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, April 4, 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: Mark Ells, Chairman, Andy Clyburn, Mark Milne and Laura Shufelt.

Other Attendees: Jillian Douglass, Trust Administrator, Planning & Development; Corey Pacheco, Senior Planner, Planning & Development; Ellen Swiniarski, Community Preservation Coordinator, Planning & Development. Special Counsel, Attorney Robert Galvin, Jr.

Call to Order
With a quorum present, Chairman Ells called the meeting to order at 9 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) and Mark Ells (present).

Public Comment
None.

Topics for Discussion

1. **Planning and Reporting**
   a. Review of Draft 2025 Application for Transfer of Community Preservation Act Funding- proposed for presentation at the 4/28/25 Community Preservation Committee meeting

Administrator Douglass referred members to the draft of the CPC application that was in the packet, noting that it was her hope to submit the application to the CPC the week of April 14,

2025. She invited comments and edits. Members indicated that they would like her to include a proposed timeline and budget and circulate the draft again with attachments. Special Counsel Galvin deferred and offered no specific comments at this time. It was noted that the Trust intends to continue to focus on housing development and will allocate funds consistent with applications that address specific priority needs.

2. Project Updates

Administrator Douglass stated that she was prepared to provide verbal updates on projects upon request. She noted that Housing Assistance Corporation (HAC) and 11 Potter Street (Copacabana) Grantees were seeking commitment letters. In particular, HAC is seeking verification that the Trust accepts the State CommonWealth Builder deed-restrictions and program requirements.

It was noted that the Trust had determined that CommonWealth Builder projects are compliant with Community Preservation Act funding restrictions and that applications would be considered. Revisions to the Trust's Rules & Regulation have been made to allow for applications. Member Shufelt noted that she would like to see the inclusion of language related to submission of cost certification and several other additional documentation requirements before the release of Trust funds. She asked that Ms. Douglass provide draft copies of any commitment letters and the legal instruments including the proposed grant agreement document to her for edits. It was noted by the Chair that all legal documents required review and approval as to form by the Town's Legal staff, as well as the Trust's Special Counsel.

Special Counsel Galvin offered that he could draft a "comfort letter" that would meet the Grantee's desired for a simplified, non-binding document to "take to the bank". He clarified that this would be non-binding and would serve as a more formal pre-approval in addition to any prior staff correspondence.

Chair Ells questioned whether the Board wished to issue "commitment letters", itemizing requirements or simply referencing them. Ms. Douglass noted that her practice has been to provide a letter, after the Trust has deliberated an application, to itemize any concerns, conditions and additional requirements. She noted that because these letters have typically been under her signature, they serve more as an update than a "commitment letter". Member Shufelt noted that the minutes documenting a vote of the Trust accepting and supporting an application should be sufficient for most Grantees. If the Chair is to sign on behalf of the Trust, the letter should either itemize conditions or reference all prior correspondence and be approved by the Town's Legal staff.

3. FYIs/Correspondence

Administrator Douglass referenced only the items in the packet. The Chair noted no additional items.

4. Matters Not Reasonably Anticipated by the Chair

The Chair noted no additional items.

5. Approval of Minutes from the 3/7/25 Trust meetings

Member Shufelt moved approval of the 3/7/25 minutes as presented. Member Clyburn seconded the motion. The vote was unanimous in approval. (Roll Call,

Laura Shufelt (yes), Mark Milne (yes), Andy Clyburn (yes), Mark Ells (yes. 4 Yes/ 0 no/ 0 Abstentions. Motion carried.

6. **Topics for Future Meetings/Agendas**
   Administrator Douglass referenced that she would provide a more formal draft of the guidance documents stipulated previously for Monitoring Agents and the minimum format requirement of reporting submissions. Special Counsel Galvin noted he had a draft of the additional wording related to interim- and post-construction cost certifications to be included in the Trust's Grant Agreements. Administrator Douglass noted that the Board had previously referenced the desire for an update on the County's recommendations and costs related to a contract for a Shared Regional Housing Services Office. Staff Planner Corey Pacheco indicated that he would provide an update as soon as the County had finalized the scope, recommendations and costs.
7. **Next Scheduled Meeting – Friday, May 2, 2025, at 9:00 am**

8. **ADJOURNMENT (Roll Call)**

   Board member Clyburn moved that the meeting adjourn. Board member Milne seconded the motion. The vote was unanimously in favor. (Roll Call: Laura Shufelt (yes), Mark Milne (yes), Andy Clyburn (yes), Mark Ells (yes). 4 Yes/ 0 no/ 0 Abstentions) The meeting adjourned at 9:37 am.

List of documents/exhibits used by the Board at the meeting:
Exhibit 1 – Affordable Housing Trust Fund Board Meeting Agenda for April 4, 2025.
Exhibit 2 – Finalized Draft application from on the Affordable Housing Growth & Development Trust Fund to the Community Preservation Committee.
Exhibit 3 – Draft Letter to HAC – Re: CommonWealth Builder Program
Exhibit 3 Draft Trust meeting minutes from 3/7/25.

Respectfully submitted,
Jillian Douglass, Administrator
Affordable Housing Growth & Development Trust Board
Planning & Development Department