting and are attached to this agenda (available at <http://www.yarmouth.ma.us/AgendaCenter>).

AGENDA

1. Town Meeting Update
 1. Rescheduled to June 22, 2020 (tent.)
 2. Article Review
 3. Revised Application from AHT – possible vote
 4. CPA Exemption
 5. Outreach Meeting Schedule
2. CPA Budget
3. Member and Staff Updates
 1. Committee Roster
 2. Administrative Budget Requests
 - i) CPA Coalition
 - ii) Other
4. Other Upcoming Meetings and Times
5. Minutes for Review
 1. January 22, 2020 CPC
 2. March 13, 2020 CPC

YAR#00TH TOWA CLERK

20APR30PM2:58 REC

Posted By (Name):	Karen M. Greene
Signature:	<i>Karen M. Greene</i>

ARTICLE #20: CPA FY21 Estimated Revenue

To see if the Town will vote to appropriate the following sums of money from the FY 21 estimated annual revenues of the Yarmouth Community Preservation Act Fund as required by G.L. c.149, §298 of the Acts of 2004:

Appropriation	FY21 (3% Surcharge)	FY21 (3% w/ \$100k Exemption)
Community Housing Reserve	\$ 230,690	\$170,690
Historic Preservation Reserve	\$ 230,690	\$170,690
Open Space Reserve	\$ 230,690	\$170,690
Operating Expenses	\$ 98,000	\$ 85,345

EXPLANATION: *This article is a required housekeeping article that appears at every annual town meeting. As required under the Community Preservation Act, a minimum of 10% of CPA revenues must be set aside for each of the following purposes: community housing, historic preservation, and open space. Additionally, 5% of the total revenue is set aside for operating expenses.*

FY21 CPA Revenues are estimated at \$2.3 million (\$1.7 million) and are based on an estimated property tax levy of \$64 million. Figures include an estimated 20% match of \$384,000 (\$284,000) including supplemental match distributions made for Communities that have adopted the 3% surcharge.

Selectmen Will Recommend from the Floor
 Finance Committee Will Recommend from the Floor (Community Preservation Committee)

ARTICLE #21: Municipal Affordable Housing Trust

To see if the Town will vote to transfer and appropriate for community housing purposes the sum of \$200,000 from the Community Preservation Act Housing Reserve Fund to the Town of Yarmouth Municipal Affordable Housing Trust created under G.L. c.44, §55C to create, preserve, and support affordable housing for households at or below 80% of the Area Median Income.

Requires 2/3rds vote

EXPLANATION: *This article appropriates CPA funds to the Yarmouth Municipal Affordable Housing Trust for community housing projects supported by the Housing Trust. To date, the Trust has created 137 housing units, preserved 7 more, and supported another 30. Yarmouth now has 599 affordable housing units, which is approximately 5% of the Town's year-round housing stock*

Selectmen Will Recommend from the Floor
 Finance Committee Will Recommend from the Floor (Community Preservation Committee)

ARTICLE 22: CPA Affordable Housing Project

To see if the Town will vote to transfer and appropriate for community housing purposes the sum of \$80,000 from the Community Preservation Act Housing Reserve Fund to the Harwich Ecumenical Council for Housing, Inc. to preserve homes with repairs for income-eligible homeowners.

EXPLANATION: *This article appropriates \$80,000 in CPA funds for community housing projects with the Harwich Ecumenical Council for Housing (HECH) Emergency Loan Program to preserve homes for low-income residents with both financial and technical assistance.*

Selectmen Will Recommend from the Floor
 Finance Committee Will Recommend from the Floor (Community Preservation Committee)

ARTICLE 23: CPA Historic Resource Projects

To see if the Town will vote to transfer and appropriate for historic preservation purposes the following sums of money from the Community Preservation Act Historic Reserve Fund:

Item	Appropriate To	Purpose	Amount and CPA Funding Source	Total
A	Historical Society of Old Yarmouth	To preserve and protect grave markers in Ancient Cemetery from deterioration or destruction	\$13,000 Historic Reserve	\$13,000
B	Yarmouth Historical Commission	To create a reconnaissance survey to identify potential archeological sites in Yarmouth.	\$26,000 Historic Reserve	\$26,000
C	Historic New England	To produce an archeological study that will support future construction work.	\$11,100 Historic Reserve	\$11,100
D	St. David's Episcopal Church	Completion of the historic preservation of the Amos Baker House by restoring second floor dormer, windows, trim, insulation, and siding.	\$15,500 Historic Reserve	\$15,500
TOTAL				\$65,600

EXPLANATION:

Project A would provide \$13,000 to the Historical Society of Old Yarmouth to preserve and protect grave markers at Ancient Cemetery from destruction and deterioration. CPC funds will be used to cover costs of field equipment and supplies utilized by trained volunteers as well as record storage and information to be made available online to the public. Efforts are coordinated with the Town’s Cemetery Division.

Project B would provide \$26,000 to the Yarmouth Historical Commission to create a reconnaissance survey to identify potential archeological sites in Yarmouth. This project will provide the Town with a sensitivity maps showing relevant sites and surveyed areas as well as a written inventory of potential archaeological sites. Additionally, recommendations will be made regarding how archaeological resources may be preserved and how to mitigate impacts to resources from various development projects.

Project C would provide funds to produce an archeological study that will support future construction work that will include new museum space at the Winslow Crocker House as well as a Visitor Center for the northside of Town that will include additional parking and restrooms.

Project D would provide \$15,500 to the St. David’s Episcopal Church to complete the historic preservation of the Amos Baker House by restoring second floor dormer, windows, trim, insulation, and siding.

Selectmen Will Recommend from the Floor
Finance Committee Will Recommend from the Floor (Community Preservation Committee)

ARTICLE 24: CPA Recreation Project

To see if the Town will vote to transfer and appropriate for recreational purposes the sum of \$28,000 from the Community Preservation Act Fund Undesignated Reserve to the Yarmouth Department of Public Works to fund removal and replacement of the existing north-side backstop fence at the Little League Field.

