



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 May 18, 2026
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, Laura Shufelt and Mark Ells

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.

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 (present)

Public Comment

None.

Topics for Discussion

1. Discussion of Revisions to Notice of Funding Availability (NOFA)

Jillian Douglass, Trust Administrator, shared that Special Council Bob Galvin would not be in attendance today, but will review the video before the next meeting. She explained that discussion today is about the goals that the town has presented in its Housing Production Plan and the Local Comprehensive Plan saying the Trust could highlight points they would like to pursue. She reminded that Laura Shufelt had previously mentioned setting up workshops for this discussion.

Jim Kupfer, Director of Planning and Development, noted that the existing Trust NOFA is designed to support new units which has only been mildly successful in the recent past. He said that a review of the recently updated Local Comprehensive and Housing Production Plans and in conversations with Town Council suggest that there should be consideration given to how existing housing stock can be better supported with future subsidies. He said that if the Trust agrees, future workshops could be held to provide examples of some good programs that exist that would support those needs that are not included in the existing NOFA as it stands today. Director Kupfer confirmed that with the Trust's agreement, Planning & Development proposes to begin to develop at a future workshop go through the existing NOFA as a team to establish what parameters could be updated. Chair Ells noted that he would like to discuss adding to the existing NOFA without replacing existing programs that have been supportive in the NOFA.

Laura Shufelt noted that some programs such as home preservation or rehabilitation are not allowed under the Community Preservation Act, although some towns have done this. She said that buying deed restrictions or a buydown program was possible on a small scale, however current market rates would convert to a minimum subsidy of about \$300K per unit. She said she would like to also look at the options and goals of the ADHOC Committee which the Town Council has not reviewed yet. She noted that the Housing Production Plan contains options that the Trust cannot or would not be appropriate to consider. Ms. Shufelt agreed that adding programs to the NOFA would be helpful and a review of the Trust goals is always good.

Mr. Kupfer agreed that building off the existing NOFA with examples of eligible programs for the Trust to consider is in line with the goal of the workshop. He said they could start to work internally, and Jillian could reach out to set up a workshop that works with Trust members later in the summer. Jim confirmed that the workshop would include the ADHOC Committee report as well as ideas that were shared there. Mark Milne said he was particularly interested in the creative use of town-owned assets

Andy Clyburn noted that the maximum funding caps in the NOFA should also be revisited at the workshop and that the Trust NOFA criteria will need to clearly be communicated to applicants at the beginning of the process. Ms. Douglass said that she was not sure there could be an economic analysis in time for a workshop this summer but maybe data could be gathered to reveal a target number that local developers seem to be seeking in this difficult housing market.

After discussion it was decided that there should be an internal meeting to determine the framing of desired outcomes from a NOFA modification and then that can be refined at a regular Trust meeting sometime prior to the summer workshop. Laura suggested that the workshop be held in person and Mr. Ells added he would like to wait for the proposed additional Trust member to be on board for the workshop.

2. Correspondence/FYI updates

Ms. Douglass stated that she included in the packet the 2026 income and rents for Trust members records. She noted that Spartan Cleaners, 242 Barnstable Road, is still interested and continues to refine their proposal. Jillian said that she has not heard back from the owner of 302 Main Street, Hyannis, regarding their continued interest in the approved predevelopment funds in the amount of \$50K for the redevelopment of 2 affordable units on the 2nd floor of that building. There was discussion regarding what is considered a reasonable timeframe for encumbering approved funds. Laura Shufelt said that her experience is typically two years after which an

extension could be requested. Mark Milne agreed from a financial standpoint. Chair Ells said that funding timeframes also need to be tightened up.

Ms. Douglass said staff had met separately to follow up on the potential for additional Affordable units at 35 Wilkins because the Barnstable Housing Authority suggested reserving project-based vouchers for the Hanover project. She noted the Hanover Group seemed interested in coming back with a proposal, but the Housing Authority would need to follow a tightly proscribed process. Potentially, the Trust would be responsible for the difference between the fair market rent, which is the cap that the voucher can cover, and the rent that the property owner would be charging the occupant. She said she is looking for Trust feedback.

Laura Shufelt explained that there are a lot of complicated decisions and processes to go through for the vouchers to work for Wilkins. She said project-based voucher contracts are for 15 years, and the Trust does not have a steady stream of revenue to commit to 15 years. She questioned whether the Trust would want to pay the difference between what the owners are charging for rent and the fair market rent. She noted that project-based vouchers as well as other rent vouchers from the Federal government are disappearing and to secure 10 vouchers would be very difficult. She gave an example of the delta between the rates as being about \$1000 plus utilities per unit per month. Laura further noted that project-based voucher availability would be required to go through a NOFA RFP process which would make vouchers available to other developers as well. It was decided that the Trust would take this under advisement to be considered outside of review of a project before the Trust.

Jim Kupfer said that they are moving in a positive direction with the County for setting up with the Regional Housing Services Office. He said the Regional Office is currently building a database of all the deed-restricted properties that a community has, along with the monitoring agents, which many times is the municipality, who historically has not undertaken the required monitoring. He noted that the Regional Housing Services Office will provide monitoring service also for the monitors of large developments. Mr. Kupfer thanked the Trust for providing early funding for the fee and noted that they are proceeding to the Town Council to request that next fiscal year's budget includes the Regional Housing Services Office fee, so Barnstable can catch up to the rest of the communities. He said that they will be reviewing deed restrictions and get those that are out of compliance back in line. This will also allow the SHI to be updated accordingly.

3. Topics for Future Meetings/Agendas

The following items were previously discussed for inclusion on a future agenda:

- Determine a Trust meeting date to bring back the NOFA.
- Discussion about putting a timeframe on approved funding requests.

4. Approval of Minutes from the 4/10/26 Trust Meeting.

The motion of Laura Shufelt was seconded by Andy Clyburn to approve the April 10, 2026 meeting minutes as submitted. Roll Call Vote: Mark Milne (yes), Laura Shufelt (yes), and Andy Clyburn (yes). Mark Ells (abstained). Motion carried.

5. Matters Not Reasonably Anticipated by the Chair. None.

Future Meeting Date – Monday, June 15th, 2026, at 9:00 a.m.

6. ADJOURNMENT (Roll Call)

The motion of Laura Shufelt was seconded by Andy Clyburn to adjourn the meeting.

Roll Call Vote: Laura Shufelt (yes), Mark Milne (yes), Andy Clyburn (yes) and Mark Ells (yes). Meeting adjourned.

List of documents/exhibits used by the Board at the meeting:

- Exhibit 1 – Affordable Housing Trust Fund Board Meeting Agenda for May 18, 2026.
- Exhibit 2 – Draft Affordable Housing Trust Meeting Minutes for April 10, 2026, meeting.
- Exhibit 3 – Affordable Housing Trust Financial Position as of 4/30/2026
- Exhibit 4 – Current Trust NOFA - 5/13/2024
- Exhibit 5 – Extract of Housing Production Plan Goals and Action Plan
- Exhibit 6 - Extract of 2025 Local Comprehensive Plan Goals and Action Plan
- Exhibit 7 - HUD Income and Rent Tables – 2026
- Exhibit 8 – Email correspondence – 242 Barnstable Road Application
- Exhibit 9 – 35 Wilkins – Notes from 5/8/2026 meeting
- Exhibit 10- ADHOC Committee correspondence to Town Council 5/15/2025

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