



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

Friday, November 12, 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, Laura Shufelt and Wendy Northcross. Mark Ells (absent)

Other Attendees: Attorney Ruth Weil, AHGDT Staff; Attorney Charlie McLaughlin, Senior Town Attorney; Elizabeth Jenkins, Director, Planning & Development; Ryan Bennett, Housing Coordinator, Planning & Development; and Ellen Swiniarski, CPC Coordinator, Planning & Development.

Call to Order

With a quorum present, Acting Chairman Clyburn called the meeting to order at 9:03 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, Laura Shufelt, and Andy Clyburn. Mark Ells (absent).

Topics for Discussion

1. Public Comment

None.

2. Approval of minutes for the 10/15/21 meeting.

Motion was made by Laura Shufelt and seconded by Wendy Northcross to approve the October 15, 2021 meeting minutes as submitted. Roll call vote: Mark Milne (abstain), Laura Shufelt (yes), Wendy Northcross (yes), and Andy Clyburn (yes). Motion carries.

3. Review of the Notice of Funding Availability (NOFA) for Fiscal Year 2022-2023.

Ruth reviewed the revisions that were discussed at the previous Trust Board meeting:

- Income Definitions – Clarification that it is based on the targeted Area Median Income and not on the eligible occupant’s specific income. Laura Shufelt suggested the use of the word household throughout the NOFA in place of family.
- A positive statement that an applicant who applied for predevelopment funds would still be eligible for development activity funds.
- Development Activities: Affordable Housing- Incentives to encourage property owners who are converting existing market rate units to affordable housing. Reimbursement would be in addition to funding awarded only if application is approved.
- Evaluation Criteria- Housing Priorities. New bullet from the 2021 CPC Plan- Whether the housing is harmonious in design and scale with the surrounding community. After discussion it was agreed that the word “scale” should be removed from this reference for NOFA purposes.
- It had been identified that the logistics for filing an application were not clear. Submission criteria is more detailed as to what is expected and will be posted on the website along with the updated Applications.
- After discussion it was agreed that Ruth will work with Laura on a brief bullet to be included in this section regarding the need for inspection of the units the Trust is funding.

Motion was made by Wendy Northcross and seconded by Laura Shufelt to approve the Notice of Funding Availability (NOFA) for Fiscal Year 2022-2023 as amended. Roll call vote: Mark Milne (yes), Wendy Northcross (yes), Laura Shufelt (yes), and Andy Clyburn (yes). Motion carries.

4. Update on future staffing for the Trust.

Elizabeth Jenkins shared that she has been working with Bill Cole seeking an individual to enter into an employment contract and noted that they are working through firming up the job description and the exact terms. She said they would like to start looking for someone who would meet the qualifications now, and in the event such an individual could not be found, there is the option of seeking a firm or agency to provide these services. Elizabeth said that the Trust Administrator develops all of the documentation necessary to facilitate the marketing and award of Trust funds and will work with the Legal Department as well. Other supporting duties, administrative or otherwise, would be performed by other town or Trust employees. Elizabeth agreed to forward the job description for the Trust Administrator to each Trust member separately for their review and discussion at the next meeting.

5. Discussion of advertising for the Trust’s Notice of Funding Availability (NOFA).

Ruth reviewed the previous advertising that was undertaken for the first NOFA noting that the Director of Communications did a Press Release for the Town’s press list; all Town employees; and a list of developers from Arden and Laura. Ruth noted that now that the NOFA is finalized, they want to do a one page sheet to give out to potential developers that Elizabeth and her team are dealing with, to notify of availability of these Trust funds. In the previous release, Lynne put the NOFA on the website under “New in the News”. Ruth offered these suggestions for the new NOFA and noted that people that are interest already in creating affordable housing will know about this option. Additional suggestions by Wendy were for the Town Manager to mention the

NOFA on Channel 18, contact the Cape Cod Chamber to ask them to include it in their newsletter and to leverage relationships with the media such as Cape Cod Times and the Barnstable Patriot to run a story about the Trust's efforts. It was agreed that Lynne Poyant will be invited to attend the next Trust meeting where this will be discussed further.

6. Discussion of the progress in creating a Regional Housing Services Office through Barnstable County.

Laura Shufelt shared that there has not been any progress on this that she is aware. She noted that there was supposed to be a survey sent out to Cape Cod towns to find out what they would like to see for services. Laura said that staff has submitted a list of questions to the County that they can use, however a survey has not gone out to her knowledge, but it will be coming back to the Home Consortium Advisory Board which she is a member. Laura also said that the Community Development Partnership (CDP) is interested in doing something on the Lower Cape and it may not end up being countywide. Laura shared that the County said they could fund one employee within their budget.

7. Discussion on the methodology for rent calculations for housing units funded by the Trust.

Ruth referred to the Table of Income & Rent Limits 2021 and noted that the table was created as additional guidance to Trust applicants and specifically identifies that there are different calculations for rent and also for sales prices depending upon the funding source. It will inform applicants that there are two standards that vary depending upon how the project is subsidized. If only Trust funds are used to subsidize a project, the LIP process will be used in order to be counted in the Town's inventory. If the project has other subsidized funding sources along with the Trust funds, the calculations will be dictated by the HUD. Elizabeth Jenkins noted that the formulas change annually and there should be an offline conversation on how to update calculations in the future. After discussion, Mark Milne suggested, and it was agreed that this chart should become an addendum to the NOFA for rental calculations only.

