



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

Monday, September 21, 2026
Affordable Housing Growth & Development Trust Fund
Board Meeting Minutes
9:00 A.M.

Board Member Attendees: Andy Clyburn, Mark Milne, Seth Etienne Laura Shufelt and Mark Ells

Other Attendees: Jillian Douglass, Trust Administrator, Planning & Development; Senior Planner, Corey Pacheco, Planning & Development; Assistant Town Attorney Jan M. Kendrick; Special Council, Attorney Bob Galvin; Ellen Swiniarski, Community Preservation Coordinator, Planning & Development.

Call to Order

With a quorum present, Chairman Ells 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.

Call to Order:

By roll call (present): Laura Shufelt (present), Andy Clyburn (present), Mark Milne (present), Seth Etienne (present) and Mark Ells (present).

Public Comment

None.

Topics for Discussion

1. Final Draft of Commitment Letter for Winn Development's Harbor View at 307 Main Street - Special Counsel Robert Galvin, Jr.

Attorney Galvin reported that on September 14, 2026, the draft commitment letter was updated with all the terms offered and was accepted by Winn and also reviewed by Attorney Kendrick. Laura Shufelt offered suggestions and edits to further clarify monitoring and reporting requirements. Attorney Galvin said he will send the finalized draft with those suggested edits to Winn Development for their review and acceptance.

The motion of Laura Shufelt was seconded by Andy Clyburn to approve the commitment letter with the September 14, 2026, edits and the edits that have been added today. Amendment to the motion was accepted and seconded for the Town Manager to sign the commitment letter on behalf of the Board.

Roll Call Vote: Laura Shufelt (yes), Seth Etienne (yes), Mark Milne (yes), Andy Clyburn (yes), and Mark Ells (yes). Motion carried.

2. Continued Discussion – Internal Planning & Strategies for Existing Stock
a. First-Time Buyer Buy-Down and/or Affordable Housing Deed Restriction (AHDR) Purchase Programs

Ms. Jillian Douglass, Trust Administrator, explained this is a continued discussion from the Trust's workshop of August 17, 2026. She noted that the only issue from the workshop regarding the NOFA was a potential change to the maximum amount that the Trust will subsidize but said this discussion could be relevant. Ms. Douglass said included in the information sent in the packet about setting up a First-Time Buyer Buy-Down is an analysis of the costs prepared by Irene Hamman of the HOME Consortium. The HOME Consortium currently does not have a Buy Down program although they did have one in the past, as did the Town during COVID. Ms. Douglass referred to page 15 of the meeting packet for the explanation of the amount of subsidy needed per unit for this program. The analysis showed that the subsidy required would likely be excessive for a buyer of 80% AMI, with a 3% downpayment. The analysis went on to show that for a buyer of 100% AMI, a 4-person household, 3-bedroom unit, with median price of \$507K, 20% downpayment (as opposed to the typical 3%), the gap would be \$101,400 which could possibly be in the range for subsidy.

Ms. Douglass said the reason the HOME Consortium does not currently have this type of program is because they are federally restricted from requiring a future sales price to be affordable so their program cannot require an Affordable Housing Restriction (AHR) for future sales price. The Trust may also face the same impediment but could potentially work around this with a permanent AHR, noting that the largest obstacle for the Trust would be allocation of a substantial amount of funds for the number of applications that would be received. Jillian said that the second piece of information in the packet related to this is staff's draft of the scope of work for a buy down program for the Trust. She noted that there are marginal comments from the Executive Office of Housing and Livable Communities who reviewed the draft.

Laura Shufelt confirmed that the HOME Consortium is restricted by the federal government. She explained that they cannot require deed restrictions using HOME funds on down payment or closing costs assistance because it restricts the owner's resale equity, which is not allowed in federal homeowner projects. Ms. Shufelt agreed that the Trust could run a buy down program, however explained that the calculations using a 20% downpayment may be unrealistic. She further explained that it would be unlikely for someone making 100% AMI to have \$95K for a down payment noting that gifted funds are limited for program eligibility. Laura said that 20% downpayment is used to avoid the surcharge of private mortgage insurance which protects the bank from losses but adds to the mortgage payment amount. She said there are programs at Mass Housing Partnership (MHP) that require only a 3% down payment, but the resulting mortgage payment is larger than what someone at 100% AMI can carry. Ms. Shufelt noted that this may not be a workable program and if it is, only very few would qualify needing a subsidy of \$150K to \$200K from the Trust saying also that interest rates are currently rising. She said even with the 3% down MHP program and 1% reduction of the going interest rate, it still does not close the gap for most people. Laura noted that a person who already has the 20% down

payment would not likely want to have a deed restriction on their property if they can qualify without a subsidy/restriction.