EXPLANATION: *This article appropriates \$28,000 in CPA funds for removal and replacement of the existing north-side backstop of the Little League field. This is the backstop closest to Sylvan Way. The project will be overseen by the Yarmouth DPW and is supported by the Yarmouth Little League.*

Selectmen Will Recommend from the Floor
Finance Committee Will Recommend from the Floor (Community Preservation Committee)

ARTICLE 25: Land Disposition

To see if the Town will vote to authorize the Board of Selectmen to lease for terms up to thirty (30) years, or to sell, transfer or otherwise convey a fee interest or easement, on terms and

ARTICLE #16: To see if the Town will adopt the exemption from the property tax surcharge imposed under section 3 of chapter 44B of the General Laws, the Community Preservation Act, for \$100,000 of the value of each taxable parcel of residential real property, starting with taxes assessed for fiscal year 2022, beginning July 1, 2021. Or to take any other action relative thereto.

EXPLANATION: This article proposes to adopt a \$100,000 “residential exemption” for the Community Preservation Act surcharge. The first \$100,000 of residential property values would not be included in the calculation of the CPA surcharge, resulting in a decrease of the total amount assessed to Yarmouth taxpayers by approximately \$500,000.

The intent of this exemption is to reduce the overall property tax surcharge assessed to taxpayers for CPA in order to offset the impact of adopting the surcharge associated with the Municipal Water Infrastructure Investment Fund in Article 15. If both Articles 15 and 16 were to pass, the effect would be no overall increase in the amount of property tax surcharges assessed to taxpayers.

To be effective, adoption of this exemption also requires a majority vote at the Town election. Due to ballot question timing requirements, the exemption cannot be implemented until fiscal year 2022.

Selectmen Will Recommend from the Floor
Finance Committee Will Recommend from the Floor

(Board of Selectmen)

**Town of Yarmouth
Municipal Affordable Housing Trust
Amendment to the 2019 Project Application Form**

Project Name: **Affordable Housing Trust – General Deposit**

Date: **April 30, 2020**

Project Location: **Town of Yarmouth Town-Wide**

Fiscal Year: **Town Fiscal Year 2020**

Project Proponent: **Yarmouth Municipal Affordable Housing Trust**

CPA Funds Recommended by CPC: **\$200,000** (Town Meeting Approval Pending)

In order to provide a response to the spread of the new coronavirus (COVID-19) and address the increase need for housing security, the Yarmouth Municipal Affordable Housing Trust requests approval from the Community Preservation Committee and Town Meeting **to expand the use of the 2020 General Deposit to assist households earning up to 100% of the Area Median Income (AMI).** Historically the Trust has requested funds to serve households earning up to 80% AMI.

On April 21, 2020 the Yarmouth Affordable Housing Trust met and voted to partner with the Housing Assistance Corporation and the Hands of Hope Outreach Center to provide emergency rental assistance to Yarmouth residents to prevent eviction. Although the state recently passed legislation placing a moratorium on evictions, once lifted, tenants are responsible for past due rent. The Trust has approved funding for these programs for households earning up to 80% AMI, and **here requests that the FY2020 General Deposit be available to households earning up to 100% AMI.**

With all approvals in place, **Housing Assistance Corporation** will expand their current rental assistance program in order to serve household earning up to 100% (AMI). HAC's current program (RAFT) serves households earning no more than 50% AMI, and households earning more than 50% AMI are turned away. The Trust has set aside \$50,000 for this program.

Likewise, **Hands of Hope** will expand their rental assistance program to serve households earning up to 100% AMI, and to increase the assistance up to \$5,000 per household. Hands of Hope currently serves households earning no more than 80% AMI and makes every effort to keep grants under \$2,000. The Trust has set aside \$24,000 for this program, as a supplement to the CPC's current contract with Hands of Hope for \$34,000. The new program total is \$58,000.

These two programs will go forward now, serving households earning no more than 80% AMI. With approval of the 100% AMI limit by the Community Preservation Committee and Town Meeting, these programs will be amended to serve households earning up to 100% AMI.

Flett, Dawn-Marie

From: Barry, Mike
Sent: Thursday, November 21, 2019 9:43 AM
To: Williams, Kathleen; Colby, Jeff; Armstrong, Pat; Waygan, Mary
Cc: Greene, Karen; Grant, Kelly
Subject: CPA Votes 11/20/19

Colleagues,

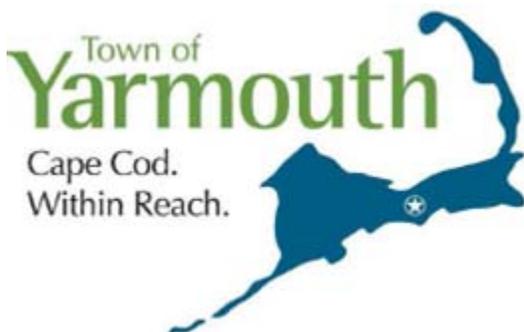
The CPC met yesterday (11/20/19) and made preliminary votes on all CPA applications. Here are some of the decisions that affect projects that you are likely interested in.

- Drive-In Site: 9-0 vote to table a decision until fall 2020 when CPA funding levels become clear.
- Sandy Pond: 9-0 vote to table a decision until fall 2020 when CPA funding levels become clear.
- Cape Playhouse: 9-0 vote to table a decision until fall 2020 when CPA funding levels become clear.
- Little League Backstop: 9-0 approval of \$28,000, the full amount requested.
- 75 Meadowbrook Rd Land Acquisition and Veteran Housing: No Decision. Awaiting appraisal and 2nd cost estimate for moving the house.
- Affordable Housing Trust Deposit: 9-0 approval of \$200,000. \$280,000 was requested.
- HECH Emergency Housing Loan Program: 9-0 approval of \$80,000. \$168,000 was requested.

