



**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  
August 28, 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), Andy Clyburn, Mark Milne, Wendy Northcross, Laura Shufelt.

**Attendees:** Town Councilor, Paula Schnepf, Charlie McLaughlin, Senior Counsel, Ruth Weil; AHG&DTFB Staff; Elizabeth Jenkins, Director of Planning and Development, Arden Cadrin, Housing Coordinator, Planning And Development Dept., Attorney David Lawler representing Standard Holdings LLC, Tim Telman and Robert Carleton.

**Topics For Discussion**

1. Public Comment

No public comment.

2. Approval of minutes of the 7/24/2020 meeting.

Motion: Wendy Northcross moved the motion by Mark Ells to accept the minutes of 7/24/2020, Mark Milne seconded the motion

Vote: Mark Ells presented a Roll Call : Andy Clyburn Ells presented (Yes), Mark Milne (Yes), Wendy Northcross (Yes), Laura Shufelt (Yes), Mark Ells (Yes).

Vote: Carries

Approval of the revised minutes of the 7/10/2020 meeting.

Motion: Wendy Northcross moved the motion by Mark Ells to accept the revised minutes of the 7/10/2020 meeting.

Vote: Mark Ells presented a Roll Call: Andy Clyburn, (Yes), Wendy Northcross (Yes), Mark Milne (yes), Laura Shufelt (Yes), Mark Ells abstained due to not attending this meeting.

Vote: Carries

3. Review of Trust's Report to be submitted to the Community Preservation Committee

Ruth Weil presented a draft report addressed to the Community Preservation Committee, outlining the Trust activities relating to the award of Community Preservation Act funds for the period from February 1, 2020 through July 21, 2020. The draft report outlined Funding Activities, Issuance of a Notice of Funding Availability (NOFA) and Marketing Activities. Discussion of the report will be on the agenda for CPC's September 21<sup>st</sup> meeting. Mark Milne and Ruth Weil offered to attend to answer questions.

Motion: Mark Ells made a motion to present the report to the CPC as written.

Vote: Andy Clyburn, (Yes), Laura Shufelt (Yes), Mark Milne, (Yes) Wendy Northcross (Yes), Mark Ells (Yes).

4. Review and possible approval of the Housing Assistance Corporation's offer to reduce its administrative fees for the Emergency Rental Assistance grant from 15% to 5%.

Housing Assistance Corporation had reached out to Mark Ells offering to reduce its administrative fees for the Emergency Rental Assistance program from 15% to 5%. HAC stated that it had received a state grant that provided additional administrative fees to administer an emergency rental and mortgage assistance program. A vote was needed by the Trust to accept the change and to proceed to amend the Grant Agreement.

Motion: Mark Ells made a motion to accept the change to reduce the administrative fees from 15% to 5% as requested by Housing Assistance Corporation.

Laura Shufelt moved the motion, Wendy Northcross seconded the motion.

Vote: Mark Ells presented a roll call: Andy Clyburn (Y), Mark Milne (Yes), Wendy Northcross (Yes), Laura Shufelt (Yes), M. Ells (Y)

Vote carries

Topic number 8 was presented at this time since it continues on with Housing Assistance Corporation.

8. Correspondence relating to the Housings Assistance Corporation's distribution of the Trust's grant funding for Temporary Emergency Rental Relief as it relates to State Emergency Rental and Mortgage Assistance (ERMA).

Mark Ells asked Ruth Weil to invite the Housing Assistance Corporation to attend the Trust's September 25<sup>th</sup> meeting to discuss the provisions of this distribution of the grants funding as well as to present HAC's first monitoring report.

5. Discussion of whether or not the Trust should wait to review the application submitted by Residence at 850 for a grant of \$1.4 Million Dollars to create 14 units of affordable rental housing to be located at 850 Falmouth Road, Hyannis until the project receives the special permits from the Planning Board necessary to develop the site for multifamily housing.

