



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

MINUTES

**June 19, 2019**  
**1:00 P.M.**  
**Selectmens' Conf. Room**

Meeting began promptly at 1:00 P.M. on June 19<sup>th</sup>, 2019 in the Selectmens' Conference Room.

Board Members present; Chairman Mark Ells, Wendy Northcross, Andy Clyburn; Laura Shufelt, Mark Milne

Attendees: Town Attorney; Ruth Weil, Elizabeth Jenkins, Dir. of Planning & Development, Arden Cadrin, Town of Barnstable Housing Coordinator, Town Councilor Paula Schnepf.

Meeting called to order by Mark Ells.

**RE: Accept the Minutes of May 24, 2019**

Motion: Andy Clyburn motioned to accept the minutes of May 24<sup>th</sup>, 2019. Wendy made note to the fact that within the body of the letter there is a missing "t" and an "h". Wendy Northcross seconded the motion.

All members voted in favor.

**RE: CPC Funding Requests, Action Plan with Budget discussion**

Arden Cadrin put together a list of items with a PowerPoint presentation. Mark Ells asked to have the committee look at the Town Council vision statement and focus on goals. Mark Ells wants to keep two goals separate, one related to housing and the other to economic development. Mark Milne stated that the housing and economic funds are kept separate. Mark has asked that Shirlee email all the board members the Town Council Strategic Plan.

Arden continued her presentation making notations of changes as needed. Mark Ells has asked Mark Milne as the board seeks other funding resources and if other additional support is needed to administer this. Mark Milne could go in house for additional support.

Andy wants to get this up and running to have monies from CPC to go into the Trust. Laura Shufelt thinks we should ask for 2.5 million dollars from CPC. There is an action plan needed before the Town Council but not for CPC. Laura can do an action plan. New staff needed part Asset Management / Planning & Development. Laura asked who does the RFP, who reviews the RFP proposals who make the decision. Board will take under advisement. Board needs to comeback with a letter of intent to CPC. Find funds to start hiring a person, need a job description and budget.

Mark Ells asked Andy to coordinate on his behalf a job description and program and quantify it and have discussions and ask CPC. Laura has job descriptions she will give Andy. Mark will go to Leadership the fact that they are going to CPC with the large amount of fund with the intent of developing a scope of expending these funds.

**Discussion on 57 Ridgewood Ave.**

Ruth Weil updated again that it is moving on and we are working with HAC and title issues.

We will meet again on July 11<sup>th</sup> 2019 at 2:30 PM in the Selectmen's Conf. Room.

Mark Ells motioned to Adjourn; All in Favor.

Meeting adjourned.

Respectfully submitted,

\_\_\_\_\_  
Shirlee M. Oakley  
Town Managers Office  
Accepted this \_\_\_\_ day of \_\_\_\_\_, 2019.