



The Town of Barnstable
Affordable Housing Growth & Development
Trust Fund Board
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Mark S. Ells, Chairman

MINUTES

July 11, 2019
2:30 P.M.
Selectmens' Conf. Room

Meeting began promptly at 2:30 P.M. on July 11th, 2019 in the Selectmens' Conference Room.

Board Members present; Wendy Northcross, Andy Clyburn; Laura Shufelt, Mark Milne

Absent: Chairman, Mark Ells

Attendees: Town Attorney; David Houghton

Meeting called to order by Andy Clyburn for Mark Ells

RE: Accept the Minutes of June 19th, 2019

Motion: Wendy Northcross motioned to accept the minutes of June 19th, 2019. Mark Milne seconded the motion.
All members voted in favor.

RE: Discussion and possible approval of a job description for an employee to support the Trust and possible of Trust Fund Assets to Fund such a position.

Andy handed out a draft job description for a Affordable Housing Specialist which is a grade 13. There will be outside consulting as needed. David Houghton was mentioned that an agent can be employed. Laura has a person that will be able to do some work for free. There are a few people that can take some of the work on as consultant for a fee as things get started.

Trust Vote:
Laura Shufelt motioned to approve the Grade 13 Affordable Housing Specialist . Seconded by Wendy Northcross.
All members voted in favor.

Trust Vote: To Authorize the Town Manager to find consultant services and to prepare appropriate paperwork and to not exceed \$10,000 for the fiscal year 2020.
All members voted in favor.

Preparation and possible vote of a letter of intent for CPA funding.

Laura had handed out a draft letter of a letter of intent to the Community Preservation Committee which includes a background and potential uses of funds and consistency of existing plans. This letter is seeking \$2.5 million in CPC funds for the trust. Letter may be submitted in the August 19th meeting.

Vote: Wendy Northcross motioned to have the letter include and ask for the \$2.5 million and it will also have an understanding of the annual reporting process. Motion was seconded by Laura Shufelt.

All members voted in favor.

Possible next agenda items:

Andy will have David Anthony attend to talk about the Asset Management group on identification of parcels for RFP projects.

We will meet again on August 15th at 2:00 PM in the Selectmens Conference Room.

Wendy Northcross motioned to adjourn the meeting, Mark Milne seconded the motion.

All members voted in favor.

Meeting adjourned.

Respectfully submitted,

Shirlee M. Oakley

Town Managers Office

Accepted this ____ day of _____, 2019.