



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

Friday, August 13, 2021
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: Acting Chairman Andy Clyburn, Mark Milne, and Wendy Northcross.

Other Attendees: Attorney Ruth Weil, AHGDT Staff; Attorney Charlie McLaughlin, Senior Town Attorney; Elizabeth Jenkins, Director, Planning & Development; Councilor Paula Schnepf.

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): Mark Milne, Wendy Northcross, and Andy Clyburn. Mark Ells and Laura Shufelt (absent).

Topics for Discussion

1. Public Comment

None.

2. Approval of minutes for the 7/23/21 meeting.

Motion was made by Mark Milne and seconded by Wendy Northcross to approve the July 23, 2021 meeting minutes. After a brief discussion, it was decided that a vote for the July 23, 2021 meeting minutes would be postponed to the next Affordable Housing Trust meeting on August 27, 2021. Motion withdrawn.

3. Application for Funding: Review of the application submitted by Jake Dewey for pre-development funds to support the redevelopment and development of the following parcels located in Hyannis, MA: 560 West Main Street, 4 Elis Drive, 14 Ellis Drive, 15 Elis Drive, 20 Elis Drive, 30 Elis Drive, 31 Elis Drive, 35 Elis Drive, 39 Elis Drive, 40 Elis Drive and 44 Elis Drive.

Ruth Weil reminded that Mr. Dewey had requested a continuance to a Trust meeting after he receives information from his consultants. It was agreed to move this item to the next Trust agenda and check status with Mr. Dewey.

4. Review of Town Council presentation regarding the Trust's request for \$2.5 Million Dollars of Community Preservation Act funding.

Ruth Weil narrated the draft presentation proposed for the public hearing before the Town Council on August 19, 2021. She explained each slide and requested the Trust's critical review. Slides 1 through 5 – no revisions.

Slide 6 - Purpose of the Trust - Wendy suggested that the income levels be on hand as defined by CPA.

Slides 7 and 8 – no revisions.

Slide 9- List of NOFA Evaluation Criteria for Development Activities. Ruth noted that the Trust will be revising the evaluation criteria of the NOFA after this funding is approved.

Slide 10 - Projects Funded Housing Assistance Corporation (HAC) –Wendy asked if it should be identified on this slide that these funds will be returned to the Trust to reinvest.

Slides 11 through 14 – no revisions.

Slide 15 - Seeking Partnerships to Leverage CPA funds for First Time Homebuyers' Program. Ruth referred to her conversation with Elliot Schmiedl of Mass Housing Partnership regarding the effects of using a program such as One + Mortgage by using a lower mortgage rate with CPA funds to bridge the affordability gap.

Slide 16 - Potential Use of Town-Owned Parcels for the Development of Affordable Housing. Wendy asked if the Trust should refer to specific sites to demonstrate to the Council what is actually in the Trust pipeline and strengthening the need for more funding. Andy Clyburn said if asked, he would not hesitate to say that the Trust had a handful of parcels under consideration, but have narrowed it down to 1200 Phinney's Lane for development review.

Slide 17- Revenues in Each Category of CPA in 2021 and new Fiscal Year Balances as of 7/1/2021. Mark Milne noted that the slide will need to be updated to reflect FY 22 set asides and the current fund balances at closing of FY 21.

Slide 18 - Expenditure History Since Adoption - Ruth explained that comparisons in this slide are to demonstrate that expenditures under the Housing category have historically been significantly less than the other CPA categories.

Slide 19 - Affordable Housing Trust Fund Estimated Budget – After discussion, all agreed that the \$295,170 that will be returned by Housing Assistance Corporation should placed in the FY23 Reserve. Mark Milne said that the FY23 Revenue and Reserve Balances will need to reflect the addition of these funds. Mark Milne noted that this budget is flexible as there is the ability to move dollars between the categories and reserves as projects come forward.

Slide 20 - Proposed Fund Allocation – Mark Milne said he will provide confirmation that the balances of the CPA funding source have not changed. All agreed that Ruth's suggestion to add the Town Council Order as a conclusive slide is a good one and that the Power Point presentation with noted revisions was ready for the Town Council meeting.

5. Review of the Trust’s Quarterly Report for the period from May 1, 2021 through July 31, 2021 to be submitted to the Community Preservation Committee (CPC).

Ruth said that the report is a straight forward quarterly report due to the Community Preservation Committee for the period ending July 31, 2021. The report includes the predevelopment application received from Jake Dewey; the Trust’s contact with Mass Housing Partnership (MHP) to discuss combining Community Preservation Funds with reduce mortgage rates under MHP’s ONE+ Mortgage program; and the potential use of Town-Owned land for affordable housing, specifically, 1200 Phinney’s Lane. Ruth noted expenditures for this period were \$1,500 for administrative support. Motion was made by Wendy Northcross and seconded by Mark Milne to approve the Trust’s Quarterly Report for the period May 1, 2021 through July 31, 2021 to be submitted to the Community Preservation Committee. Roll Call Vote: Mark Milne (yes) Wendy Northcross (yes) Andy Clyburn (yes). Motion carried.

6. Discussion of the Trust’s perspective on the challenges to the creation of affordable housing in Barnstable to be conveyed as part of a discussion with the Housing Committee.

