



**The Town of Barnstable**  
**Affordable Housing Growth & Development**  
**Trust Fund Board**  
367 Main Street, Hyannis MA 02601  
[www.town.barnstable.ma.us](http://www.town.barnstable.ma.us)



Office: 508-862-4610  
Fax: 508-790-6226  
Email: [mark.ells@town.barnstable.ma.us](mailto:mark.ells@town.barnstable.ma.us)

**Mark S. Ells, Chairman**

**Friday, July 7, 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, and Wendy Northcross. Mark Ells and Laura Shufelt (absent).

**Other Attendees:** Elizabeth Jenkins, Director, Planning & Development; Charles McLaughlin, Sr. Town Attorney; Jillian Douglass, Trust Administrator, Planning & Development; and Ellen Swiniarski, Community Preservation Coordinator, Planning & Development. Town Councilor Schnepf; Cassie Danzl, Chief Operations Officer, Housing Assistance Corporation.

**Call to Order**

With a quorum present, Chairman 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, Mark Milne, and Andy Clyburn.

**Public Comment**

None.

**Topics for Discussion**

**1. Approval of minutes for the June 2, 2023, meeting.**

Motion was made by Wendy Northcross and seconded by Mark Milne to approve the June 2, 2023 meeting minutes as submitted. Roll call vote: Wendy Northcross (yes), Mark Milne (yes), Andy Clyburn (yes). Motion carries.

**2. New Application – Request for \$500,000 Development Funding to leverage ARPA and MassDevelopment funds for adaptive re-use to create collaborative “Assistance Resource Center (ARC) 60-bed health service-supported “Housing First” shelter (existing 9,950 sf vacant commercial structure on .56 acres).**

Ms. Cassie Danzl, Chief Operations Officer, Housing Assistance Corporation (HAC) explained the Application and the long-standing desire to move the shelter on Winter Street. She noted that during the pandemic, shelter capacity was reduced by Catholic Social Services who runs the shelter following social distancing guidelines, however, the guidelines have not shifted back post pandemic, and the reduced capacity of the shelter is intended to remain in place. Ms. Danzl said that at the same time, the region is experiencing an increase in homelessness due to the current housing crisis and the need for beds within that shelter has never been higher. She explained that HAC is looking to the owner of the current shelter to collaborate with Catholic Social Services and Duffy Health Center to start a medical respite center that would be embedded within the new shelter. She noted a high percentage of elderly disabled individuals coming to the shelters and because the shelter cannot support their medical needs, they are referred to the Cape Cod Hospital ER to be admitted and then discharged back to the shelter, resulting in a lot of back and forth which impedes getting that individual to the point where they can exit out of homeless and become stably housed. Cassie said that an appropriate site for this new shelter/medical respite has been identified and they are in the due diligence period for that site noting a second back up site may also be under consideration with the goal of having all of the rehabilitation to be complete and new services in place by the 1<sup>st</sup> of the year.

In response to Trust Board member’s questions, Ms. Denzl informed that HAC has also applied for Barnstable County ARPA funds specifically targeted for shelters and homelessness and to Mass Development and CC Healthcare noting this \$500,000 request from the Trust is a portion of a \$5.5M project. She explained that the notification from these other funding sources may take six weeks, with ARPA notification usually taking longest. Ms. Denzl explained that by the end July, the exact site would be confirmed.

Jillian Douglass, Trust Administrator, noted HAC’s required deadlines for identifying funding sources being the end of July and after brief discussion, the Trust members agreed to schedule an interim meeting on July 21, 2023 to allow time for members to review the voluminous Application against the Trust’s evaluation criteria and meet for a possible vote within HAC’s deadlines for other funding sources.