The CPC is requesting additional information from applicants of other CPA applications. Pending the results of this information, the CPC will likely revisit some or all of the decisions made on 11/20/2019. Therefore, the current decisions must be viewed as preliminary.

Mike

Michael Barry
Community Development Office
Town of Yarmouth
508-398-2231 ext 1277



TOWN OF YARMOUTH
COMMUNITY PRESERVATION COMMITTEE



PROJECT APPLICATION FORM

Project Name: **Affordable Housing Trust – General Deposit**

Date: **September 25, 2019**

Project Location: **Town of Yarmouth Town-Wide**

Assessor Map/Lot:

Deed: Book _____ Page _____

Total Cost of Project: **\$480,818** CPA Funding Request: **\$280,000**

(leave amount blank for land acquisitions.)

Fiscal Year: **Town Fiscal Year 2020**

Project Proponent: **Yarmouth Municipal Affordable Housing Trust**

Title: **Daniel Knapik, Chairman
Mary Waygan, Affordable Housing/CDBG Program Administrator**

Business Name: **Yarmouth Municipal Affordable Housing Trust**

Mailing Address: **1146 Route 28, South Yarmouth, MA 02664**

Telephone Number: **508-398-2231 ext. 1275**

E-mail Address: **mwaygan@yarmouth.ma.us**

Community Preservation Categories:

Community Housing
 Historic Resource

Open Space
 Recreation

NOTE: Some projects may be subject to a permanent deed restriction that meets the requirements of MGL c. 44B §12 and MGL c. 184 §23 to 31. The deed restrictions run with the land in perpetuity and are enforceable by a governing agency.

OBJECTIVE. State the purpose of the project.

To provide a public benefit and a suitable living environment by increasing the access to and availability of safe and decent affordable housing to Yarmouth residents, while maintaining the quality of life for all.

PROJECT SUMMARY. Include statement of community needs, how the project meets the criteria for funding, and how the project benefits the Town of Yarmouth. Describe the site, including zoning, number of acres, natural features of the property, and how the property is being used now and its proposed use.

A priority goal for the Town of Yarmouth is to create, support, and preserve safe and decent housing affordable to our residents, while maintaining the quality of life of all residents. Yarmouth has consistently increased its affordable housing inventory over the last decade, steadily working toward the state mandated 10% goal for affordable housing.

In 2019, the program continued to prioritize the Motel Redevelopment Program. It is pleasure to report that the construction of the Yarmouth Commons development is now complete. Yarmouth Commons is a sixty-nine (69) unit affordable housing development by Dakota Partners located at 881 Route 28 in South Yarmouth, site of the former Cavalier Motel. The Yarmouth Commons affordable housing lottery was held in June 2019 with over 650 applications for these 69 units. Tenants are currently moving into these new units. This development was awarded \$30,000 of Community Preservation funds per affordable rental unit, totaling \$2.07 Million, which leveraged \$12 Million in state and federal subsidies and tax credits.

The program also continued to support the redevelopment of the Yarmouth Gardens Motor Lodge at 497 Route 28, West Yarmouth into forty (40) units of affordable rental housing. In July 2019, Yarmouth Gardens was awarded \$9.9 Million of state and federal subsidies and tax credits. It is expected that demolition and construction will start in 2020. This development was awarded \$30,000 of Community Preservation funds per affordable rental unit, totaling \$1.2 Million, which leveraged \$9.9 Million in county, state and federal subsidies and tax credits

Yarmouth currently has 596 qualified affordable units which are qualified by the state for inclusion on the Subsidized Housing Inventory (SHI). This represent 4.95% of our year-round housing and places Yarmouth half-way toward our 10% goal. With the inclusion of the 40 new affordable rental units at Yarmouth Gardens, Yarmouth will have 636 qualified affordable units, bumping our percentage of affordable housing to 5.28%.

THE AFFORDABLE HOUSING TRUST

The Yarmouth Affordable Housing Trust has played a pivotal role in the Town's Affordable Housing Program. To date the Trust has created 137 new units, preserved 7 existing units, and supported 30 additional households. Looking ahead, the Trust has 81 new affordable units planned in total considering all funded programs, including the General Deposits, Motel Redevelopment, and Buy Down Programs. The Trust also reserves funds to step in and preserve existing affordable homes and provide emergency assistance to households on a case-by-case basis. Continued funding of the Affordable Housing Trust ensures the furtherance of this positive trend.

AFFORDABLE HOUSING TRUST	# COMPLETED	# PLANNED
HOMEOWNERSHIP		
Buy-Down Program	16	3
Buy-Down Mill Pond Village		19
Construction of Town-owned Land (West Yarmouth Road and Cedar Street)	3	14
Construction of Habitat Homes (Virginia Street)	6	
Preservation of Existing Homes	7	
RENTAL		
Affordable Rental Units by Motel Redevelopment	69	40
Rental Units by Conversion of Properties (Wilfin and Town-wide Homes)	11	
Rental Units Supported by Ready Renters List	32	
Veteran Housing		5
SUB TOTAL	144	81

The Yarmouth Affordable Housing Trust, a municipal entity, was created in 2007 by Annual Town Meeting. The purpose of the Trust, by statute, is to provide for the creation, support and preservation of affordable housing in municipalities for the benefit of low and moderate income households. For Yarmouth specifically, the Trust looks to take advantage of the flexibility inherent in a Housing Trust to create and fund housing opportunities that need action more quickly than a yearly Community Preservation Grant Cycle or Town Meeting may allow. The Trust consists of five Trustees:

- Daniel Knapik, Town Administrator and Chairman
- Robert C. Lawton, Jr., Member-at-Large and Vice Chairman
- Erik Tolley, Selectman Member
- Thomas J. Roche, Community Preservation Representative
- Nate Small, Community Housing Committee Representative

Administrative support is provided by Mary Waygan, the Affordable Housing/CDBG Program Administrator for the Department of Community Development. The Department of Community Development facilitates a coordinated approach to the Town's Affordable Housing, Economic

Development, and Community Preservation activities through long-range planning efforts, economic development, land conservation, affordable housing and historic preservation.

