



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

**Friday, January 8, 2021**  
**Affordable Housing Growth & Development Trust Fund**  
**Board Meeting APPROVED Minutes**  
**Remote Access Meeting Via Zoom Link: <https://zoom.us/j/98901392301>**  
**9:00 A.M.**

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 telephone number, both provided in the posted meeting notice.

**Board Member Attendees:** Mark Ells (Chairman), Mark Milne, Laura Shufelt, Wendy Northcross, Andy Clyburn.

**Other Attendees:** Ruth Weil, AHG&DTF Staff; Elizabeth Jenkins, Director of Planning & Development; Arden Cadrin, Housing Coordinator, Planning & Development; Paula Schnepf, Town Councilor; Charlie McLaughlin, Assistant Town Attorney.

**Call to Order**

With a quorum present, Chairman Mark Ells called the meeting to order at 9:00 a.m. and stated that today's meeting is recorded and broadcast on Channel 18 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**

Wendy Northcross, Laura Shufelt, Mark Milne and Andy Clyburn. All present by roll call.

**Topics for Discussion**

**1. Public Comment**

No Public Comment.

**2. Minutes**

**Approval of Minutes of the November 13, 2020 meeting.**

Motion was made by Wendy Northcross, and seconded by Laura Shufelt to approve the November 13, 2020 meeting minutes with two minor suggested changes. Roll Call Vote: Mark Milne (Yes), Mark Ells (Yes), Wendy Northcross (Yes), Andy Clyburn (Abstain). Motion carries.

### **Approval of Minutes of the December 11, 2020 Meeting.**

Motion was made by Wendy Northcross, and seconded by Andy Clyburn to approve the December 11, 2020 meeting minutes with two minor suggested changes. Roll Call Vote: Wendy Northcross (Yes), Laura Shufelt (Yes), Mark Milne (Yes), Andy Clyburn (Yes), Mark Ells (Yes). Motion carries.

### **3. Review of breakdown of all funds currently being held by the Trust**

Mark Milne shared his screen depicting a table of the Affordable Housing Growth Development Trust Fund Statement of Financial Position – Inception to December 31, 2020 and explained that the table is a tracking of three pools of funds held by the Trust: the original fund of \$1M from Tradewinds; Economic Development which includes mitigation payments; and most recently \$2.5M in funds allocated from CPC. Mr. Milne explained that each pool of Trust money tracks separately with a total of \$3.8M from inception through December 31, 2020.

Mr. Milne noted some of the larger projects the Trust supported under the Affordable Housing column: Barnstable Housing Authority for Stage Coach Rd and Oak Street; Housing Assistance Corp for Ridgewood Ave; and Habitat for Humanity for River Road with \$200,000 remaining for future affordable housing projects.

Mr. Milne reviewed the CPC funded Affordable Housing column noting \$300,000 to Housing Assistance Corp (HAC) for a rental assistance program that HAC is actively managing; Cape & Islands Veterans Outreach Center \$92,000; and most recently \$2,000 for a housing consultant to review the Residence at 850 proposal, leaving \$2.1M available for future projects.

Mr. Milne noted that not many funds have been expended from the Economic Development column. He listed prior expenditures for landscape improvements in the Hyannis Gateway, funding toward a comprehensive parking management plan and funds set aside from the Sturgis Charter School West Campus project toward a traffic study for the intersection of Pitchers Way and West Main Street that have not yet been used.

In answer to questions from Wendy Northcross regarding the Village Green Loan, Ruth Weil identified this as a loan that has no payments due until the end of the term. She explained there is a promissory note and a recorded mortgage. Ruth Weil also explained that some of the funds being held by the Trust for Economic Development were set aside for a specific purpose. Under the Trust Rules and Regulations, there are two priorities under the Economic Development category: public projects; and, projects that create neighborhood stabilization.

Wendy Northcross inquired if there are any limitations as to how frequently the CPC funded column can be refilled. Mark Milne explained that the Trust can receive funds from CPC directly at any time through application and appropriation by Town Council. Laura Shufelt added that many Towns pre-designate that the 10% of funds required to be expended for the Affordable Housing category transfer directly to Affordable Housing Trusts upon receipt.

Ruth Weil provided an update regarding the Emergency Rental Assistance Program indicating that she will reach out to HAC regarding their next quarterly report. She also noted that the Veteran's Outreach group decided that they did not need the initial loan of \$90,000, however once the project is complete, they indicated they may want to come back to convert it to a grant as per the vote of the Trust.

Laura Shufelt shared that the State has received \$489M for rental assistance which will need to be spent by September 2021 or risk having it reclaimed. She said that the Governor will approve how these funds are rolled out and indicated that there will be gaps as to how the money can be spent. Laura explained that payment of arrearage rents will be a priority, with recertification required every 3 months. Laura stressed that as soon as the rules as to how these funds can be spent, it will be important to get the word out to private landlords. Subsidized landlords will be informed, however private landlords may not. Laura confirmed that funds are for residential use only, however noted a change for this program that provides that a landlord is eligible to apply with support and some limited documentation from tenants. Laura assured that this will be an easier program than RAFT. Wendy Northcross noted that the banks are watching these programs closely.

