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 December 12, 2025
Affordable Housing Growth & Development Trust Fund
Board Meeting Minutes
9:00 A.M.

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: Andy Clyburn, Mark Milne and Laura Shufelt. Mark Ells (absent)

Other Attendees: Jillian Douglass, Trust Administrator, Planning & Development; James Kupfer, Director, Planning & Development; Corey Pacheco, Senior Planner, Planning & Development; Jan Kendrick, Assistant Town Attorney, Ellen Swiniarski, Community Preservation Coordinator, Planning & Development. Special Counsel, Attorney Robert Galvin, Jr.; Dennis and Deb Mason of Seashore Homes, Inc.

Call to Order
With a quorum present, Vice Chairman Clyburn called the meeting to order at 9:03 a.m. and stated that today's meeting will be recorded and rebroadcast via Xfinity Channel 8 or high-definition Channel 1072. It may also be accessed via the Video on Demand section on the Town of Barnstable's website. In accordance with MGL Chapter 30A, s. 20, the Chair will inquire whether anyone else is recording the meeting and, if so, please make your presence known. No one came forward.

Member Introduction
By roll call (present): Laura Shufelt (present), Andy Clyburn (present), Mark Milne (present). Mark Ells (absent)

Public Comment
None.

Topics for Discussion

1. **Continued – New Development Funding Application – Seashore Homes, Inc., 83 Main Street, Hyannis -** Requesting $300,000 towards deed-restriction of two (2) 1-bedroom apartments to be Affordable to 80% AMI within remodel of an existing 4,200 gross s.f. main building to create eight (8) 1-bedroom, 1-bath apartments, and two (2) 2-bedroom 1.5 bath bedroom townhouses, and four (4) 2-bedroom/1.5 bath duplex

buildings. Total of 18 new units (25,024 sf floor area). Inclusionary ordinance requires 2 units to be Affordable to 65% AMI.

Ms. Douglass, Trust Administrator, reminded the board that the application was reviewed at the last Trust meeting where it was determined the application required updating and a proforma. She stated that the amended application seeks $300,000 for two additional deed-restricted units at 80% AMI. Ms. Douglass said that the Masons have provided additional documentation that serves as the proforma. Laura Shufelt noted that rents for the two inclusionary units at 65% AMI did not appear to be listed, saying also that the proforma does not indicate that there are any affordable units, either at 65% or 80% AMI. Ms. Shufelt commented that the operating budget does not indicate compliance monitoring charges or expenses, saying that the proforma does not appear to be different from the one reviewed at the last Trust meeting. Ms. Shufelt noted the existing Cape Cod Five mortgage and the need for a subordination agreement that would place both inclusionary and Trust restrictions in 1st position ensuring perpetual restrictions for all four affordable units. Attorney Galvin agreed that the existing CC5 mortgage would require a subordination agreement to ensure they will survive foreclosure.

There was discussion regarding the prior request for predevelopment funds, and it was confirmed by Mr. and Mrs. Mason that they are not pursuing predevelopment funds at this point as construction is well underway. There was discussion regarding the proforma information provided and Mr. Mason explained that he has worked with HAC in the past for monitoring, the Ready Renters List, and Barnstable Housing Authority collects a fee once a year for their monitoring. He said that the proforma provided is not specifically itemized and instead reflects what the costs have been from their experience and could increase or decrease with specifics applied. Mr. Mason confirmed that the gross rents for the 65% AMI units are just under $1800 per month and for the 80% AMI units, over $2000.

Attorney Galvin suggested voting on the project noting that it is acceptable to the Trust Board and the approval could be made subject to the execution of a grant agreement that provides for the terms to be worked out offline and reviewed at the next Trust meeting. Ms. Shufelt said she would agree with Attorney Galvin's suggestion saying there would need to be indications from Cape Cod Five that they are willing to subordinate the existing mortgage, saying this is the most important issue. There was discussion regarding the fact that the Trust has subsidized mostly one-bedroom units and the lack of two- and three-bedroom units coming forward. Laura noted that the Trust has subsidized mostly 1 BR units and most inclusionary units are also 1 BR units. Members agreed that the Trust Board should talk about prioritizing the subsidizing of two- and three-bedroom units in the future. Ms. Mason noted that one of the subsidized one-bedroom units is 100% ADA compliant and all agreed this was desirable.