More and more Cape Towns are approaching Yarmouth for peer-to-peer support regarding affordable housing programs. Trustees and Staff have presented at state and local meetings about our innovative and successful programs. The key to the development of these programs has been the soliciting of new ideas through housing forums and RFPs in combination with the growth of local involvement and support.

In 2020, the Trust will direct its efforts and funding toward the creation of new affordable rental and homeownership units, the preservation of our existing deed-restricted affordable housing stock, the support of providers and developers of affordable housing, and homelessness prevention. The Trust plans to award and execute projects selected through a competitive Request for Proposal process started in late 2018, including a Buy Down Program for 3 new affordable homes in Yarmouth, and the possible creation of our first rental home prioritizing a veteran household. Lastly, based upon the Community Housing Committee's Listening Sessions and Preference Survey, the Trust may explore and develop programs promoting Housing Services, such as Aging in Place and House Sharing programs.

HOMEOWNERSHIP PROGRAM

Preservation of Affordable Homes (7 units to date)

Yarmouth has an inventory of deed-restricted affordable homes that, from time to time, come up for resale. With some of the older deed riders there is a set window of time for the affordable resale process. If the resale process takes too long the unit is lost to the affordable program. It is a critical role of the Trust to preserve the affordability, and "save" these units by stepping in, assisting with the identification of a new affordable buyer, acquisition, and/or rehabilitation. The Trust has preserved seven (7) affordable homes to date. The Trust intends to budget annually for at least one preservation unit.

New Construction on Town Land (3 units to date – 14 additional units planned)

The Town of Yarmouth has a strong history of donating land for affordable housing. The Brush Hill Road, Setucket Pines, and German Hills neighborhoods were all built on land donated by the Town. In 2008, the Trust donated the Old Cedar Lane parcel to Our First Home, Inc. which constructed and sold a new affordable home to an affordable buyer in 2009. More recently, in 2015, the Trust donated a 1.2 acre lot to Our First Home, Inc. on West Yarmouth Road for the construction of two new affordable homes. Construction of these homes is complete, and the homes were sold to affordable buyers in 2016. This year the Trust will continue to look at Town-owned land for the development of affordable housing. One possibility is the land north of West Great Western Road, which could support up to 14 new affordable homes along side a group home serving five veterans.

New Construction by Habitat for Humanity (6 units)

In 2013, the Trust awarded \$70,000 to Habitat for Humanity for the development of six (6) new affordable homes on Virginia Street. Habitat completed the construction in 2017, and all six (6) homes are now occupied by Habitat families. This affordable neighborhood is a true testament to the community's support for affordable housing.

Preservation of Homes Through Emergency Repairs (28 units completed)

Preservation of a low/moderate income home through emergency repairs is an allowable use of Community Preservation Funds. The Town receives dozens of requests for assistance each year. The programs currently available to Yarmouth residents include:

Program with Community Preservation Funds

- **Housing Emergency Loan Program (HELP) by HECH**

Programs with Federal, Regional or State Funds

- **Yarmouth's CDBG Septic Pumping and Repair Program**
- **Barnstable County Septic Loans**
- **USDA Rural Development For Home Rehabilitation**
- **Home Modification Loan Program For Disabled Households**
- **Cape Light Compact Residential Home Energy Service**

Response by Yarmouth homeowners to these programs is substantial documenting a continuing need for preservation funding for emergency repairs. The HELP and CDBG programs received direct program delivery from Mary Waygan of the Department of Community Development.

RENTAL PROGRAM

Town-Wide Rental Homes (8 units completed)

Since 2012, the Trust has awarded \$457,500 to Building Dream Inc. for the acquisition of eight (8) existing, moderately priced dwelling units for conversion into affordable rental units. Much like the Buy Down Program, the program will relieve the local housing market of units that are slow to move due to their condition. Each home will be deed-restricted affordable in perpetuity, rehabilitated, and managed by Building Dreams after conversion to an affordable unit. Building Dream has completed this project and created eight (8) new rental units.

An additional unit was created in 2015 using \$75,000 of funds from the Town's Community Development Block Grant Program. This is a strong example on how Community Preservation Funds are used to develop viable new programs, and leverage non-Town funds and resources.

It should be noted, Building Dreams does not shy away from units in need of significant rehabilitation. This has an added benefit of removing dilapidated housing stock, and converting them into viable, high quality units.

Regional Ready Renters Program (32 units served)

While many of the Trust's programs provide financial support for the acquisition and construction of affordable housing, there is also a need for technical assistance. Developers often need support to navigate the state's complex approval process of new affordable units. To this end, the Trust supports the Regional Ready Renters Program, which provides a state-approved wait list of income eligible renters for smaller affordable

housing developments. The Ready Renters Program Lottery held in June 2018 generated a new wait list consisting of over sixty-six (66) applicants, representing a viable list from which affordable landlords can draw. Since then, the list has been opened twice, and currently has over 50 eligible tenant household. The lottery results will be used for the selection of tenants for the following affordable units:

- Appleby Court Apartments (2 affordable units)
- Neptune Place (6 affordable units)
- Windrift Motel Cottages (2 affordable units)
- Cap'n Gladcliff Motel (7 affordable units)
- Wilfin Road (3 affordable units)
- Affordable Accessory Apartments (3 affordable accessory apartments on Minden Lane, West Yarmouth Road, and Old Main Street)
- Town-Wide Rental Home (8 scattered sites units complete)

Having an approved wait list for affordable rentals is a powerful tool in expediting tenant selection for new affordable units, especially for smaller developments and redevelopments on and near Route 28. The list also creates more housing opportunities for our local residents, as it offers one centralized wait-list for these units.

With the 2018 Ready Renter Lottery, the Trust not only generated an updated wait-list, but also expanded the program to developers and property owners in Dennis, Orleans, Falmouth and Barnstable for a fee. This has generated revenue for the Trust. Participants receive direct program delivery from Mary Waygan of the Department of Community Development.