**3. Options to Provide On-Going Funding Support for Rental Assistance and Adaptive Re-Use – Cassie Danzl, HAC, Chief Operations Officer**

Ms. Danzl said she had previously talked with Jillian about programs and services offered by HAC that may be of interest to the Trust. She noted one category offered is rental assistance where HAC administers a variety of state and federal housing vouchers. She said there is also funding available for households in Barnstable, Dukes and Nantucket Counties who are experiencing a one-time difficulty that is a state funded program called RAFT and provides up to \$7,000 emergency assistance directly to the vendor such as a utility company, landlord, or mortgage company for homeowners who are experiencing an eligible housing crisis. She noted the eligibility criteria to be for households 50% AMI and under with automatic eligibility if participating in other programs where income has already been verified. The RAFT program provides assistance with 1<sup>st</sup>, last, security, furniture, payment of back rent, 90-day or longer delinquent mortgage payments; and utility shut off notices.

Ms. Danzl said that early in the pandemic, HAC launched a workforce housing relief fund that also had a \$7,000 assistance limit, because there were individuals in need who did not meet the eligibility criteria of RAFT. She explained that the government subsequently provided a robust benefit through federal funding resulting in funds remaining in that fund. She identified that the HAC program helps with back taxes, utilities, rental payments, mortgage payments, however, the criteria is a little looser because it is a privately funded program. Cassie said that the longest running program of HAC is the private prevention program which will be in place for 40 years next year. This program provides a lower level of funding that is scaled off the individual's housing costs with a cap of \$1,000. She noted that this program has flexibility to provide funds to buy things like beds and are used for one-time emergencies.

Ms. Danzl explained another program called THRIVE which is a shallow rental subsidy for someone who is cost-burdened on their rent. The goal is for the program to be 2 years so that households that receive 24 months of assistance can work with the housing councilor on housing or financial related goals. She noted that the program was launched through ARPA funding and the first year had been targeted to employees who allowed other individuals to live and work on the Cape such as childcare workers and workers who work with developmentally disabled. Ms. Danzl then explained the last program HAC offers which is the ADU program noting the goal is to increase inventory through ARPA funding received during the pandemic providing a robust subsidy to households that can build an ADU within their property and then rent out year-round to tenants. Cassie explained that the ADU program is scaled based off several factors and she offered to share the application. Folks building an ADU and adding inventory receive a stipend amount and the folks that are really going to help our highest need population and support the region, are getting a higher amount of a stipend.

Ms. Danzl responded to Trust members' questions saying that the ADU must be rented year-round, and the program does not support short term rental. She noted several degrees of eligibility including employment based out of Dukes, Nantucket, or Barnstable counties. She said there is a toolkit for homeowners to understand not just the financing but other constraints or costs that may apply. Cassie explained that when HAC first launched the ADU program they intended to provide full technical assistance along with the financial incentive. However, after two years, the intensity of providing individualized technical assistance could not be supported long term due to the differing rules and requirements between towns. She explained that only general technical assistance is available now from HAC.

Councilor Paula Schnepf asked if there are statistics on how many ADUs have gotten to the point of construction. Ms. Danzl said there have been 8 ADUs completed with a couple more in the pipeline, noting much smaller numbers compared to rental assistance programs. There was discussion regarding building ADUs within existing footprints which could reduce construction costs, however an ADU can potentially be attached or completely detached from the main residence also. As an example, Cassie explained that a home where all the bedrooms are not needed could add an entrance to create a separate ADU studio apartment within the same building footprint. Cassie shared that there is a list of contractors and companies that HAC works with for creating ADUs, although she cannot legally make recommendations. Ms. Danzl said that the range of financial support for creating an ADU is \$10,000 to \$20,000.

