



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

Friday, May 5, 2023
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: Andy Clyburn Acting Chairman, Mark Milne, Laura Shufelt and Wendy Northcross.

Other Attendees: Elizabeth Jenkins, Director, Planning & Development; Charles McLaughlin, Sr. Town Attorney; David Anthony, Director of Asset Management; Jillian Douglass, Trust Administrator, Planning & Development; and Ellen Swiniarski, Community Preservation Coordinator, Planning & Development.

Call to Order

With a quorum present, Mr. Clyburn called the meeting to order at 9:00 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, Laura Shufelt, Mark Milne, and Andy Clyburn.
Mark Ells (absent).

Public Comment

None.

Topics for Discussion

1. Approval of minutes for the March 3, 2023, meeting.

Motion was made by Laura Shufelt and seconded by Wendy Northcross to approve the March 3, 2023, meeting minutes as submitted. Roll call vote: Wendy Northcross (yes), Mark Milne (yes), Laura Shufelt (yes), Andy Clyburn (yes). Motion carries.

2. Trust Administrator's Updates/Follow-Ups.

Procedural Clarification – Reporting of Trust Activities Semi-Annually.

Jillian Douglass, Trust Administrator, noted that the existing Trust documents indicate a requirement to provide quarterly reports of Trust activity to the Community Preservation Committee. However, there was subsequent authorization from the Committee to provide reports semi-annually instead. When the change to semi-annual reporting was made, an April/October report was upcoming. Per discussion with Mark Milne, it was decided that reporting should correlate with the calendar and fiscal year. The members agreed that this schedule is appropriate, and Laura Shufelt added that CPC has to report all CPA activities by September. An email to the CPC Chairman regarding this report schedule will be sent.

Residences at 850 Falmouth Road Fair Marketing and Lottery (5/31/23).

Ms. Douglass said that the fair marketing and lottery were well in progress and the deadline for applications is May 19, 2023. She shared that over 80 applications have been received with the lottery taking place May 31, 2023, via zoom and in-person at Town Hall providing for a transparent process. Laura Shufelt noted some timing issues with the marketing and lottery and asked if procedural changes will be made for future grants. Laura outlined the correct timing for marketing, lottery, and lease up of the affordable units. She said her concern was that the marketing plan proposed by the marketing agent and approved by DHCD was not followed. After discussion, it was agreed that the monitoring agreement that is approved by the town's attorney needs to also include the monitoring of the marketing and the lottery to ensure that it is done correctly. Laura explained also that usually the monitoring agent is not the person running the lottery.

Wendy Northcross confirmed with Jillian that there were 80 applicants so far with seven coming into Town Hall as drop offs and over 70 coming in through the monitoring agent. There was discussion regarding the extent of advertising and outreach for marketing including advertisements in multiple languages on multiple new avenues. There was discussion regarding the response received for a project in Yarmouth that had more affordable units and a broader AMI target as a comparison. Attorney McLaughlin noted that he and Jillian, with suggestions from Laura will add to the grant agreement document, the right to approve the marketing agent and marketing plan as a condition to the granting of funds to ensure there are qualified individuals performing those duties. Laura suggested that a satisfactory template monitoring agreement be created, and she offered to provide samples that would include the monitoring and lottery, noting that she thinks an older version that did not include this may have inadvertently been used for Residences at 850. She explained that the monitoring of the marketing and the lottery would be done by a subsidizing agency like MHF if this were a 40B for example. However, these are local action units, so it is left up to the town to ensure that the lottery agent is certified through DHCD. Andy noted he is sensitive to adding more requirements that add costs but agreed the issues Laura raised are significant and it was agreed that the changes to the grant agreement should be drafted.

Friends Or Relatives With Autism & Related Disabilities Phase 2.

Ms. Douglass noted that the Trust's allocation in February, 2023 of \$375,000 stands and that the four other towns all have also put funds towards this project having completed town meeting approvals: Town of Yarmouth \$180,000 CPA funds; Brewster \$120,000; Bourne \$75,000 and Sandwich \$43,500. She said there is a template for the grant agreement, that will be finalized. Laura added that the FORWARD project was also funded by DHCD in the supportive housing round noting that the HOME funds they are also seeking have not yet been committed.