Wilfin Rental Units (3 units)

Partnering with a local developer of rental housing, the Trust created three deed-restricted, affordable rental units on Wilfin Road. A portion of the funds was used to rehabilitate the units, the remaining was provided as a loan for acquisition assistance.

SPECIAL CLIENTELE PROGRAM (30 households served – 5 planned)

The Trust is prepared to support individuals and households at risk of losing their housing in Yarmouth. This is typically accomplished by providing funds to human services or housing agencies who address these needs, such as Hands of Hope or Housing Assistance Corp. Past efforts include assistance to people leaving a motel room. Current efforts include counselling of household at risk of foreclosure due to a tax lien.

Veteran Housing (5 units planned)

New to the program is a developing partnership with the Veterans Outreach Center of Cape Cod and the Islands (VOC) to produce a new five-unit group home serving their clients at risk of homelessness. The Trust is encouraging a land disposition to VOC along with volunteer support to make this group home a reality.

ADMINISTRATIVE and PLANNING SUPPORT of AFFORDABLE HOUSING

Administration

The Trust covers the majority of administrative costs of the Affordable Housing Program, which is responsible for a multitude of tasks:

- **Develop and implement Housing Production and Action Plans to attain 10% goal**
- **Monitor the Ch. 40B Subsidized Housing Inventory**
- **Review new housing proposed through Ch. 40B Comprehensive Permits, Inclusionary Zoning, Local Initiatives, and the Motel Bylaw.**
- **Process affordable housing regulatory agreements and other legal documents**
- **Administratively support the Affordable Housing Trust and the Community Housing Committee**
- **Provide Technical Assistance to Trustees, Town Committees and Boards, and developers of affordable housing**
- **Assist residents seeking safe and decent housing, and prevent homelessness.**

Planning

In 2016, the state approved the Town's Housing Production Plan (HPP), which was developed under Massachusetts General Laws Chapter 40B, 760 CMR 56.00. The HPP is a powerful tool which offers greater local control over affordable housing development. It is a blueprint to help Yarmouth proactively meet the state's 10% affordable housing goal while considering Yarmouth's locally set goals and priorities.

COMMUNITY BENEFIT. In the past year, how many total visitors came to the project location?

The 2010 Census shows that Cape families continue to leave the Cape. It is widely acknowledged that the cost of housing is a major factor causing this exodus. By providing safe and decent affordable housing, the Trust provides increased opportunities for Yarmouth residents to remain in Yarmouth in a suitable living environment, and bolsters the local economy by providing a stable workforce and construction jobs.

The Town of Yarmouth affordable housing goal is to have a least 10% of its year-round housing deed restricted affordable, serving lower income households with safe and decent housing at affordable rents and sale prices.

The continuing need for affordable housing is evident by the sheer number of households seeking out affordable units. In 2019, over 650 households submitted lottery applications for the 69 affordable rental units at Yarmouth Commons (881 Route 28, South Yarmouth). Through this and other housing initiatives, such as the Ready Renters Program, the Affordable Housing Program received over 670 inquiries about affordable housing at Town Hall in 2018. To date in 2019, there has been over 900 contacts. The highest volume was on Feb 22, 2019 with 37 contacts. This shows that housing needs continue to grow.

CONTROL OF SITE. Indicate if applicant owns or has a purchase agreement for the property. If under agreement, attach a copy. Attach the current deed to the application.

Trust funds will only be used in support of projects with clear title and control of the site.

PERMITTING REQUIREMENTS. List permits needed for completion of project, including any special permit, variance or other approval required.

Trust funds will only be used in support of projects that are properly permitted by the Town of Yarmouth.

IMPLEMENTATION. Who will implement the project and is there a project manager?

The Affordable Housing Trust looks to the Trustees for setting policy and selecting grantees, and has a variety of interests represented by Trust members. The Trust has ample implementation capacity as its day-to-day programming is managed by Mary Waygan, who has been the Town's primary affordable housing administrator for the past thirteen (13) years. With the Trust's program administration done in-house, there is a coordinated approach to the Town's Affordable Housing, Economic Development and Community Preservation activities. Lastly, with an office in Town Hall, services and technical advice are readily available to Yarmouth citizens, members of Town committees and boards, and providers of affordable housing.

PROJECT WORKPLAN AND TIMELINE. Include estimate time line or anticipated phases for completion of Project.

The Trust will continue to support existing affordable housing programs, develop new and innovative housing programs, provide technical assistance to providers of affordable housing, monitor funded programs and existing affordable units, and participate in affordable housing planning efforts.

MAINTENANCE. CPA Funds cannot be used for maintenance. If ongoing maintenance is required, who will be responsible and how will it be funded?

Ongoing maintenance for affordable housing created or preserved with Trust funds will be provided by the owner of the unit; the affordable buyer in the case of homeownership units and the landlord in the case of rental units. Any preservation shall not be maintenance and shall be done in compliance with the state's definition of preservation through emergency repair.

COMMUNITY SUPPORT. What is the nature and level of support for this project?

The Trust's reports to the Board of Selectmen and the Community Preservation Committee have been well received. Affordable housing is a priority goal set for the Town by the Board of Selectmen

SUCCESS FACTORS. How will the success of this project be measured? List identifiable outcomes.

The Trust will measure success per individual program and project. Typically, a successful outcome is the number of units on the Subsidized Housing Inventory (SHI), but some projects, such as Affordable Housing Support, measure success by the number of persons or households served.

THANK YOU!

The Affordable Housing Trust would like to take this opportunity to thank the Community Preservation Committee for its financial support in delivering affordable housing programs to the citizens of Yarmouth. The Trust looks forward to future affordable housing projects and attributes their success to the cooperative efforts of the Community Preservation Committee, the Board of Selectmen, the Community Housing Committee, the Town's administrative team, our community partners and the citizens of Yarmouth.

