



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

**Friday, May 27, 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, Laura Shufelt, and Mark Milne. Mark Ells and Wendy Northcross (absent).

**Other Attendees:** Senior Attorney Charlie McLaughlin; Elizabeth Jenkins, Director, Planning & Development; Ryan Bennett, Housing Coordinator, Planning & Development; Amy Harwood, Marketing Manager, Planning & Development; Jillian Douglass, Affordable Housing Trust Administrator, 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 9:03 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): Laura Shufelt (yes), Mark Milne (yes) and Andy Clyburn (yes). Mark Ells and Wendy Northcross (absent),

**Public Comment:**

None.

**Topics for Discussion**

**1. Approval of minutes for the 5-13-22 Trust meeting.**

Motion was made by Laura Shufelt and seconded by Mark Milne to continue approval of the May 13, 2022, meeting minutes to the June 10, 2022, Trust meeting. Roll call vote: Laura Shufelt (yes), Mark Milne (yes), and Andy Clyburn (abstained). Motion carries.

## **2. Trust Administrator's Updates (Jillian Douglass).**

Jillian Douglass noted that the Trust mailbox is in the process of being setup and she will catch up on any messages that have been received. She said that the marketing outreach and advertising schedule may be changing, and she turned this discussion over to Amy Harwood who confirmed that because the Trust did not advertise in May, the advertising schedule in the May marketing plan will push out into June. Amy shared the marketing plan PowerPoint noting that the Banker and Tradesman print ad will be published early June as well as the ad button for USA Today, Cape Cod Times and Wicked Local. Amy noted that she has also been in contact with the Cape Cod Real Estate Association and Cape Cod Building Association to add an ad button in their digital newsletters. She said there are still plans to include Banker and Tradesman in the Gateways Cities program which occurs in December. Laura Shufelt suggested that Mass Inc who advocates for gateway cities, be contacted to see if something could be placed in their biweekly newsletter.

Jillian Douglass said that she has had discussion with Ryan Bennet and Amy Harwood regarding the best way to reach out to particular property owners in the district. Ryan added that some good relationships and connections with the new property owners in the east end have been made through the TDI Housing Work Group. They have been talking about having an in-person event soon with those property owners which will include members of different departments across town such as DPW, Fire and Water to help identify some of the permitting timelines so they have a better understanding when permitting begins.

Jillian noted that Housing Assistance Corporation (HAC) has guidance documents for Accessory Dwelling Units and hoped to be working with HAC on a marking piece.

## **3. Housing Coordinator's Updates (Ryan Bennett)**

Ryan Bennet shared that Community Preservation funds to update the Housing Production Plan and Needs Assessment were awarded from the CPC Administrative fund at the April 27, 2022, CPC meeting and that the RFQ was issued for this work last week with responses due June 6, 2022.

Ryan said that the developer's legal consultant has been working on the monitoring services agreement with the Town's Legal Department for the 850 Falmouth Road/Standard Holdings LLC project and is close to being completed adding that the LIP application can then be sent to DHCD. Ryan confirmed that marketing has not yet begun, although they are interested in leasing up this summer. Laura noted some of the requisite timelines which could take 3 or 4 months prior to leasing. Ryan said she will be available to help facilitate the LIP Application with DHCD.

#### **4. Review of Grow Smart Cape Cod Project**

Elizabeth Jenkins shared her screen to provide an overview of the Grow Smart Cape Cod tool that was put together by the Association to Preserve Cape Cod (APCC) and Housing Assistance Corporation (HAC) noting that it is a mapping exercise identifying and laying out preferred areas across Cape Cod both for the development of attainable housing as well as for land preservation through an objective data analysis approach. She said it goes town by town beginning with the existing environmental framework, infrastructure, flood plain information, natural heritage and endangered species and environment for habitat and wetlands finding areas most suitable for housing. Further, there are background, resources and recommended actions that go along with the maps for each town including a set of guidelines. Elizabeth shared that HAC and APCC are holding a series of webinars and plans to post the information for these on the Planning & Development Housing page. APCC and HAC also hope to come town by town to councils and select boards to make presentations and in the Town of Barnstable, a group of housing and planning folks plan to also meet with them. Elizabeth said that this tool is something that should be looked at for how to manage growth and meet housing needs especially with Barnstable going into a new Local Comprehensive Plan. Andy Clyburn suggested that a follow up with Lynne Poyant should be made to communicate the dates of the webinars to the public.

#### **5. Follow-Up on Laura Shufelt's Presentation on Land Acquisition**

Laura noted that at a prior meeting, the Town Manager was looking for the detailed process for facilitating/leveraging affordable housing and it was decided this should be placed on a future meeting when the full Trust Board is present. She said she does have a presentation regarding the detailed steps for a future meeting.

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

- Update on potential Applicants.
- New income and rent limit guideline changes and impact on project feasibility/adjustments.

#### **Adjournment**

Motion to adjourn was made by Laura Shufelt and seconded by Mark Milne. Roll call vote: Laura Shufelt (yes), Mark Milne (yes) and 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 5/27/2022.  
Exhibit 2 – Draft minutes for the 5/13/2022 Affordable Housing Growth and Development Trust Fund Board meeting.

Exhibit 3 - PowerPoint Presentation – Barnstable Affordable Housing Growth & Development Trust Fund Board - NOFA Community Preservation Funds Marketing Plan FY2022-2023 by Amy Harwood, Marketing Manager, Planning & Development.

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