



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

MINUTES

February 14, 2020
10:00 A.M.
Selectmens Conf. Room

Meeting began promptly at 10:00 A.M in the Selectmens' Conference Room.

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

Attendees: Town Attorney Charlie McLaughlin, Arden Cadrin Housing Coordinator, Elizabeth Jenkins, Dir. of Planning & Development.

Absent: Mark Ells, Chairman

Meeting called to order by Andrew Clyburn

RE: Accept the Minutes of February 7th, 2020

Motion: Wendy Northcross motioned to accept the minutes of February 7th, 2020. Laura Shufelt seconded the motion.

Vote: All members voted in favor. (4)

RE: New Business

Application for Notice of Funding Available (NOFA) for Acquisition

Arden Cadrin discussed the first page as a summary process. This is also done in the CDBC program.

1. Create a NOFA that the funding is available for the trust application and create evaluation criteria.
2. Review applications and be ready to award funds.
3. Define all documents are reviewed by Town of Barnstable Legal.
4. Trust must secure funds.
5. Create an affordable housing restriction.
6. Create a contract agreement that dictates scope of work.
7. How to disperse funds.
8. What is needed of the project to disperse the funds?
9. Must be able to match all CPA requirements.

Arden and Laura created NOFAS for discussion. Laura created criteria, evaluation criteria and what would be required in the NOFA for some of the issues that need to be worked out for the program. Fair and open marketing was also added for inclusion of the subsidy.

Discussion went on to go over the dollar value for the FY2020 & FY2021 Acquisition Program to include a issue date. There were highlighted amounts requesting and a project limit. It was suggested not to exceed \$65,000.00 per eligible unit and 10 units max within a case by case situation.

VOTE Motion: Wendy Northcross moved to approve the acquisition program NOFA as amendments in the discussion with the following amendments. Motion was seconded by Laura Shufelt. All in favor by a vote of (four) members present.

- 1.) \$65,000 per unit
- 2.) 10 Units
- 3.) \$650,000 towards this program
- 4.) *issue date to be determined
- 5.) application process on the Town of Barnstable website
- 6.) Applications sent to the attention of Andy Clyburn of the AHG&DTFB.

*Issue date will be added after review by legal and advertised within a legal ad.

Application for acquisition was presented and edited by Laura Shufelt.

VOTE Motion: Wendy Northcross moved to approve the Barnstable Affordable Housing Growth & Development Trust Application as amended. Motion was seconded by Mark Milne, Voted all in favor by a vote of (4) four members present.

Arden Cadrin will have legal staff review the Affordable Housing Restriction agreement, the (LIP) local initiative program restriction would be for prior to being on the land. This is for an interim restriction.

Report on Consultant

Andy reported back that there will be an interim person coming in as a contracted hour employ. Ruth Weil has taken this on this position is for 16 hrs. It was suggested that a scope of work and an end time when she needs to have this done. Flexible hours have been approved. There are limitations to her job hours as a retired employee.

Update: Arden Cadrin had handouts from a guidebook of examples of eligible activities under CPA to help describes projects. Another one is Community Preservation Coalition House Buy-down funds then rehabilitation from the Department of Housing & Community Development on Utilization of CPA Funds for Preservation of Existing Public Housing Units.

Housing Assistant Corporation wants to know what the requirements are for reporting back to the board on the restricted unit at 398 West Main Street. We will need to do a local action unit (LAU) to DHCD and it will be put in a portfolio for accountability and then into the (LIP) portfolio which will be monitored by the town annually. Laura will check to see if it is reported properly.

Schedule next meeting

We will meet again on March 20th at 10:00 A.M. in the Selectmens Conference Room.

Agenda Items are:

Discussion on Action Plan
Update on Asset Management
Down payment Program

Adjournment

Andy Clyburn 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 _____, 2020.