BUDGET. Itemize the project budget. Expenditures and estimated costs must be clearly identified and back-up documentation provided. **A minimum of two cost estimates** for the project must be included in the application.

Town license and permit fees are not waived for CPA projects on privately owned property and should be included in budget estimates.

Item	Description	Cost Estimates	
		CPA Funds	Other Funds
1	Affordable Housing Creation New Units	\$200,000	\$153,567
2	Preservation Through Acquisition or Emergency Rehab of Existing Units	15,000	\$20,000
3	Affordable Housing Support (Homelessness Prevention)	10,000	0
4	Program Administration - Salary	55,000	\$20,000*
5	Program Administration – Other	0	\$7,251
6	Legal	0	0
Subtotal		\$280,000	\$200,818
GRAND TOTAL		\$480,818	

*CDBG’s Annual Staff Salary Budget is \$20,000. Actuals are typically lower CDBG reimburses actual hours worked.

ALTERNATE FUNDING. List additional or alternate sources of funding for this project. (Required)

Grant Name/Organization	Date Applied	Amount Requested	Status of Your Application	Date grant is awarded
US HUD CDBG – Administrative Costs including Salary	May 15, 2019	\$27,251	Approved	Aug 6, 2019
US HUD CDBG – Affordable Housing (CDBG Funds have been used in Yarmouth for acquisition and rehabilitation of affordable housing; cannot be used for construction of new housing.	May 15, 2019	\$173,567	Approved	Aug 6, 2019
	TOTAL CDBG	\$200,818.00		

Please list any donated labor and/or materials and the value for each.

- | <u>Labor/Materials</u> | <u>Value</u> |
|------------------------|--------------|
| 1. _____ | \$ _____ |
| 2. _____ | \$ _____ |

**TOWN OF YARMOUTH
COMMUNITY PRESERVATION COMMITTEE MEMBERSHIP
March 2020**

Name/Contact Information	Representation	Term
Gary Ellis, Chair Pamnd1@comcast.net Phone: 774-487-0355 (M) 508-398-8582 (H) 508-362-9802 (W)	At Large	August 2017 – July 2020
Tom Kelley No email Phone: 508-398-3360 (H)	At Large	August 2017 – July 2020
Nate Small nsmall@todayrealestate.com Phone: 508-360-3029 (M) 508-398-0600 (W)	Community Housing Committee	August 2017 – July 2020
Paul Huggins pehuggins@comcast.net Phone: 508-280-0042 (M) 508-362-2655 (H)	Conservation Commission	August 2019 – July 2022
George Slama George.slama0@gmail.com Phone: 617-694-7914 (H)	Historic Commission	August 2019 – July 2022
Mary Ann Walsh, Clerk mawalsh37@verizon.net Phone: 781-696-0469 (M) 508-775-2367 (W)	Housing Authority	August 2019 – July 2022
Tom Roche, Vice Chair Bassriverlodge@comcast.net Phone: 508-247-7913 (M) 508-398-0540 (H)	Planning Board	August 2018 – July 2021
Christine Marzigliano cmarzigliano@comcast.net Phone: 516-532-4583 (M) 508-744-7045 (H)	Open Space Committee	August 2019 – July 2022
Susan Brita susan.brita@mail.house.gov Phone:	Recreation Commission	October 2019 – July 2021



6 Beacon Street, Suite 615
Boston, MA 02108
617-367-8998

January 23, 2020

Community Preservation Committee
Town of Yarmouth
Yarmouth Town Hall
1146 Route 28, South Yarmouth
Yarmouth, MA 02664

Community Preservation Coalition Dues Notice

Annual membership dues..... \$4,350.00

Please make checks payable to: Community Preservation Coalition

Please remit to our address:

**Community Preservation Coalition
Attn: Stuart Saginor
6 Beacon Street, Suite 615
Boston, MA 02108**

Contact the Community Preservation Coalition with any questions at 617-367-8998.

www.communitypreservation.org



Published on *Community Preservation Coalition* (<https://www.communitypreservation.org>)

[Home](#) > Community Preservation Coalition Membership Program

Community Preservation Coalition Membership Program

In 2007, the Community Preservation Coalition completed its transition to a membership-based organization. We are so pleased that this move was well received by CPA communities. Our organization is now a much stronger statewide voice for CPA because of this support.

The Coalition provides a complimentary membership to all new CPA communities until their Community Preservation Committee is organized. At that time, communities are asked to join the Coalition. The amount each community pays is based on a sliding scale according to the previous year's local CPA revenue (the total from all sources), as reported on the CP-1 form filed with the Department of Revenue. The ten categories are shown below.

Local CPA Revenue	Coalition Dues
\$15,000 and under	\$ 200
\$15,000 - \$100,000	\$ 300
\$100,000 - \$249,999	\$ 875
\$250,000 - \$499,999	\$ 1,750
\$500,000 - \$749,999	\$ 2,875
\$750,000 - \$999,999	\$ 3,500
\$1 million - \$2,250,000	\$ 4,350
\$2.25 million - \$5 million	\$ 7,900
\$5 million - \$15 million	\$ 10,000
\$15 million and above	\$ 20,000

As the only statewide organization working on the Community Preservation Act, the Coalition provides a broad range of services and programs, mainly focused on serving the needs of local CPCs. The primary functions include:

- Staffing a technical assistance hotline to answer questions regarding CPA.
- Maintaining the Coalition's website (the only comprehensive source of CPA information on the Internet).
- Publishing an email newsletter to provide CPA news to communities.
- Legislative advocacy and lobbying work to improve the effectiveness of the Act, fend off raids on the CPA Trust Fund, and defeat bills that propose harmful CPA amendments.
- Press information services for media outlets seeking information on CPA.
- Regional CPA conferences to share best practices among CPCs.
- Implementation training program for newly created CPCs.
- Assistance to communities on ballot measures for CPA adoption, revocation and surcharge and exemption changes.
- Representing CPA interests at statewide conferences, seminars and meetings and acting as liaison to other statewide associations and state agencies.

