



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

**AFFORDABLE HOUSING GROWTH & DEVELOPMENT TRUST FUND BOARD**  
**MEETING**  
July 24, 2020  
9:00 A. M.

Zoom meeting ID: 957 4659 2959

In accordance with the Governor's Order Assuring Continued Operation of Essential Services in the Commonwealth, Closing Certain Workplaces, and Prohibiting Gathering of More Than 10 People issued on March 24, 2020 and extended on March 31, 2020, the April 9, 2020 public meeting of the Affordable Housing Growth and Development Trust Fund Board was be physically closed to the public to avoid group congregation.

Alternative public access to this meeting was provided by Utilizing a Zoom link or a telephone number, both provided in the posted meeting notice.

**Board Member attendees:** Mark Ells (present), Andy Clyburn (present), Mark Milne (present), Wendy Northcross (present), Laura Shufelt (present).

**Attendees:** Charlie McLaughlin, Senior Counsel, Ruth Weil; AHG&DTFB Volunteer; Elizabeth Jenkins, Director of Planning and Development, Arden Cadrin, Housing Coordinator, Representatives of the Cape & Islands Veteran Outreach Center Inc.

**Topics for Discussion:**

**1. Public Comment**

No public comment.

**2. Approval of minutes for the 07/10/2020 meeting.**

The 07/10/2020 minutes are tabled for corrections and editing and to be presented again at the next meeting.

**3. Review of additional information submitted to the Trust by the Cape and Islands Veterans Outreach Center, Inc. for \$291,162 in Trust Funds to support the creation of 5**

**single Room Occupants (SRO) Units for homeless veterans to be located at 1341 Route 134, Dennis, MA and possible vote on application.**

The Veterans Outreach Center stated that it has submitted a revised pro forma to the Trust. It was determined that now the gap in funding is \$90,000. As such, the Group requested that its application be modified to reduce its request from \$291,162 to \$90,000.

Mark Ells has asked the Trust if there is any more discussion

Wendy Northcross noted that the pro forma reflected level-funded revenues. The Veterans Outreach Group indicated that it was purposely conservative in its estimates as to State revenues.

Laura Shufelt raised concerns about the revised pro forma in that the Veterans are not receiving project-based Section 8 certificates but rather are now relying on residents receiving individual Section 8 certificates which are not guaranteed

Mark Milne asked whether the Veterans Outreach Group was still seeking CPA funds from the towns listed in their pro forma. The group responded that they were proceeding with those applications, but the review has been delayed because of COVID-19 issues.

Mark Ells asked whether the Project was CPA eligible. Mark Milne and Ruth Weil indicated that the proposal constituted the creation of community housing and, as such, was CPA eligible. Ruth added that the proposal also met several of the priority categories established by the Trust in the revised NOFA that was just released. Specifically, the proposal provides supportive housing for a vulnerable population. Further, the housing was located outside of Hyannis.

Discussion ensued about how the requested funds should be awarded—whether funds should be disbursed as a loan or as a grant. The Veterans Outreach Group indicated that they need the money for construction which is now underway. Laura suggested that a loan be secured by a mortgage would get the money out more quickly. The loan could be converted into a grant once the project was completed, certificates of occupancy were issued and an affordable housing restriction recorded. Charlie McLaughlin added that a title search and a drive-by appraisal for the property being offered to secure the loan needed to be undertaken as part of the loan process. Also, Charlie state that he and Ruth would work with the Veterans’ attorney on the loan documents. Charlie asked whether the Veterans would be required to reimburse the Trust for the appraisal and title search.

MOTION: Wendy Northcross made the following motion, seconded by Andy Clyburn: The Trust moves to approve a loan of \$90,000 to Cape and Islands Veterans Outreach Center Inc. for 5 (five) single room Occupancy (SRO) Units for homeless veterans to be located at 1341 Route 134, Dennis, MA., to be converted into a grant once the occupancy permits are received and an affordable housing restriction is recorded. No funds shall be disbursed until all necessary documents are executed and recorded, including but not limited to a mortgage and promissory note.

Roll Call Vote:

Laura Shufelt: Yes,

Wendy Northcross: Yes

Mark Milne: Yes

Andy Clyburn: Yes

Mark Ells: Yes

5 (five) Votes Yes; Vote carries.

#### **4. Update on Notice of Funding Availability ( NOFA)**

Ruth stated that in preparing for revised NOFA for final distribution it became abundantly clear that the First Time Homebuyers portion of the NOFA needs more work in terms of preparing the application and supporting documents, particularly in light of the fact that a lottery will be required. Ruth wanted to advise the Trust that the NOFA would be released with the sections offering funding for Predevelopment Activities, Development Activities and the Preservation of Existing Deed- Restricted Units, with the First Time Homebuyers Program to be released at a later date. Ruth agreed to prepare the updated NOFA by the end of the calendar year.

#### **Meetings will be set for the 2<sup>nd</sup> and fourth Fridays of the month.**

Motion to adjourn by Wendy Northcross, seconded by Laura Shufelt.

Andy Clyburn: Yes

Wendy Northcross: Yes

Mark Milne: Yes

Laura Shufelt: Yes

Mark Ells : Yes

Vote carries.

Exhibits

Revised Pro Forma submitted by the Cape and Islands Veterans Outreach Center Inc. for 5 (five) single room Occupancy (SRO) Units for homeless veterans to be located at 1341 Route 134, Dennis, MA

Shirlee Oakley

Recording Secretary

Accepted \_\_\_\_\_  
Date \_\_\_\_\_ and time \_\_\_\_\_.