**4. Update on the issuance of an Invitation for Bid to hire an outside housing development consultant to provide a financial review and analysis of the *pro forma* contained in the revised application submitted by Standard Holdings, LLC for a project identified as “Residence at 850”, a project applying for \$1.4 Million Dollars of Trust funds to create 10 units of affordable rental housing to be located at 850 Falmouth Road, Hyannis, MA.**

Ruth Weil explained that four housing consultants were sent the Trust’s RFQ; responses are due January 11, 2021. The scope of the work is to review and analyze the developer’s pro forma as it relates to the evaluation criteria established by the Trust. The deliverables are: a written report due February 4 as to whether development and operating costs are reasonable for a project this size, consistent with industry standards, and identify anywhere costs do not meet the standards; financial feasibility of the project; and, if the project requires the subsidy requested, and identify areas where more detailed information is needed. Also, participation in a one hour Zoom meeting tentatively scheduled for February 12, 2021 with the Trust and Applicant to review the written report and answer questions. Ruth shared that one response to the RFQ was received. Two other consultants initially interested, responded that they were not available. One of the consultants who was solicited has not responded as of yet.

**5. Discussion and possible approval of the use of Trust funds to compensate Ellen Swiniarski to provide administrative support to the Trust.**

Elizabeth Jenkins, Planning and Development outlined the proposal put before the Trust. Elizabeth explained that Ruth Weil provides technical staff support for the Trust, however there is no dedicated administrative support for the Trust. Elizabeth said that after discussion, it was thought that a dedicated administrative person would be beneficial. Ellen Swiniarski provides staff support to the Community Preservation Committee and it was confirmed she has the capacity to provide additional time to the Trust for the compiling of Trust agendas, minutes, posting, and assisting of moving documents through after Trust project approvals. Compensation would be from the uncommitted Trust fund. Questions regarding financial concerns were answered by Mark Milne who indicated that if Ellen worked on a specific Trust project, that project fund would be charged as opposed to the general uncommitted fund for administrative work. This will be tracked through timesheets and is similar to how Ruth Weil accounts for her time as a consultant for the Trust. Mr. Milne advised that 100% of Ellen’s salary is paid from Community Preservation funds with no impact on the operating budget or benefits included. This proposal would divide wages between two specially funded boards. After discussion regarding the number of hours that would be required and the rate of pay, and consultation with Human Resources, it was decided that a maximum of \$6,600 would be committed for administrative support for the Trust through the end of Fiscal Year 2021 with an

estimate of no more than 8 hours per week, with the condition that a quarterly report will be provided to the Trust reflecting this expense.

Motion: Motion was made by Wendy Northcross and seconded by Laura Shufelt to approve funding for administrative support with a cap of \$6,600 till the end of FY 2021 and the condition that a quarterly report for hours and costs be provided to the Trust for this expense. Roll Call Vote: Wendy Northcross (Yes), Mark Milne (Yes), Laura Shufelt (Yes), Mark Ells (Yes), Andy Clyburn (Yes). Motion carries.

## **6. Discussion of topics for future meetings.**

Wendy Northcross stated that the Economic Development Bill was sent to the Governor this week. She is requesting an overview of the Bill, however she said it does not need to be ready for the next meeting agenda. Andy Clyburn confirmed this item would be included either on the next agenda, or the one after.

Ruth Weil said that as the last meeting it was discussed regarding working internally for disposition of Town owned property through the Town Manager and she offered to provide a flow chart if the Trust would like. This item will come forward at the next Trust meeting.

Wendy Northcross said that she is aware that Elizabeth Jenkins has been looking at the affordable housing projects in the pipeline and would like to hear from Elizabeth what the Trust resources may be tapped for.

Laura Shufelt said that there should be a report for the DAV lot next to the Police Station regarding the investigation of the sewer line. Andy Clyburn confirmed that this will be included on the next agenda.

Charlie McLaughlin said that after discussion with Ruth, the Mitchell's Way property could move quickly as engineering is already in place.

Andy Clyburn confirmed that the next Trust meeting will be held January 22, 2021.

### **Adjournment**

Motion was made by Mark Ells and seconded by Wendy Northcross to adjourn. Roll Call Vote: Wendy Northcross (Yes), Mark Milne (Yes), Laura Shufelt (Yes), Mark Ells (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 – 1/8/21.

Exhibit 2 – Draft minutes for 11/13/20 and 12/11/20 Affordable Housing Growth and Development Trust Fund Board meetings.

Exhibit 3 – Affordable Housing Growth and Development Trust Fund – Statement of Financial Position – Inception to December 31, 2020 prepared and narrated by Mark Milne

Respectfully submitted,  
Ellen Swiniarski  
CPC Coordinator