The motion of Laura Shufelt was seconded by Mark Milne that the Affordable Housing Trust Fund Board approve $300,000 to Seashore Homes to subsidize 2 one-bedroom units at 80% AMI conditionally on Cape Cod Five Bank approving subordination of their existing mortgage to the Trust's and Town of Barnstable Regulatory Agreements. RC: Laura Shufelt (yes), Mark Milne (yes), Andy Clyburn (yes).

2. **Planning and Reporting Updates/Potential Actions** – Staff
    a. **Project Updates**
        - **268 Stevens St. – HAC/CommonWealth Builders** – Ms. Douglass shared that documents have been executed and are presently at the State level with a closing scheduled for December 15, 2025. There was discussion regarding protections in place for Trust funds if the sewer pumping station is delayed. Ms. Douglass noted that they have begun construction and have builder's risk insurance. Attorney Galvin noted that Trust funds will be disbursed in accordance with the Mass Housing disbursement schedule saying any delay in Mass Housing disbursement will also result in a Trust disbursement delay. He stated that there is a hold back at the end of 10% to ensure completion of the project as well as a mortgage that would compel completion of the project.

        - **Hokum Rock Road, Dennis, MA – FORWARD 2** – Ms. Douglass said that she has been receiving monthly reports on construction of this project as funds are drawn down through the process. She noted that the project is well underway and on schedule.

        - **35 Wilkins Lane – Special Permit 2025-0123, Condition #11 "Affordable Residences.** Ms. Douglass explained that after a long DRI process, the ZBA issued a Special Permit with the condition that the developers work with the Trust to subsidize 10 additional affordable units. She noted that at this point we are far from direct deed restrictions as the Trust would not be able to subsidize 10 units. She noted that there have been initial discussions about instituting a rental assistance program. Laura Shufelt said she anticipated the developers contacting the Trust after their planned research.

        - **Barnstable County Regional Housing Services Office** - Ms. Douglass said that most of the Cape Cod towns have signed an intermunicipal agreement to continue with the program. Laura Shufelt said she read that HAC along with another entity had been awarded the contract. Jim Kupfer, Planning Director, said that they have been in discussions with the County Administrator about the full scope of services needed for the Town of Barnstable, saying that a contract is under review, and it is hoped that an intermunicipal agreement will be reached and executed. Mr. Kupfer listed priorities such as setting the monitoring tone and understanding the inventory holistically to get the Town on the right track moving forward. He said the County has given an indication of the cost and said that a request for the Trust to cover a portion of cost for the first year of the intermunicipal agreement may be needed saying that hopefully moving forward this cost will be appropriated by the Town Council annually.

- **Housing Committee** - Ms. Douglass said that there was no Housing Committee meeting this month. She said that Corey Pacheco, Senior Planner, has been attending these meetings to keep the committee informed of the Trust Board actions. The next meeting is scheduled for January 29, 2026.
- **Status of Amendment to Declaration of Trust** – Ms. Douglass noted that the 2nd amendment allows the Trust to consider CommonWealth Builder Projects saying that notarized signatures are underway and the next step is to record the document at the registry of deeds.
- **Board Vacancy Search Process** - Ms. Douglass noted that she and Laura Shufelt are scheduled to hold in-person interviews with candidates on Monday, December 15, 2025.
- **Prior Year Annual Reports (2023 & 2024)** - Ms Douglass said she included the annual reports in the packet for the Trust Fund Board review prior to posting. It was decided the reports will be taken up at the next meeting.
- **End-of-Year Planning** Mr. Kupfer explained that this item was included on the agenda to provide an opportunity for the Trust to discuss and confirm that the programs in place today are meeting the goals that they are attempting to achieve. Laura Shufelt said that staff could work toward developing programs to better achieve goals and bring them to the Trust. All agreed that a workshop in the spring would be a good start noting some tweaking to prioritize 2- and 3-bedroom units as an example. Andy Clyburn requested this item to be placed on a future agenda for discussion.

