



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

**Friday, April 22, 2022**  
**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:** Chairman Mark Ells, Laura Shufelt and Wendy Northcross. Mark Milne (Absent), Andy Clyburn (Absent).

**Other Attendees:** David Anthony, Director of Asset Management; Elizabeth Jenkins, Director, Planning & Development; Ryan Bennett, Housing Coordinator, Planning & Development; Amy Harwood, Marketing Manager, Planning & Development; Town Councilor Gordon Starr; and Ellen Swiniarski, Community Preservation Committee Coordinator, Planning & Development.

**Call to Order**

With a quorum present, Chair 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): Wendy Northcross (yes), Laura Shufelt (yes), and Chair Ells (yes).

**Topics for Discussion**

**1. Public Comment**

None.

**2. Approval of minutes for the 4-8-22 Trust meeting.**

Motion was made by Wendy Northcross and seconded by Chair Ells to approve the April 8, 2022 meeting minutes as submitted. Roll call vote: Wendy Northcross (yes), Chair Ells (yes), Laura Shufelt (abstained). Motion carries.

### **3. Update on the search to fill the Trust administrator position.**

Elizabeth Jenkins reported that a candidate has been offered the Trust administrator position but not yet accepted. She said that in the event that the position required reposting, Ryan Bennett and Elizabeth would provide support for the Trust during the interim.

### **4. Presentation by Laura Shufelt on municipal housing trusts in Massachusetts that have acquired and disposed of land for the development of affordable/community housing.**

Laura Shufelt narrated the PowerPoint presentation she prepared for the Trust that provided three examples of successful affordable housing projects that were initiated by the municipal purchase of the land on Cape Cod:

- Melpet Farm Dennis – Project Completed 2013
  - \$800,000 general fund land purchase by Town of Dennis
  - Half of the 12 acres was preserved for conservation/agriculture.
  - Other half of the acreage was awarded to Preservation of Affordable Housing (POAH) and Housing Assistance Corporation (HAC) through the RFP process.
  - The site plan depicting walking paths, green space and on street parking and explained the breakdown of the Pro Forma showing a total cost of \$10,631,773 using several funding sources including \$470,000 in CPA funds. Laura noted that for this \$10,631,773 project, there is only \$1 million in debt.
  - RESULT: 27 Units of net zero affordable rental housing for families.
- Little Pond Place, Falmouth – Project Completed 2020
  - Town of Falmouth purchased the land with Community Housing and Open Space Community Preservation Act (CPA) funds.
  - Large portion of wetland was preserved as open space fronting on Little Pond, the balance of the acreage that was upland was designated for Community Housing.
  - After site was put on hold awaiting availability of sewer, the Falmouth Housing Corp. and Affirmative Investments were awarded the project through the RFP process.
  - The site plan depicted multifamily and a community building; a breakdown of the Pro Forma was explained showing a total cost of \$14,785,464 including \$750,000 Falmouth Trust (CPA) funds.
  - RESULT: 39 affordable family rental apartments with 1 manager's apartment.
- Millstone Rd. Housing, Brewster – Project Underway
  - Town of Brewster purchased land with CPA funds allowing the adjacent land-locked town-owned parcel to be used for affordable housing.
  - Board of Selectmen gave control of the land to the Trust to issue an RFP for a maximum of 90 bedrooms.
  - The site plan, multifamily building types and Projected Pro Forma was reviewed showing a total cost of \$22,443,280 including \$300,000 in CPA funds. Laura explained that an onsite wastewater treatment plant would be required if the

project exceeded 90 bedrooms, the cost of which would need to be supported by the creation of 125 units or more. She shared that the project had been receiving abutter opposition.

- RESULT: Project was awarded to POAH and HAC in March, 2022 for the construction of 45 community rental housing units.

Laura noted the cost per unit having increased \$100,000-130,000 per unit from the Dennis 2013 project to the projected costs of the Brewster project underway.

Laura explained that the tax credits that were a part of each example project are competitive and distributed usually in two rounds by the Department of Community and Housing Development (DHCD). Federal tax credits are allocated annually per capita for each state and developers typically are aware of the availability of tax credits as this is the only way to feasibly fund an affordable housing project. She explained that the state allocates tax credits to a project with the developer having an agreement with investors. It is the investors that receive the tax credits, by paying a certain amount on the dollar for the tax credits which they receive for 10 years. She said that for \$1M in federal tax credits the rate is usually 98 cents on the dollar, most becoming available during construction with a little bit at closing and whoever the investor is gets the tax credits for 10 years. She said that the investors also claim all the paper losses. Laura said that the state tax credits raise about 80 cents on the dollar because it is a five year tax credit not 10 years, and it is available for any project over 30 units capping out at 60-70 units when if over it is phased.

Laura explained that Little Pond in Falmouth and Millstone in Brewster were and will be permitted through a 40B, however Melpet Farm in Dennis used a town-wide overlay district for affordable housing by special permit that overrides local regulations. Because the project was only 27 units, it did not require Cape Cod Commission review.

Chair Ells said that he is very interested in the process and how the transactions between the parties worked step by step. Laura explained that once a project is awarded to a developer, a land disposition agreement or land development agreement will lay out all of the steps that the developer must do before the lease is signed or land conveyed. Once the tasks in the agreement have been accomplished, then the financing, permitting is next and must be satisfied before the land transfers. She explained that the real negotiations happen with the land disposition agreement. Laura offered to share an example of a land disposition agreement.

Chair Ells commented that the three project examples illustrated very residential developments and also were not connected to sewer. He said that the projects under review by the Trust seem to be more intense and city- like noting the need for all housing.

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

- None proposed.

## **Adjournment**

Motion to adjourn was made by Wendy Northcross and seconded by Laura Shufelt. Roll call vote: Wendy Northcross (yes), Laura Shufelt (yes), and Chair Ells (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 4/22/2022.

Exhibit 2 – Draft minutes for the 4/8/2022 Affordable Housing Growth and Development Trust Fund Board meeting.

Exhibit 3 - PowerPoint Presentation entitled “Successful Affordable Housing Projects Initiated by Municipal Purchase of the Land” prepared by Laura Shufelt.

Respectfully submitted,  
Ellen M. Swiniarski  
CPC Coordinator  
Planning & Development  
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