



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

**Friday, May 13, 2022**  
**Affordable Housing Growth & Development Trust Fund**  
**Fund Board Meeting APPROVED Minutes**  
**9:00 A.M.**

Pursuant to the passage of legislation extending certain COVID-19 measures adopted during the state of emergency, this meeting was closed to the public.

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

**Board Member Attendees:** Chairman Mark Ells, Laura Shufelt, Wendy Northcross and Mark Milne. Andy Clyburn (Absent).

**Other Attendees:** David Anthony, Director of Asset Management; Elizabeth Jenkins, Director, Planning & Development; Ryan Bennett, Housing Coordinator, Planning & Development; Amy Harwood, Marketing Manager, Planning & Development; Jillian Douglass, Affordable Housing Trust Administrator, Planning & Development; Town Councilor Gordon Starr; and Ellen Swiniarski, Community Preservation Committee Coordinator, Planning & Development.

**Call to Order**

With a quorum present, Chair Ells called the meeting to order at 9:03 a.m. and stated that today's meeting is recorded and in accordance with M.G.L. Chapter 30A, s 20 he must inquire whether anyone is recording this meeting and to notify the Chairman that a recording is being made. No one came forward.

**Member Introduction**

By roll call (present): Wendy Northcross (yes), Laura Shufelt (yes), Mark Milne (yes) and Chair Ells (yes). Andy Clyburn (absent)

**Topics for Discussion**

**1. Public Comment**

None.

**2. Approval of minutes for the 4-22-22 Trust meeting.**

Motion was made by Wendy Northcross and seconded by Laura Shufelt to approve the April 22, 2022 meeting minutes as submitted. Roll call vote: Wendy Northcross (yes), Laura Shufelt (yes), Mark Milne (abstained), and Mark Ells (yes). Motion carries.

### **3. Introduction of Jillian Douglass, New Trust Administrator.**

Elizabeth Jenkins introduced Jillian Douglass to the Trust Board Members stating that Jillian is a familiar face around Cape Cod municipal groups with former experience in Brewster and Chatham and was working in affordable housing when this position became available. Ms. Douglass outlined her prior experience saying that she was the Assistant Town Administrator in the Town of Brewster for 25 years and then the Town Chatham working in Human Resources. She noted experience also as an economic development planner in Vermont with her bachelor's degree from University of Vermont and master's in regional planning from University of Massachusetts. She shared that she is eager to begin work and described herself as someone who connects resources to the task at hand and facilitates successful outcomes. Trust Board Members welcomed Ms. Douglass and Chair Ells shared the Trust Board Members extensive experience and background.

Elizabeth Jenkins said she wanted to recognize Ruth for the amazing job she did in terms of leaving documents to assist with onboarding and transition for the new Trust administrator, along with assistance from Ryan Bennett. Jillian also expressed her gratitude. A thank you letter to Ruth Weil from the Trust will be drafted.

### **4. Review of the Trust's Report for the period from November 1, 2021 through to April 30, 2022 to be submitted to the Community Preservation Committee (CPC).**

Motion was made by Laura Shufelt and seconded by Wendy Northcross to approve the Trust Report for the period from November 1, 2021 through to April 30, 2022 to be submitted to the Community Preservation Committee (CPC) with the addition of the figures to be filled in on page 2. Roll Call Vote: Wendy (yes), Laura (yes), Mark Milne (yes), and Mark Ells (yes). Motion carries.

### **5. Discussion of topics for future meetings.**

- Wendy noted that Housing Assistance Corp released a mapping exercise that they had been working on the last two years. Cape Cod Chamber was involved before she retired and said it would be helpful for the Trust to look at that mapping which basically is a tool for municipalities and organizations like the Trust who are making decisions about locations for housing. The mapping shows potentially where density could be well developed and places where natural resources need to be protected.
- Status of projects funded by the Trust such as Standard Holdings.
- Chair Ells noted that he is hearing of situations being identified where the use of ARFA funds are not eligible. He noted that he has always questioned if eligibility determinations have been evaluated and concurred by the federal auditors that are working out of Administration and Finance. Laura Shufelt confirmed that no one on the Cape has tested eligibility for housing yet and noted that the case must be made that a request is COVID

related or for disadvantaged populations in qualified census tracts or for high rates of COVID and large unemployment rates.

**Adjournment**

Motion to adjourn was made by Wendy Northcross and seconded by Laura Shufelt. Roll call vote: Wendy Northcross (yes), Laura Shufelt (yes), Mark Milne (yes) and Chair Ells (yes). Meeting adjourned.

**List of documents/exhibits used by the Board at the meeting:**

Exhibit 1 – Affordable Housing Growth and Development Trust Fund Board Agenda 5/13/2022.

Exhibit 2 – Draft minutes for the 4/22/2022 Affordable Housing Growth and Development Trust Fund Board meeting.

Exhibit 3 - Affordable Housing Trust Report for the period from November 1, 2021 through to April 30, 2022 to be submitted to the Community Preservation Committee (CPC).

Respectfully submitted,  
Ellen M. Swiniarski  
Community Preservation Coordinator  
Planning & Development