3. **Update on Seasonal Community tools under Mass. Affordable Homes Act** - Andy Clyburn said that Senator Cyr spoke to the Town Council the previous evening and informed them that by the end of the year, we could see the final draft. Laura Shufelt noted that the Seasonal Communities Working Group is on track to have this finalized by the end of the year saying that at the last advisory meeting, there were recommendations for the statute to be amended. She noted that one recommendation was that Barnstable as well as all the Cape Cod towns should automatically be designated subject to acceptance by the Town Council. Ms. Shufelt noted only two requirements: tiny homes must be allowed to be built anywhere that single family homes are allowed; and undersized lots must be allowed to be built on with some dimensional requirements. Also provided is the option for a seasonal community town to increase residential exemption to 50%. Mr. Kupfer referenced the 4-page memorandum that the Town had submitted outlining concerns about the draft regulations and said he is hopeful these will also be fleshed out with the updated regulations. All agreed that this is worth following and updates will be forthcoming.

4. **Correspondence/FYIs**
   - Ms. Douglass noted receipt of the updates from FORWARD 2 as well as receipt of Certificates of Insurance for the 268 Stevens Street, Hyannis Project
   - Laura Shufelt as an FYI to the Trust Board said that HUD has put out a new Continuum of Care NOFO saying that the Barnstable County administers these funds

in support of housing on Cape Cod. For the past two decades the Continuum of Care has funded housing first models in which people are provided housing first and then services are brought in which Laura noted has been a very successful model. She said however that the Trump administration does not want people housed until they have undergone treatment saying that as proposed 90% the Continuum of Care funds will be for permanent housing. Ms. Shufelt said that because of an uproar and filing of lawsuits, HUD has taken down the NOFO. Laura said that she wanted the Cape to be aware of this as there are 1,300 individuals who would be impacted. She said it impacts housing authorities, low-income tax credit programs, extremely low-income folks, Department of Health and Developmental Services with the potential to put a lot of people out on the streets, as group homes will be impacted. Laura said she hoped this issue would receive the attention it deserves and that the Assembly and others would be made aware. All agreed that this issue should be followed.

5. **Matters Not Reasonably Anticipated by the Chair**
   None.
6. **Approval of Minutes from the 11/14/2025 Trust meeting.**
   Motion of Laura Shufelt was seconded by Mark Milne to approve the 11/14/25 Trust meeting minutes as submitted. Roll Call Vote: Laura Shufelt (yes), Mark Milne (yes), Andy Clyburn (yes).
7. **Topics for Future Meetings/Agenda**
   - Draft Meeting Schedule for 2026
   - 35 Wilkens Lane affordable residences update
8. **Next Meeting – Friday, January 16, 2026, 9:00 a.m.**

Attendance confirmed.

9. **ADJOURNMENT (Roll Call)**
   Motion of Laura Shufelt was seconded by Mark Milne to adjourn the meeting. Roll Call Vote: Laura Shufelt (yes), Mark Milne (yes), Andy Clyburn (yes). Meeting adjourned.

List of documents/exhibits used by the Board at the meeting:
Exhibit 1 – Affordable Housing Trust Fund Board Meeting Agenda for December 12, 2025.
Exhibit 2 – Draft Affordable Housing Trust Meeting Minutes for November 14, 2025, meeting.
Exhibit 3 – Amended Application – Seashore Homes, Inc. – 83 Main Street, Hyannis
Exhibit 4- Affordable Housing Trust Board Annual Reports FY 2023 and 2024.
Exhibit 5 - Draft Affordable Housing Trust Board Meeting Schedule for 2026.

Respectfully submitted,
Ellen Swiniarski
Community Preservation Coordinator
Planning & Development Department