Elizabeth Jenkins said that she has been working to provide additional support to the Housing Committee. Realizing that housing is a complex issue, the Housing Committee is seeking ways that they as a group of volunteers can be most effective in assisting with the housing challenges being faced in the community, and to understand their goals and interrelationships with other organizations. Elizabeth said that she and the Housing Committee Chair organized a roundtable meeting for Tuesday, August 17, 2021, and requested representatives from the Trust, Housing Assistance Corporation, Barnstable Housing Authority, as well as Arden Cadrin, former Housing Coordinator, to come in and set the table for a discussion on these challenges so at future meetings we can have discussions about effective ways of dealing with these challenges. Chair Clyburn said that he could be available to attend this meeting, Elizabeth said that Mark Ells also graciously agreed to attend along with Ruth Weil. Ruth cautioned that a meeting of the Trust would be required to be posted if three or more Trust members attend the Housing Committee meeting. Wendy said it would be a valuable conversation for the Housing Committee to have as it seems like the Committee wants to understand the organizational structure. She noted also that the Barnstable Economic Development Committee (EDC) have spoken before about the impact of the availability of less workforce housing than in past years and how this impacts businesses.

7. Discussion of amendments to the proposed Grant Agreement, Mortgage and Promissory Note relating to the approved application submitted by Standard Holdings, LLC for a project identified as “Residence @ 850”, to create 10 units of affordable rental housing, to be affordable to individuals and families whose income is 50% of the Area Median Income (AMI), to be located at 850 Falmouth Road, Hyannis, MA.

Chair Clyburn read the written request for continuance of this Application to the August 27, 2021 meeting submitted by Attorney David Lawler on behalf of Standard Holdings, LLC. Motion was made by Wendy Northcross and seconded by Mark Milne to continue the discussion of amendments to the proposed Grant Agreement, Mortgage and Promissory Note related to the approved application by Standard Holdings, LLC to the August 27, 2021, meeting. Roll Call Vote: Mark Milne (yes) Wendy Northcross (yes) Andy Clyburn (yes). Motion carried.

8. Correspondence.

Review of year-end and final monitoring report submitted by the Housing Assistance Corporation relating to the Trust's Temporary Emergency Rental Assistance Funding.

Ruth explained the Housing Assistance Corporation (HAC) has received an abundance of both Federal and State funds. She noted that HAC indicated they have spent \$848,597 of Federal and State funds on Barnstable residents, and only \$4,380 of the Trust funds were spent. Trust funds were intended to be used after Federal and State funds were expended, and to support those Barnstable residents that did not otherwise qualify for state or federal funds. Ruth said that HAC has indicated that they have sufficient funds for temporary emergency rental assistance and are not requesting that their contract with the Trust to be extended. However, HAC may be seeking CPA funding for a regular rental assistance program. The funds HAC received from the Trust under the Temporary Emergency Rental Assistance Funding will be returned to the Trust in the amount of \$295,170.

7. Discussion of topics for future meetings.

Ruth said that if CPA funds are allocated to the Trust by the Town Council on August 19, 2021, the NOFA and Applications should be revised at the next Trust meeting to be ready at the end of the required 30-day waiting period for the release of the funds. She shared that she has talked with Elizabeth and Lynne who are ready to help with marketing once details have been worked out noting the value of having a flyer outlining the Trust's offerings on one page. There was a brief discussion about the inclusion of metrics in the application criteria and the difficulty of their use in a rolling application system.

Attorney McLaughlin noted that with the dramatic increase in valuation of real estate in both the residential and commercial markets, if upfront monies for predevelopment costs should be secured against a property for repayment especially if not used for affordable housing and converted to a grant only if the property is used for affordable housing. Andy agreed it is a policy discussion that should be had and expressed concern for making it too difficult for access to predevelopment funds. Ruth said that what Charlie articulated is the Trust's current model and explained that a mortgage is required because legally the Trust cannot gift money pursuant to the Anti-Aid Amendment. Ruth said that the one question that should be discussed as part of the new NOFA is what the level of affordability would an applicant for predevelopment funds have to produce to have the loan forgiven. There was discussion regarding the availability of new census reports, the timing of data collection in relation to the pandemic and relocation of people during the pandemic, as it relates to year-round residency and the age groups impacting schools, work force and health care system. Ruth said she would work with Elizabeth and at some point, bring the census information back to the Trust.

Mark Milne inquired if there is new information for 1200 Phinney's Lane. Andy explained a meeting will be set up soon with Police Chief Sonnabend to ensure his concerns are incorporated. Elizabeth noted that Attorney McLaughlin has been very helpful with the logistics of the access and curb cuts previously discussed.

Andy Clyburn shared that there may be an opportunity with Vineyard Wind as they may be a need for staging in that area and said that perhaps those discussions may positively help move the project forward. He said he will bring forward more details once they are available.

Adjournment

Motion to adjourn was made by Wendy Northcross and seconded by Mark Milne. Roll call vote: Mark Milne (yes) Wendy Northcross (yes) Andy Clyburn (yes). Motion carried. Meeting adjourned.

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

Exhibit 1 – Affordable Housing Growth and Development Trust Fund Board Agenda 8/13/21.

Exhibit 2 – Draft minutes for 7/23/21 Affordable Housing Growth and Development Trust Fund Board meeting.

Exhibit 3 – E-mail Request for Continuance to August 27, 2021 Trust meeting – Attorney Lawler on behalf of Standard Holdings, LLC

Exhibit 4 - PowerPoint Presentation for Town Council - Trust's request for \$2.5 million dollars of Community Preservation Act funding.

Exhibit 5 – Affordable Housing Trust Quarterly Report – May 1, 2021 through July 31, 2021.

Exhibit 6 – Report from the Housing Assistance Corporation relating to the Trust's Temporary Emergency Rental Assistance Funding.

Respectfully submitted,

Ellen M. Swiniarski
CPC Coordinator
Planning & Development Dept.