#### **4. Trust Administrator's Updates/Follow-Ups – Jillian Douglass**

- a. Ms. Douglass reported that the fair marketing lottery for Residences @ 850 was held both in person and remotely on June 28, 2023. She shared that there were 28 numbers drawn and assigned and are now in progress with the management company to get all 10 affordable units rented. Ms. Douglass said that more applicants had been expected, however the 50% AMI criteria was difficult for many to meet. She noted receipt of 80 applications; however, many were incomplete, and others dropped out due to the tight income constraints.
- b. Jillian reported that Barnstable Community Preservation Committee will be holding their annual meeting on July 17 and said she had been invited as a speaker and will share what the Trust has been doing since the last semi-annual report. She noted that the reports to CPC have been delayed due to converting quarterly reporting to semi-annual reporting and alignment with calendar/fiscal years. Ms. Douglass identified that the quickest way to respond to housing needs is rental assistance, noting that the Trust has the capacity to allocate funding toward rental assistance if desired. She noted that while creation of an ADU is clearly a reduced productivity, ADUs are long term sustainable housing, and the Trust could support programs for this if desired. Jillian shared that at the state level, there is a mortgage assistance program that is being created that would fund repairs and construction to existing affordable housing stock in exchange for a recorded deed restriction.

#### **5. Planning & Development Updates – Elizabeth Jenkins, Director of Planning & Development**

Elizabeth Jenkins shared that Planning has been working with a lottery for 3 units at 310 Barnstable Road as part of the residential conversion of a vacant office building and working with Hanover and their 269-unit project out on the park and getting those affordable units online. She said that Asset Management and Planning Departments have made excellent progress issuing an RFP for the town-owned property at 164 Route 149 for development and resale of 2 single family affordable homeownership units and expect that RFP will close next week with responses due Mid-October. Elizabeth noted that a lot of effort was put into this RFP as it will be used as a model for issuing RFPs for housing for municipal properties saying it will provide a checklist and process for future RFPs. Elizabeth reported excellent housing production numbers because of the downtown zoning change, noting that in the last week, there have been an additional 52 units anticipated coming online at levels significantly below market AMIs, that had not been previously identified. She described these new projects as a conversion and complete redevelopment of a major property on Main St. and another as a redevelopment of an existing single-family house. Elizabeth noted also a 100-unit project at Cascade, a 124-unit project at TD Bank, and a 50-unit project at another vacant site being significant housing projects also in the pipeline.

#### **6. Topics for Future Meetings/Agendas**

- a. **Formalizing Process for Continuation of Town Buy-Down Program**  
Ms. Douglass noted that there is CPA funding previously allocated for the buy down of units with resale deed restrictions that are primarily coming through HAC, however the original allocation has only \$35,000 remaining. She said that previous Trust member discussion indicated continuing that program by allocating funds the Trust already had and she asked if an application process would be necessary. Elizabeth Jenkins said that

there has been discussion at the staff level regarding an in between approach and requirements for accessing those funds with the recommendation that it be handled administratively. Andy Clyburn requested that this item be included on the next agenda for further discussion.

- b. Provincetown Special Legislation to Purchase Year-Round Deed Restrictions  
Ms. Douglass explained that Provincetown is considering using deed restrictions on rental properties to incentivize and ensure availability as year-round housing. She asked if the Trust would like to receive more information, noting that Provincetown has passed several articles having to do with short-term rentals, focusing support instead for year-round units. Andy Clyburn requested that available information on this be gathered and sent out and after members have had a chance to review, place the item on a future agenda.

**7. Matters Not Reasonably Anticipated by the Chair**

None.

**8. Next Meeting Dates – July 21, 2023 (as discussed today) and August 4, 2023, 9 a.m.**

**Adjournment**

Motion to adjourn was made by Wendy Northcross and seconded by Mark Milne. Roll call vote: Wendy Northcross (yes), Mark Milne (yes), 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 7/7/23.

Exhibit 2 – Draft minutes for the 6/2/23 Affordable Housing Growth and Development Trust Fund Board meeting.

Exhibit 3 – Application Housing Assistance Corporation (HAC) \$500,000 Development Funding for adaptive re-use of an existing commercial structure for a 60-bed health service-supported shelter.

Respectfully submitted,  
Ellen Swiniarski  
CPC Coordinator  
Planning & Development