3. Planning and Development Updates – Elizabeth Jenkins, Director of Planning & Development

Elizabeth Jenkins shared that they are still seeking to fill the Housing Coordinator position and have advertised that position with a slightly different job description to broaden the reach of candidates. She noted she and staff have been in close touch with the Housing Committee and a meeting for working on the LIP Local Action Unit Application for 36 Hanover units was held noting they are anxious to get going as those units are well under construction and there is considerable lag time with DHCD to get the documents approved. Elizabeth said she has been attending the meetings with the County and following their regional process, speaking loudly in support of a regional housing service office. She noted she helped address and add capacity to some of the issues that were spoken about this morning and is in a dialogue with the Commission. She said she and staff are working to put together a resource guide for developers explaining there are a lot of different opportunities when it comes to funding for affordable housing and wants to ensure we have a great marketing package for affordable housing developers to work with the Town of Barnstable.

Elizabeth shared that there is excellent interest in housing production in downtown Hyannis since the zoning change saying that she is working on three major projects with affordability components well above inclusionary explaining that this is exactly what was wanted as a result of the zoning change. Attorney McLaughlin asked if the Trust could actively support ADUs in some way and Elizabeth indicated that she and Jillian have been talking about this to figure out how the Trust could provide support to other organizations that already have programs in place. She shared that she had a call with a partner who is looking to pilot an affordable ADU program and sees Hyannis as a great opportunity and they are actively working on this. Elizabeth said they are shoring up some foundational programs to be able to assist people and create affordability in the existing housing stock. First time home buyer and rental assistance has been discussed previously by the Trust, however, did not reach the point where it felt like it would be advanced but would like to come back with that opportunity. She explained they are working on all sides with the developers and with people-based programs to pull together the whole package noting that Jillian has been excellent in her leadership in terms of the administrative side as well as thinking about how to craft these programs.

Andy Clyburn wished good luck hiring the housing coordinator which is a critical vacancy that has been open for a while. Elizabeth noted that the position was most recently advertised as a second senior planner position with duties consistent with a housing coordinator to attract the best people to the job explaining that the position is intended for a dedicated housing coordinator to be on staff.

4. Update on Development of Town Properties for Affordable Housing

David Anthony, Director of Asset Management, shared that the VFW property license has been extended to the end of June and said that should be the end of the use of that property under its current phase. He said much of the heavy equipment and staging is gone with only some gravel and a few pieces left. He said this will be coming back as an asset that can be discussed.

David explained that the House on the Hill in Marston's Mills is the next target, however there was a hiccup regarding septic capacity for maximizing out the site as there is a 3-bedroom maximum for the parcel unless we can get creative. Marston's Mills Elementary School offers potential, explaining that the bids came in at a fair price, which means once the school is torn down, a discussion as to what happens next there could begin. He said he thought village visioning based on the success of the Cotuit process probably needs to start as it will take some time based on Cotuit however, we are about 5 years away from having sewers in this area which is key to any development. Laura noted that expanding the outreach and comments beyond the village is important as there has been a lot of parochial protection of land to stop affordable housing by villages. It was agreed it should not just be the village participating and David noted there was a robust public process for Marston's Mills Elementary School through the Asset Management Subcommittee two years ago where several options were considered. He said we are at the point now where Marstons Mills is going to become a major topic of interest.

Jillian Douglass shared that Barnstable County is performing a housing preference survey which is a public opportunity to weigh in on where citizens feel housing could be accommodated in their communities. It is a broader discussion that is presently being had.

5. Topics for Future Meetings/Agendas

Laura Shufelt said she had previously requested that a discussion about the State Housing Inventory (SHI) be included on an upcoming agenda, noting however that it probably does not fall within the Trust's purview. She said the new census numbers will be coming out at the end of May so it could be assumed by June there would be a new SHI. She suggested hiring a consultant to update the SHI noting that eventually the Regional Housing Coordinator may be doing this task but not for the first two years which will be dedicated to compiling files for affordable housing units throughout Cape Cod. She noted also there will not be instant assistance with the monitoring of affordable units.

Jillian said that an update of the SHI information would help the county with that information saying that while this is certainly relevant to what the Trust is doing, she was not sure the Trust could fund a contract for the updating of the SHI. Laura said the Trust could fund a contract with the non-CPA funds and it was decided Mark Milne would update the financial statements for both CPA and non-CPA funds.

6. Matters Not Reasonably Anticipated by the Chair

None.

7. Next Meeting Dates – First Friday of each month at 9:00 am (June 2, 2023)

Adjournment

Motion to adjourn was made by Mark Milne and seconded by Laura Shufelt. Roll call vote: Wendy Northcross (yes), Mark Milne (yes), Laura Shufelt (yes), and Andy Clyburn (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 5/5/2022.
Exhibit 2 – Draft minutes for the 3/3/2022 Affordable Housing Growth and Development Trust Fund Board meeting.

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