

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

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

YARMOUTH TOWN CLERK

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

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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
Thomas Roche – yes
Erik Tolley – yes

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

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

Robert C. Lawton, Jr. – yes
Nathan Small – 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

MINUTES APPROVED MAY 19, 2020

Exhibits

1. Request for Quotes response from Housing Assistance Corp.
2. Request for Quotes response from Hands of Hope Outreach Center
3. Letter from Regina Giambusso, Cape and Islands Veterans Outreach Center
4. Draft revised CPA Application
5. RFP Technical Response form Building Dreams and Rating Sheet