



The Town of Barnstable
Affordable Housing Growth & Development
Trust Fund Board
367 Main Street, Hyannis MA 02601
www.town.barnstable.ma.us



Office: 508-862-4610
Fax: 508-790-6226
Email: mark.ells@town.barnstable.ma.us

Mark S. Ells, Chairman

Friday, September 9, 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: Acting Chairman Andy Clyburn, Mark Milne, Laura Shufelt and Wendy Northcross. Mark Ells (absent).

Other Attendees: Elizabeth Jenkins, Director, Planning & Development; Jillian Douglass, Trust Administrator, Planning & Development; Ryan Bennett, Housing Coordinator, Planning & Development; and Ellen Swiniarski, Community Preservation Coordinator, Planning & Development.

Call to Order

With a quorum present, Acting Chair Clyburn called the meeting to order at 9:04 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, Laura Shufelt, Andy Clyburn, Mark Milne. Mark Ells (absent).

Public Comment

Ms. Jackie Mahoney noted that she was present.

Topics for Discussion

.1. Approval of minutes for the 8-24-22 meeting.

Motion was made by Laura Shufelt and seconded by Mark Milne to approve the August 24, 2022 meeting minutes as submitted. Roll call vote: Mark Milne (yes), Wendy Northcross (yes), Laura Shufelt (yes), Andy Clyburn (yes). Motion carries.

2. Trust Administrator's Updates/Follow-Ups.

Jillian Douglass noted that she has provided a summary of the application process for Trust funds in the meeting packet as requested at the last meeting. Jillian shared that NOFA applications will be provided to the Trust after they are in submitted form noting that some applicants do not want their application publicized until they know it will be submitted and can potentially receive approval from the Trust members. There was discussion regarding choke points in the application process that if identified as consistent, will be identified, and eliminated if possible, noting that each application will be unique. Laura Shufelt suggested creating and utilizing a training webinar for developers that have an interest in affordable housing but are unfamiliar with the process, like one that her agency is presently using. A condensed version of a webinar specifically for Barnstable and possibly for the HOME Consortium to consider on a County-wide basis could be put together quickly and made available to developers to help take the mystery out of the process and requirements. All agreed this is a good idea. Jillian will follow up with Attorney McLaughlin to confirm any legal parameters for such an undertaking and work with staff to identify local developers who might be interviewed regarding insight as to what impediments might exist for the average developer or contractor.

Jillian provided an update that the County is presently conducting ARPA community outreach with some individual interviews scheduled, including one that she has today at noon. She noted that the portal is also open for proposals and projects, however, it appears that the primary focus for the 1st round is assisting with problems and challenges of homelessness and people in crisis and in need of support services. Jillian noted that the Trust is not listed as a resource on the County Department of Health resource network and asked the Trust members for permission to reach out to be added as a potential resource. Laura Shufelt confirmed that requirements for ARPA money through the HOME program must be used for homelessness and people in crisis which is the larger grant. The smaller grants of \$250K that are coming up are potentially for productions in progress already. It was decided that even if the Trust may not be eligible as a potential recipient of ARPA funds, if the Trust is included in the resource network, it could act as a conduit to get the word out for others in the community that may want to access the funds.

3. Housing Coordinator's Report

Housing Coordinator Ryan Bennett said that the Housing Production Plan is still in the community outreach engagement phase as well as data collection for the Housing Needs Assessment. She noted that the date of an upcoming forum is September 21, 2022 and is

scheduled to be held at the Barnstable Adult Community Center at 6 p.m where the consultant team will be presenting their initial findings from public outreach conducted thus far as well as findings from the Housing Needs Assessment. She said that a good in-person turn out is anticipated but there will also be a zoom webinar format provided that engages the public through a series of questions through electronic polling. Ryan noted that the meeting has been advertised widely through social media and specifically a “Town Talk” which will be released later today.

4. Topics for Future Meetings/Agendas

Jillian Douglass noted that there has been staff level discussion regarding town parcels for affordable housing, however staff is not prepared to make any recommendations at this point. Andy Clyburn offered that as the Town becomes ready to move on potential parcels, whether the Trust will be involved or not, it would be appropriate to brief the Trust as to what the Town is doing to ensure all is in alignment regarding this.

Jillian noted prior interest in pending legislation related to a local option for a transfer tax on high-end real estate transactions and offered to schedule an update if desired at some point in the future.

Andy Clyburn requested a report back from Jillian regarding her interview with the County regarding ARPA funds.

Mark Milne noted that at the last meeting members were discussing identifying what the state is doing with their ARPA funds and the availability of funds for the various housing related issues saying that the state has allocated a significant amount of money through multiple different programs. He noted that it is unclear how to access funds and whether the Trust can play a role. Laura Shufelt shared that what has been allocated so far has been given to beef up existing programs. She noted a couple of new programs related to transit-oriented development are mostly for the area around the intermodal center in the east end of Hyannis but are not something that the Trust could apply for because it would need to be for a specific program. She shared also that a lot of money was allocated to increase the Mass Rental Voucher program, raising that budget \$128M this year. Laura said that although there is a lot of money, it is spread out across programs that are existing. Laura explained that her agency is analyzing the use of funds and it seemed like a lot was allocated to Boston. She said the Cape usually does well, however was unsure about this last round and may have more information to share by the next meeting.

5. Matters Not Reasonably Anticipated by the Chair

Jillian noted that Trust members had previously indicated they wanted to discuss next meeting dates and reminded that some members have suggested that a monthly meeting as opposed to bi-weekly meetings may be preferred. After brief discussion the Trust members agreed to set a standing monthly meeting with potential for an additional meeting. A Trust meeting schedule reflecting this will be outlined and shared.

Motion was made by Andy Clyburn was seconded by Wendy Northcross to change the Trust meeting schedule to meet the first Friday of each month at 9:00 a.m.

Roll Call: Mark Milne (yes), Wendy Northcross (yes), Laura Shufelt (yes), and Andy Clyburn (yes). Motion passes

The next meeting date is October 14, 2022. Andy Clyburn shared that he is unavailable.

Adjournment

Motion to adjourn was made by Wendy Northcross and seconded by Mark Milne.

Roll Call: Wendy Northcross (yes), Mark Milne (yes), Laura Shufelt (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 9/9/2022.

Exhibit 2 – Draft minutes for the 8/24/2022 Affordable Housing Growth and Development Trust Fund Board meeting.

Exhibit 3 – Barnstable County HOME Consortium HOME-ARP Program Allocation Plan – Community Engagement Plan notice.

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