Elizabeth Jenkins was asked to outline the permitting trajectory for the applicant's project. Elizabeth Jenkins stated that the developer was scheduled to go to site plan review next week. Elizabeth stated that the Planning Department has been working with the developer to expand the MAH to include 3 White Hall Way. Although there is no intention to build on 3 Whitehall Way, the zoning change would allow for increased density. The zoning amendment is scheduled to go to the Planning Board for a public hearing on September 28<sup>th</sup>. Once the Planning Board completes its review and provides its recommendation to the Town Council, the zoning amendment will be placed on the Town Council agenda. Additionally, once the project receives site plan review approval, the next steps would be to seek a special permit from the Planning Board to allow for multifamily housing on the site.

The Chair asked Charlie McLaughlin and Ruth Weil to comment on whether the Trust should wait until the permitting was completed before reviewing the project. Both stated that the review by the Trust could certainly begin with the understanding that the Trust would wait for all the permitting to be completed before a final vote on the funding was taken.

Laura Shufelt had a global issue that she wanted to bring up before the Applicant went through permitting. Laura indicated that Mass Development has been listed as a funding source and there is a policy among the various state and quasi-state housing agencies that requires that 10% of the total units be 3-bedroom units. The project, as proposed, offered one and two-bedroom units. David Lawler, the attorney representing the developer, was given an opportunity to comment and he stated that his client will look into this requirement further.

Mark Ells asked Ruth Weil to put the application on the agenda for the meeting of September 25<sup>th</sup>.

6. Review of Updated Trust Fund rules and regulations

Ruth Weil stated that the Trust's Rules and Regulations needed to be updated to reflect current definitions relating to what constitutes low and moderate housing, affordable housing and community housing. The definitions also listed the Trust's Housing Goals, which the Trust should review. Mark Ells stated that the Trust's housing goals should not be inconsistent with the Town Council's Strategic Plan. Wendy Northcross raised the issue of the need for an Action Plan

which included metrics as to the goals that the Trust wanted to achieve but stated that the need for an Action Plan should not delay the vote on the Rules and Regulations. Laura Shufelt concurred.

Motion: Motion by Mark Ells to accept the Rules and Regulations as presented, motion was moved by Andy Clyburn seconded by Mark Milne

Vote: Roll Call Vote: Mark Milne, (Yes), Laura Shufelt(Yes), Laura Shufelt (Yes), Wendy Northcross (Yes), Mark Ells (Yes).

Vote Carries

7. Update on loan to the Cape and Islands Veterans Outreach Center, Inc. for \$90,000 to support creation of 5 Single Room Occupancy (SRO) Units for homeless veterans to be located at 1341 Route 134, Dennis, MA

Ruth Weil stated that the draft Grant Agreement sent to the attorney representing the Cape and Islands Veterans Outreach Center stated that the Veterans would pay for an appraisal of the 33 Seanest property (which the applicant offered to secure the Trust's loan) as well as a title search. However, in reviewing the video from the meeting where the Trust voted to approve the loan, Ruth indicated that there was discussion of the Trust assuming these costs, but a vote was never taken.

Charlie McLaughlin stated that CPA funds could be used for both the appraisal and the title search.

Several Trust members suggested an upset limit not to exceed \$2,000.00.

Motion: by Mark Ells and moved by Wendy Northcross to approve the Assistant Town Manager to work with Asset Management for an appraisal and title search on the property at 33 Seanest Road, Mashpee, MA. Laura seconded the motion.

Vote: Roll Call: Mark Milne, (yes), Laura Shufelt (Yes), Wendy Northcross (Yes), Andy Clyburn (Yes), Mark Ells (Yes).

Vote Carries.

No other matters not reasonably anticipated by the Chair.

Meeting Adjourned.

Respectfully Submitted:  
Shirlee Oakley

Recording Secretary

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

Exhibits

Report to the CPC dated August 14<sup>th</sup>, 2020

E-mail corresponded between Housing Assistance Corporation Executive Director, Alisa Galazzi and Ruth Weil dated August 13, 2020

Revised Trust Rules and Regulations.