



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

MINUTES FOR APRIL 9TH, 2020
2:00 pm

In accordance with the Governor's Order Assuring Continued Operation of Essential Services in the Commonwealth, Closing Certain Workplaces, and Prohibiting Gathering of More Than 10 People issued on March 24, 2020 and extended on March 31, 2020, the April 9, 2020 public meeting of the Affordable Housing Growth and Development Trust Fund Board was physically 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.

Trust Members Present : Mark Ells, Chairman, Andy Clyburn, Wendy Northcross, Laura Shufelt, Mark Milne

Staff Present: Charlie McLaughlin, Senior Counsel, Karen Nober, Town Attorney, Elizabeth Jenkins, Dir. of Planning & Development, Arden Cadrin, Planning & Development Housing Coordinator, David Houghton, Assistant Town Attorney, Ruth Weil, AHG&DTFB volunteer.

Public: Jake Dewey, CCR Holdings LLC

Discussion and Potential Vote to Approve a Rental Assistance Program

At the request of the Chair, Elizabeth Jenkins opened the discussion indicating that the focus of the today's discussion was whether the Trust was interested in funding an emergency rental assistance program to address the loss of jobs due to COVID-19 that has left certain renters living in the Town without the ability to pay rent. Laura Shufelt stated that under the Community Preservation Act (CPA), rental assistance is included as a permissible use of CPA funds under the category of housing support. The Massachusetts Housing Partnership (MHP) has issued some suggestions as best practices for communities who are considering using CPA funds to provide temporary emergency rental assistance to income eligible renters. MHP suggests the importance of establishing clear guidelines relating to eligibility. Arden Cadrin and Wendy Northcross indicated that the Housing Assistance Corporation has already established a Housing Relief Fund to provide such emergency rental assistance. Questions about what procurement was necessary were discussed. It was determined that the Trust could enter a grant agreement with an

individual or non-profit entity that was interested in applying for Trust funds to provide support to Barnstable residents through a rental assistance program.

Trust members addressed the fact that the Trust did not have the capacity to establish and run a program of its own in a timely manner.

Discussion of the parameters of a grant award to an outside entity included: How much total amount towards the program, what the maximum award amount you want to provide to the applicant, what the income limit of the applicant, the time period for how long you want to assist them, and the administrative fee, the amount of monies to be awarded, the income eligibility requirements, the amount to be awarded to each recipient and the type of documentation to be obtained from renter.

Motion: Mark Ells made a motion for a roll call vote to each trust members to ask them if they want to proceed with a rental assistance program with the understanding that the Trust would entertain an application from a non-profit entity to fund such a rental assistance program.

Vote: Mark called each trust member by names: Laura Shufelt (YES), Wendy Northcross (Yes), Mark Milne (Yes) and Andy Clyburn (Yes) responses were a yes vote.

Discussion and potential vote to approve a Foreclosure Assistance Program.

Discussion of whether the Trust was interested in funding a program to assist homeowners who were faced with foreclosure due to the economic fallout from the COVID-19 crisis.

Laura Shufelt stated that she thought that such funding at this time was premature since the CARES Act provides some protection for such homeowners and there is state legislation pending to provide even a longer moratorium period.

There was discussion about whether there was a benefit for Barnstable homeowners to intervene to prevent foreclosure actions from being filed.

Assistant Town Attorney David Houghton opined that CPA funds could be used for this purpose.

Motion: Mark Milne made a motion for the board to table this for a vote at this meeting and to put this item on the next Trust agenda

Vote: All trust members by roll call: Laura Shufelt (YES), Wendy Northcross (Yes), Mark Milne (Yes) and Andy Clyburn (Yes) responses were a yes vote.

All voted with a yes to table discussion as requested.

Response to questions regarding implementation of Acquisition program.

According to staff, this item was placed on the agenda based upon questions raised by Habitat for Humanity about the NOFA issued by the Trust. The question was whether in the case of the use of Trust funds for the purchase of land, an applicant had to have completed permitting before the funds are released. Laura Shufelt and Charlie McLaughlin raised concerns about releasing

funds prior to the completion of permitting. In the course of the discussion, it was revealed that the Habitat was no longer proceeding with its request for funding. Mark Ells stated that since project was no longer viable, he would move to table this item.

Vote: Laura Shufelt (YES), Wendy Northcross (Yes), Mark Milne (Yes) and Andy Clyburn (Yes) responses were a yes vote.

All with a roll call voted yes.

Review applications received to date in response to NOFA for Acquisition Program.

CCR Holdings, LLC, 800 Bears's Way 2WF, Hyannis. Mr. Jake Dewey is the applicant and owns the property. He has asked for \$65,000.00 to rehabilitate a condominium unit in exchange for the recordation of an Affordable Housing Restriction. (AHR) making the unit affordable in perpetuity.

The application requested that the AHR establish rents that are affordable for individuals or families whose income is 100% of the Area Median Income (AMI).

Trust members raised concerns that the NOFA required that the unit be included in the Subsidized Housing Index (SHI). In order to qualify, the unit had to be affordable to an individual or family at 80% of the AMI.

Applicant agreed to establish the affordable rents to 80% of the AMI.

Motion: A motion was be to award to CCR Holdings Inc. LLC under the Trust's NOFA the amount of \$65,000.00 to rehabilitate the property located at 800 Bears's Way, 2WF, Hyannis MA in exchange for the acquisition of an AHR and subject to the following conditions prior to the release of any grant funds:

1. Execution of a Grant Agreement;
2. Execution and recordation of an AHR establishing the unit's affordability at 80% of the AMI.
3. Eligibility for inclusion in the SHI;
4. Receipt of occupancy permit for the unit;
5. Proof of vote by condominium association that it approves the recordation of the AHR.

Vote: Mark Ells asked for a roll call vote: Laura Shufelt (YES), Wendy Northcross (Yes), Mark Milne (Yes) and Andy Clyburn (Yes) responses were a yes vote.

Vote carries.

A motion by Mark Ells to vote on an amendment to modify the NOFA to put it at 80% All voted by a roll call

Vote: Laura Shufelt (YES), Wendy Northcross (Yes), Mark Milne (Yes) and Andy Clyburn (Yes) responses were a yes vote.

Vote carries.

Next meeting is April 17th @ 9AM.

No other discussion

Mark Ells motioned to adjourn meeting:

Roll Call Vote: vote: Laura Shufelt (YES), Wendy Northcross (Yes), Mark Milne (Yes) and Andy Clyburn (Yes) responses were a yes vote.

Vote carries. Meeting Adjourned.

Shirlee Oakley, AHG&DTFB

_____ Date

Accepted minutes _____

EXHIBITS:

CCR Holdings Inc. LLC Application Documents