The Coalition was able to accomplish a great deal in 2019 on behalf of the 176 cities and towns that have adopted CPA. For a look at our progress, see the **2019 Coalition Annual Report**.

Please contact Stuart Saginor at 617-371-0540 or **stuart.saginor@communitypreservation.org** with any questions or for more information.

Source URL: <https://www.communitypreservation.org/membership>

Flett, Dawn-Marie

From: Greene, Karen
Sent: Thursday, April 2, 2020 11:48 AM
To: 'Stuart Saginor'; Chase Mack
Cc: bassriverlodge@comcast.net; pamnd1@comcast.net; Flett, Dawn-Marie
Subject: RE: [External] RE: Yarmouth Coalition Membership Dues

Hi Stuart

Thanks for the response. I will share the answers with the CPC at their next meeting and we should be good to go. I'll send you an update when we have the meeting scheduled.

Thanks,

Karen

Karen M. Greene, Director of Community Development
Town of Yarmouth
kgreene@yarmouth.ma.us
508-398-2231 x1278

From: Stuart Saginor [mailto:stuart.saginor@communitypreservation.org]
Sent: Thursday, April 2, 2020 11:15 AM
To: Greene, Karen ; Chase Mack
Cc: bassriverlodge@comcast.net; pamnd1@comcast.net; Flett, Dawn-Marie
Subject: RE: [External] RE: Yarmouth Coalition Membership Dues

Hi Karen:

Thanks for sending along the inquiries on our membership program. Here are the answers to your questions...

Annual Fee: See this page of our website for an explanation of how we set the dues amounts in each membership category:

<https://www.communitypreservation.org/membership>

How Many Communities Are Members: 99% of all CPA communities are members of the Coalition. I think there is only one town at this point that has not agreed to join, and I expect they will join now that our efforts have led to such a dramatic increase in CPA state funding.

Dues Timeperiod: You pay dues only once each fiscal year. When we first set up the program, some communities chose to be billed in July while others are billed in January. But the result is the same – you pay only once in each fiscal year. Your community is set up to be billed every January, so the dues notice in front of you now is for FY20.

Welcome Dawn-Marie! We'll add you to our distribution list.

Best,
Stuart

Stuart Saginor
Executive Director
Community Preservation Coalition
6 Beacon St, Suite 615
Boston, MA 02108

Direct: 617-371-0540
stuart.saginer@communitypreservation.org

Please Note: The Community Preservation Coalition does not render legal opinions or advice, and recommends consulting with an attorney.

From: Greene, Karen <KGreene@yarmouth.ma.us>
Sent: Thursday, April 02, 2020 9:41 AM
To: Chase Mack <chase.mack@communitypreservation.org>
Cc: bassriverlodge@comcast.net; pamnd1@comcast.net; Stuart Saginer <stuart.saginer@communitypreservation.org>; Flett, Dawn-Marie <dflett@yarmouth.ma.us>
Subject: [External] RE: Yarmouth Coalition Membership Dues

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Chase

Tracked down the notes! These were the committee questions (note we have some new members, and these were questions I couldn't answer!):

- How is the annual fee determined? (Size of community or surcharge maybe?)
- How many of the CPA Communities are members of the CPA Coalition?
- What period to the Dues cover? Fiscal Year or Calendar?

We should be able to hold a zoom meeting with the Committee and would be able to vote the dues then.

Let me know if you have any questions.

Adding Dawn-Marie Flett to the email list. She has taken over Mike's seat with the Community Development Department/CPC.

Thanks,
Karen

Karen M. Greene, Director of Community Development
Town of Yarmouth
kgreene@yarmouth.ma.us
508-398-2231 x1278

From: Greene, Karen
Sent: Wednesday, April 1, 2020 5:12 PM
To: Chase Mack <chase.mack@communitypreservation.org>
Cc: bassriverlodge@comcast.net; pamnd1@comcast.net; Stuart Saginer <stuart.saginer@communitypreservation.org>
Subject: Re: Yarmouth Coalition Membership Dues

Hi Chase

I owe you some questions that the committee raised when I brought the invoice to their attention. Hoping I have my notes here at home. If not I'll get them when I brave it into the office later this week. I'll circle back on this. Thanks.
Karen

Sent from my iPhone

On Apr 1, 2020, at 4:03 PM, Chase Mack <chase.mack@communitypreservation.org> wrote:

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.

Dear Gary, Tom, and Karen:

We're hoping that Yarmouth is planning to renew your membership in the Community Preservation Coalition this year. We had sent this year's invoice back in January and wanted to send along a reminder today.

The Community Preservation Coalition is deeply grateful for the support of our member communities. Community support is critical to our ability to provide reliable technical assistance to local CPCs, to hold local CPA training sessions and regional meetings, and to be a strong advocate for CPA statewide.

Please find an enclosed .pdf of your membership invoice and w9 form (which your municipal officials may need to process the invoice for payment).

While we know this is a stressful time, we do hope that everything is going well in your community. If there's anything that the Coalition can do to help, please don't hesitate to get in touch.

Best Regards,

-Chase Mack

Chase Mack

Communications Director
Community Preservation Coalition
6 Beacon Street, Suite 615
Boston, MA 02108
www.communitypreservation.org

(e): chase.mack@communitypreservation.org

(p): 617-371-0505

Please Note: The Community Preservation Coalition renders neither legal opinions nor legal advice, and recommends consulting with an attorney.

On xx 2019, on a motion by xx, seconded by xx, the committee voted xx to approve these minutes.

TOWN OF YARMOUTH
COMMUNITY PRESERVATION COMMITTEE
MINUTES for March 13, 2020

PRESENT: Gary Ellis, Thomas Kelley, Christine Marzigliano, Tom Roche, Paul Huggins, Mary Ann Walsh, Nate Small

ABSENT: George Slama, Susan Brita

GUESTS:

STAFF: Karen Greene, Director of Community Development; Dawn-Marie Flett, Administrative Assistant

LOCATION: Room A, Town Hall, 1146 Route 28, South Yarmouth, MA

Convene

Chairman Ellis opened the meeting at 1:00 p.m.