8. Discussion on establishing protocols for the inspection of existing market rate units seeking funding to be converted into affordable units.

Ruth noted that the conversion of market rate units into affordable ones is a priority of the Trust and CPA. To ensure that housing is safe and habitable, an inspection that goes beyond the State sanitary code inspection of minimum standards for human habitation is needed. This inspection will include structural integrity of the unit and the various systems to ensure that the unit will last a significant period of time. Ruth suggested an RFQ to have an inspector on call that the Trust could use. There was discussion regarding the sequencing and responsibility for the home inspection after which it was decided that in order to ensure consistency in the inspections and encourage conversion applicants, the Trust would pay for the inspections. Laura Shufelt noted that there are existing templates that can be used as a basis for the inspections that are quite comprehensive.

Motion was made by Wendy Northcross and seconded by Laura Shufelt that the Trust Application for Development Funds include a requirement that existing units be inspected at the Trust's expense and that staff is directed to put out an RFQ to establish available inspectors for

that purpose. Roll Call Vote: Mark Milne (yes), Laura Shufelt (yes), Wendy Northcross (yes), Andy Clyburn (yes). Motion carries.

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

Ruth reviewed the Trust’s Quarterly Report listing Funding Activities: Issuance of the Notice of Funding Availability (NOFA) for FY 2022-2023; creation of partnerships to leverage Community Preservation Act Funds for Community Housing by exploring the possibility of being one of the Gateway cities which combines Community Preservation Act (CPA) funding and Massachusetts Housing Partnership (MHP’s) ONE + Mortgage program; potential use of town-owned parcels for the development of affordable housing. Pending Expenditures are the grant to the Cape and Island Veterans Outreach Center, Inc located in Dennis; and the award of \$1.4 million dollars to Standards Holdings. Andy Clyburn noted that the report should reflect that the Trust is working in coordination with the Town for potential use of town-owned parcels for affordable housing. Mark Milne noted that the quarterly report should be updated to report the return of funds awarded to Housing Assistance Corporation.

Motion was made by Laura Shufelt and seconded by Wendy Northcross to approve the Quarterly Report as amended. Roll call vote: Laura Shufelt (yes), Mark Milne (yes), Wendy Northcross (yes), and Andy Clyburn (yes). Motion carries.

10. Discussion of whether the Trust wants to submit comments on the 2022 Community Preservation Committee’s Goals and Yearly Plan.

Ruth reviewed the draft letter to CPC providing comments on the housing section of the CPC Plan. Ruth said the letter is focused on the sections of the 2021 CPC Plan’s listed priorities for Community Housing. She said that since the Trust is now sending out a NOFA and is the designated entity to disburse CPC funds, it would be very confusing if the priorities in the CPC FY 2022 Plan were different than the ones the Trust has adopted. Ruth noted that Elizabeth Jenkins has graciously offered to work with the CPC Chair and members to deal with updating the housing portions of the Plan to reflect recent housing changes. Andy suggested that the letter should include the fact that Elizabeth will be assisting CPC to update the CPC Plan to also reflect the latest priorities of the Town and Villages that have gone through recent planning processes. Elizabeth Jenkins said that she will be present at the Annual CPC meeting on Monday to discuss and let CPC members know of the availability of staff to support them. Laura noted that the CPC Plan needs a lot of updating and is in support of adding a comment to the letter that because the Planning Director is working with CPC to update all other CP categories, the Trust is focusing only on the priorities for Community Housing.

Motion was made by Wendy Northcross and seconded by Laura Shufelt to approve the suggested changes to the letter as presented. Mark Milne (yes), Laura Shufelt (yes), Andy Clyburn (yes), Wendy Northcross (yes). Motion carries.

11. Correspondence.

None.

12. Discussion of topics for future meetings.

- Trust Rules and Regulations
- Advertising the new NOFA – Invite Lynne Poyant to the meeting.
- ARPA and Cares Funds and what it means for affordable housing in Barnstable. Mark Milne will put together an overview.
- Information regarding State funding, if available.

Items not anticipated by the Chair

Ruth Weil noted that Jake Dewey has asked that his application be withdrawn and that he intends to refile when the time is appropriate.

Adjournment

Motion to adjourn was made by Wendy Northcross and seconded by Laura Shufelt Roll call vote: Mark Milne (yes), Laura Shufelt (yes), Wendy Northcross (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 11/12/21.

Exhibit 2 – Draft minutes for the 10/15/21 Affordable Housing Growth and Development Trust Fund Board meeting.

Exhibit 3 – Income & Rent Limits Table 2021.

Exhibit 4 – Draft Notice of Funding Availability (NOFA) for Fiscal Year 2022-2023

Exhibit 5– Draft Quarterly Report Relating to Award of Community Preservation Funds for Period from August 1, 2021, through October 31, 2021.

Exhibit 6 – Draft letter to CPC Chairman regarding Trust comments on the FY 2022 CPC Plan.

Respectfully submitted,
Ellen Swiniarski
CPC Coordinator
Planning & Development