



**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**

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

Zoom meeting ID: 989 0139 2301

As a result of the COVID-19 State of Emergency, this meeting was 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 (Chair), Mark Milne, Laura Shufelt,

**Other Attendees:** Ruth Weil; AHG&DTFB Staff; Elizabeth Jenkins, Director of Planning and Development. Paula Schnepf, Town Councilor

**Topics For Discussion**

**1. Public Comment**

No public comment.

**2. Approval of minutes of the 9/25/2020 meeting.**

Motion: Laura Shufelt moved to approve the 9/25/2020 minutes as written. Mark Milne seconded the motion.

Vote: Mark Ells called for a roll call vote: Mark Milne (Yes), Laura Shufelt (Yes), Mark Ells (Yes).

Motion carries

**3. Review and possible vote to clarify several provisions of the evaluation instrument to be used in the review of development activity applications seeking funding under the Notice of Funding Availability (NOFA).**

Ruth Weil spoke to the Board regarding several items that required clarification on the evaluation instruments to be used in the review of development activity applications seeking funding under the Notice of Funding Availability (NOFA).

One unresolved question was the size of the project to which the evaluation criteria should apply. There was discussion that the criteria should not apply to smaller projects, but there was no final determination as to the minimum number of units to be included. As a starting point for discussion, Ruth suggested that the threshold for the use of the criteria for 10 or more units.

Mark Ells asked Laura Shufelt if she agreed and Laura agreed. Mark asked Laura Shufelt for a motion.

MOTION: Laura Shufelt moved to clarify the evaluation criteria will be applicable to projects of 10 or more units. Mark Milne seconded the motion.

Roll Call Vote:

Mark Milne: Yes, Laura Shufelt: Yes, Mark Ells: Yes.

3 Yes: MotionCarries

Ruth Weil then directed the Board's attention to the evaluation criteria under "Strength of Overall Concept". Ruth noted that this was a general "catch-all" category and the determination of the point allocation reflected certain policy decisions that Ruth wanted to bring to the Board's attention. For example, as adopted, the criteria states: "That the building design compliments the local, existing design vernacular of Barnstable." **5 points**

Ruth discussed the fact that objections to affordable housing are sometimes rooted in the fact that the design of the affordable housing was out of character with the design vernacular of the community. However, Ruth wondered whether design criteria should have a 5-point allocation. Ruth suggested a reduction to 3 points and adding points to the parity between affordable and market units category. Laura Shufelt raised the concern that while Chapter 40B projects do undergone design review, other developments, that go through a different permitting process, may not. While Laura indicated that she was okay with the suggested change, she still thought that the original allocation was reasonable because it addressed a project that might score high on the *pro forma* but was completely unacceptable as to the design.

MOTION: Mark Milne made a motion to decrease from 5 points to 3 point evaluation criteria, as discussed, and increase the points in the affordability design from 3 points to 5 points. Mark Ells seconded the motion.

Roll Call Vote: Mark Milne: Yes, Mark Ells, Yes, Laura Shufelt: No.

2 Yes, 1 No The motion carries.

The remaining topic involves site design. As adopted the provision reads: "That the site design allows for safe, efficient traffic flow, has recreational open space, and a playground for children of all ages (unless development is restricted to elderly)."

Ruth suggested the elimination of the playground requirement, stating that the "recreational open space" language would accommodate a playground, if desirable. If amended, the section would

now read: “That the site design allows for safe, efficient traffic flow and has recreational open space.” Laura Shufelt indicated that she believes that in certain developments a playground would be an important element and should be required. After discussion, Ruth agreed to re-work the language to address Laura’s point.

**4. Review and possible vote on Addendum to Notice of Funding Availability (NOFA) which will notify applicants that the Trust may seek reimbursement of certain costs from successful applicants including but not limited to the cost of appraisals and the cost of an outside housing consultant reviewing an applicant’s pro forma.**

Ruth Weil explained that at the last meeting there was a discussion of the Trust seeking reimbursement from successful applicants for certain costs such as the cost of appraisals and the hiring of outside housing consultants. The Board indicated that it did not want to impose such costs until it adopted a formal policy in that regard. What is before the Board today is an Addendum to the NOFA which would allow the Trust to seek reimbursement for such costs.

MOTION: Mark Ells asked to move the request of putting in the NOFA a provision to notify applicants that the Trust may make seek reimbursement of certain costs from successful applicants including but not limited to the cost of appraisals and the cost of an outside housing consultant reviewing an applicant’s pro forma.

Laura Shufelt moved the motion to amend the NOFA as requested. Mark Milne seconded the motion.

Roll Call Vote: Mark Milne: Yes, Laura Shufelt: Yes. Mark Ells: Yes.

Motion Carries (3 Yes)

**5. Discussion and possible vote to issue a Request for Proposal (RFP) to hire a consultant to conduct and manage a housing lottery for First-Time Homebuyer’s Program.**

Ruth Weil opened this discussion by asking the Trust for permission to work with the Town’s Chief Procurement Officer to issue a Request for Proposal (RFP) to hire a lottery agent to conduct and manage a housing lottery for a First-Time Homebuyer Program.

Discussion ensued about the available lottery agents and the estimated cost of running and managing the lottery.

Laura Shufelt offered to contact Falmouth’s Housing Coordinator who had recently used the Plymouth Redevelopment Authority as a lottery agent. Ruth Weil stated that she would reach out to the Housing Assistance Corporation. Councilor Paula Schnepf suggested that Habitat might have an interest in running a lottery for a homeownership program. Chair Mark Ells stated that he wanted to discuss with Elizabeth Jenkins her thoughts about the capacity of the Planning Department to participate in the Trust’s First-Time Homebuyer’s Program.

The Chair stated that, in light of the discussion and questions raised by the Board, this item should be placed on a future agenda so that more information could be presented to the Trust about the costs of running and managing the lottery.

No other matter reasonably anticipated by the Chair.

Next meeting is scheduled for 9:00 a.m. on October 23<sup>rd</sup>, 2020.

Roll call requested for adjournment of meeting.

MOTION: Motion by Laura and seconded by Mark Milne,

VOTE: Mark Ells (yes), Mark Milne (Yes), Laura Shufelt (Yes).

Meeting Adjourned.

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

Exhibits

- A. Evaluation Criteria Clarification Memo
- B. Revised Point Assignment for Evaluation of Development Activities
- C. Revised Application Evaluation Worksheet-Development Activities
- D. Addendum to Notice of Funding Availability

-