



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

Friday, March 11, 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 Wendy Northcross. Mark Milne (Absent), Mark Ells (Absent)

Other Attendees: Attorney Ruth Weil, AHGDT Staff; Attorney Charlie McLaughlin, Senior Town Attorney; David Anthony, Director of Asset Management; Elizabeth Jenkins, Director, Planning & Development; Ryan Bennett, Housing Coordinator, Planning & Development; 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, Laura Shufelt, and Andy Clyburn.

Topics for Discussion

1. Public Comment

None.

2. Approval of minutes for the 2-11-22 meeting.

Motion was made by Wendy Northcross and seconded by Laura Shufelt to approve the February 11, 2022 meeting minutes as submitted. Roll call vote: Wendy Northcross (yes), Laura Shufelt (yes), Andy Clyburn (yes). Motion carries.

3. Update on efforts to market the Trust's Notice of Funding Availability (NOFA).

Elizabeth Jenkins said Planning & Development has been developing a marketing package for the Trust to publicize the NOFA and generate interest, noting that digital marketing had been decided as preferred over print marketing. Elizabeth shared her screen depicting the marketing plan budget that Amy Harwood drafted after reaching out to Banker and Tradesman and others. She said that the actual materials including the draft flyer Amy put together, are being finished by Planning and Development's graphic designer. Elizabeth shared her screen depicting the draft flyer highlighting the different types of funds, development opportunities and permit streamlining available at the Town of Barnstable. Additionally, Elizabeth said that Amy is researching the requirements for social media posting. Based on Amy's marketing cost research which includes mostly digital advertisements in Banker and Tradesman, the Enterprise and Cape Cod Times and other media, an estimate of \$3,500 was provided and after further discussion, it was decided to approve a budget not to exceed \$4,000 for marketing the NOFA.

Motion was made by Wendy Northcross and seconded by Laura Shufelt to approve the use of Trust funds for marketing of the NOFA through the Planning & Development Department in an amount not to exceed \$4,000. Roll Call vote: Wendy Northcross (yes), Laura Shufelt (yes), Andy Clyburn (yes). Motion carries.

Elizabeth noted that Ryan Bennet has also been working through the concept of a gathering of developers to be sponsored by the Trust to talk about opportunities in Barnstable.

4. Discussion of whether the Trust should actively pursue the acquisition of properties.

Ruth said one of the powers of the Trust is the ability to acquire real property either for affordable housing or for investment purposes to raise funds for affordable housing, noting that this is one of the powers of the trust that the Trust has not exercised. The purpose of putting this topic on the agenda is to see whether the Trustees want Trust staff to begin to pursue acquisition of property on behalf of the Trust. David Anthony explained that many of the parcels that the Town owns do not have a lot of potential for affordable housing development. Because the parcels are unbuildable for one reason or another the Town acquired them because the owners stopped paying their taxes. He referenced a program with the Treasurer's office that offered an opportunity to acquire property in lieu of taxes owed which could be another avenue to get into the market. David gave examples illustrating other unique situations where the Trust could acquire property. Laura Shufelt said that because CPA funds would be used to acquire property, the Trust would not need to follow Chapter 30B for acquisition like the Town is required to do which would make it easier for the Trust to respond to the market. Laura said that a possible scenario would be acquiring a property with one house that includes extra acreage that could be densified in accordance with surrounding properties. She noted, however, to hire a consultant to act on behalf of the Trust to acquire property, the procurement process would need to be followed. She suggested that if the efforts with the NOFA do not come to fruition, the Trust should look at becoming more proactive. Andy Clyburn said that he believed that all possibilities should be considered but cautioned that the Trust should not inadvertently make it harder for developers by competing with them. Laura noted that developers are looking for town owned land that is being put out for a Request for Proposal (RFP) or they are looking in Falmouth where there is relatively cheaper land, confirming that the Trust would not develop the land only do the predevelopment work to ensure it is buildable. Andy pointed out that consultants would be necessary as the Trustees are volunteers, noting that taking ownership and management of property is more complex than it seems.

Charlie McLaughlin referenced a foreclosure prevention approach that Bob Murry used at Harwich Ecumenical Council of Housing and detailed the process and its past success. Laura agreed that the program was great however explained that the Homeowner's Assistance Fund is a program available that will pay the back money owed to prevent foreclosure going back up to 30 months noting income eligibility of up to 150% Area Median Income (AMI) to include people with higher incomes who lost their job or were furloughed due to the pandemic. This program brings the homeowner up to date and provides a mortgage modification if needed. There was discussion regarding whether land acquired by the Trust had to be developed for affordable housing. It was noted that the Trust can purchase property for investment purposes and does not necessarily have to be for affordable housing if it generates money for the Trust for affordable housing. Laura Shufelt explained a scenario used in Yarmouth where a motel was for sale and the Yarmouth Affordable Housing Trust negotiated a purchase and sales agreement (P&S) and put out an RFP based on the site control under the P&S Agreement; they never took possession of the motel property. The Yarmouth Trust had to put some money down that would then transfer to the developer that was selected. There was discussion regarding the benefits to the Trust taking the role of facilitator for the developer and it was decided that discussion would be continued to the next Trust meeting when Mark Ells and Mark Milne would be present as well.

5. Update regarding reporting to the Community Preservation Committee (CPC).

Ruth shared that she had spoken with the Community Preservation Committee (CPC) Chairman, Lindsey Counsell, and confirmed that the CPC did not require any reporting in the second round of Community Preservation Act (CPA) funds, and that he would welcome a semi-annual report as opposed to a quarterly report. Ruth noted the next reporting period would be from November 1, 2021 through April 30, 2022 with the report due in May 2022.

6. Discussion of topics for future meetings.

- Continue the discussion regarding acquisition of properties.
- Presentation of a Trust Guidebook by Ruth Weil that compiles the history of the Trust and funding opportunities. The Guidebook to be posted on the website.
- Trust Administrator position update.
- Laura noted she would like to learn more about the Transformative Development Initiative (TDI) program and how there might be opportunities for the Trust. Elizabeth explained that TDI is a technical assistance program that will run 3 years in Hyannis and was provided by Mass Development. The general concept behind it is to put a multidisciplinary team together to bring their resources and work together to help revitalize a street scape, small business, or housing. For Hyannis, it will be focused along the center to the east end of Hyannis. Ryan Bennet noted that she and a housing group she works with have been building relationships with property owners and developers in the east end communicating the availability of NOFA funds as well as other development incentives to stack to make the numbers work, noting also that it is helpful for property owners to get to know each other and talk to developers and understand the roles that Mass Development can play. Andy noted this item should be placed on the next agenda.
- Ryan said that the Town's Housing Production Plan update is needed as the plan expires next year and a component of the update is doing a Housing Needs Assessment. She explained that she is exploring a Community Preservation Committee (CPC) ask but if it

is something that the Trust could possibly fund, would like to explore that as a topic of discussion.

Adjournment

Motion to adjourn was made by Wendy Northcross and seconded by Laura Shufelt. Roll call vote: Wendy Northcross (yes), Laura Shufelt (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 3/11/2022.

Exhibit 2 – Draft minutes for the 02/11/2022 Affordable Housing Growth and Development Trust Fund Board meeting.

Respectfully submitted,
Ellen Swiniarski
CPC Coordinator
Planning & Development