Town Meeting Preparation

1. **Vote – Recommendation for CPA Surcharge**
Community Development Director Karen Greene explained that prior to its meeting on March 16, the Board of Selectmen would like a vote from the Community Preservation Committee on its position on the CPA surcharge. The draft memo of the Committee's recommendation was reviewed.

VOTE: On a motion by Nate Small, seconded by Tom Roche, the Committee voted 7-0 to recommend that the Board of Selectmen adopt a \$100,000 residential property exemption to the existing 3% Community Preservation Act local surcharge.

Discussion followed. The exemption will become effective in FY21, and it appears that changes will need be voted every year. Funds leveraged through the use of CPA awards will be included in the warrant explanation.

2. Upcoming Meetings

1. Board of Selectmen – Monday, March 16, 2020
2. Public Outreach
 - (1) Saturday, April 18th – Yarmouth Port Library
 - (2) Saturday, April 25th – Cultural Center of Cape

3. Minutes for Review

1. January 22, 2020 – tabled.

On xx 2019, on a motion by xx, seconded by xx, the committee voted xx to approve these minutes.

Adjourn

VOTE: On a motion by Nate Small, seconded by Tom Roche, the Committee voted 7-0 to adjourn at 1:10 pm.

Handouts at the Meeting (Located in the Department of Community Development)

1. Agenda
2. Memo from CPC to Board of Selectmen – 3/13/2020

Respectfully submitted,

Karen Greene, Director of Community Development

DRAFT

On xx 2019, on a motion by xx, seconded by xx, the committee voted xx to approve these minutes.

TOWN OF YARMOUTH
COMMUNITY PRESERVATION COMMITTEE
MINUTES for January 22, 2020

PRESENT: Gary Ellis, Thomas Kelley, Christine Marzigliano, George Slama, Tom Roche, Paul Huggins, Susan Brita, Mary Ann Walsh

ABSENT: Nate Small

GUESTS: Christine Legere, *Cape Cod Times* (at 3:17 p.m.)

STAFF: Karen Greene

LOCATION: Room A, Town Hall, 1146 Route 28, South Yarmouth, MA

Convene

Chairman Ellis opened the meeting at 3:05 p.m.

ROLL CALL VOTE: At 3:06 p.m. on a motion by George Slama, seconded by Christine Marzigliano, the committee voted to go into Executive Session with CPC members, relevant staff, relevant applicants, and relevant consultants to consider the purchase, exchange, lease, or value of real property as noted in the agenda item for this Executive Session; and to return to Open Session.

Tom Roche: Yea; Christine Marzigliano: Yea; Susan Brita: Yea; Mary Ann Walsh: Yea; George Slama: Yea; Tom Kelley: Yea

Reconvene

At 3:17 p.m. the committee reconvened in Open Session.

Tom Kelley thanked the committee members and staff for the work done on explanations of the applications.

The committee reviewed the annual report. Mr. Ellis asked for the return on investment to be included. State matching and leveraged funds as a percentage of all CPA funds will be calculated and included in the annual report. Mr. Slama also provided some edits.

The committee reviewed the Projected Revenue Scenarios for 3%, 3% with \$100,000 exemption, and 2%. State matches were conservative assumptions. Those scenarios were used to prepare the FY21 Application Summary and Projected Revenue Balances Draft of January 20, 2020.

Committee members recalled that the Methodist Church had responded to the request for additional information, and the consensus was that the application was tabled until the Fall due to the uncertainty of CPA funding. Also tabled were the Sandy Pond and Riverwalk Park applications.

On xx 2019, on a motion by xx, seconded by xx, the committee voted xx to approve these minutes.

The budget materials were discussed along with the benefits of including the 1.5% and 2% scenarios in the presentation to the Finance Committee. The recommendation to the Board of Selectmen was the \$500,000 reduction provided by the 3% with \$100,000 exemption. Discussion then moved to other potential funding sources for wastewater. Ms. Marzigliano noted that there is no wastewater pro forma. The consensus of the committee was to present the Finance Committee with the figures for 3%, and 3% with \$100,000 exemption. If the Finance Committee asks for additional information, it will be provided.

Minutes

December 18, 2019 – to be reviewed and voted at the next meeting.

Upcoming Meetings

January 29, 2020 – with Finance Committee. Board of Selectmen article review - date to be determined.

There was discussion regarding public outreach informational meetings. One meeting has been scheduled at the Yarmouth Port Library for Saturday, April 18, 2020 at 1:00 p.m. Mr. Slama will try to schedule the second meeting at the Cultural Center. Town Meeting is April 28, 2020.

Member Updates

Christine Marzigliano reported that environmental test results are pending on the Yankee Village property. The Purchase and Sale Agreement is being drafted for the Starbuck Lane property, and hope to close in the next two months or so.

Tom Kelley reviewed the purchase of Starbuck Lane, and commented that there is potential for encroachment by abutters. Mr. Huggins will ask the Conservation Commission to walk the property and keep an eye on it. An Open Space Committee member is also tasked with walking the trails.

Adjourn

VOTE: On a motion by Tom Roche, seconded by Mary Ann Walsh, the Committee voted 8-0 to adjourn at 4:15 pm.

Handouts at the Meeting (Located in the Department of Community Development)

1. Agenda
2. Community Preservation Committee Annual Report
3. Table: Community Preservation Act FY21 Grant Application Summary as of 12/4/19
4. Table: Application Summary & Projected Revenue Balances 1/20/20 - DRAFT.
5. Table: Projected Revenue Scenarios – 1/20/20 – DRAFT
6. Memo from M. Barry to Board of Selectmen – 1/10/19 - DRAFT
7. Minutes for December 18, 2019 meeting - DRAFT

Respectfully submitted,

Karen Greene, Director of Community Development