Seth Etienne asked if there is a list of how many deed-restricted affordable accessory apartments the Town had before the law changed to allow ADUs as of right, and how many remain today. Ms. Douglass said she would provide that information from Barnstable's Subsidized Housing Inventory (SHI). Laura noted that review of the SHI is being done by the Regional Housing Service Office and the last accounting she saw was 132 units, however, they have not been monitored. Corey Pacheco, Senior Planner, said the numbers will be provided for a future meeting saying that initially there were 139 units and after reviewing, the number was corrected to 107 units. He confirmed that they have not been monitored and once County monitoring begins there are potentially 107 units that could be recovered. Mr. Pacheco said it is anticipated for monitoring to begin for rental units at the end of the year, and he will follow up with a date.

Andy Clyburn said he liked the idea of the program but seems unworkable unless the Trust wants to change the entire focus of their available funds. Mark Milne noted that the projected subsidy would consume most, if not all, of the Trust funds to put an effective program in place saying he did not think it is the best use of Trust funds. All agreed and Laura noted that if interest rates take a nosedive and prices come down, they could revisit.

b. Revolving Loan Funds (RLF) for Essential Repairs, Connections or Accessory Dwelling Unit (ADU) Creation - in return for permanent deed restrictions.

Ms. Douglass noted that a Revolving Loan Fund (RLF) for ADUs would require a separate allocation of funding to retain the Trust's current NOFA funding. Laura Shufelt inquired about the status of the Affordable Accessory Apartment Program (AAP) that was funded with CBDG Block Grant funds for the creation of ADUs with a restriction that expired after 15 years and if they exited the program before that, they repaid the loan amount. There was discussion regarding the AAP that Laura was referring to and it was identified that it was originally funded by a CBDG Block Grant and later by CPA funds. After years of nonuse of the \$200,000 of CPA funds set aside for the AAP and the passing of a law that allows ADUs without a restriction, the Community Preservation Committee (CPC) recently voted to return the funds to the Community Housing CPA program to be available for future housing asks. Mr. Corey Pacheco confirmed that people are exiting the AAP by rescinding the related Comprehensive Permit at the ZBA, repaying the loan as applicable, and receiving a loan discharge from the Town. Chair Ellis requested Mr. Pacheco to provide an outline of the background and status of the AAP to better understand if there is an opportunity to retain the units created under the program. Andy Clyburn noted that people are now able to make significantly more money renting apartments without a restriction and it may not be a viable program now.

3. Updates

Mark Milne had provided a statement of financial position of the Trust as of June 30, 2026. He explained that there is about \$4.8M available for projects with \$2.6M of that amount set aside for five commitments the Trust currently has. He said this represents the current situation for the CPA-funded portion of the Trust funds. He thanked Seth for sharing a helpful document he prepared. Mr. Milne explained that the Trust has 3 different sources of funds: CPA, Gateway revenue, and a balance remaining that did not source from either. Mr. Milne said the Trust needs to look at the budget to continue administrative and legal expenses which are not eligible for CPA funds.

Mark M. continued explaining that prior to the creation of the CPA portion, the Trust had an original agreement with the Tradewinds Development Craigville Beach for a \$1M contribution to the Trust fund for affordable housing. The Trust also has some economic development money. The third bucket is CPA-sourced funds. Under the economic development fund there is \$105K remaining available, however under the affordable housing fund where the administrative expenses are, we only have \$25K remaining. He explained that this is also where the annual payments from the new ground lease for the former K Mart Plaza, now Landing Hyannis, are placed. Per agreement, Landing makes an annual payment to the Trust for \$75K and upon commencement of the new lease, Landing will make a lump sum payment to the Trust for a total of \$1.75M which will go into that funding source that is not restricted by CPA eligibility. Mark M. reminded and Laura Shufelt provided explanation that the Board had previously voted to set aside a \$50K portion per year out of the \$75K payment for a future buyback/buydown program for the HAC Commonwealth Builder project to retain the Trust subsidized units as affordable after 15 years, which otherwise could be sold at market rate. Mark Milne confirmed that the Trust administration expense is approximately \$50-\$75K annually and \$8K for legal support annually.

Chair Ells asked if as an option, the Trust could look at utilization of the \$75K payment for legal and administrative costs until the larger lump sum amount is received from Landing in the absence of another eligible funding source. Laura Shufelt suggested looking at other revenue sources, saying the Trust has used \$50K of the \$75K payment previously for administrative costs. Laura noted that even though the need for buyback funds will not occur for 15 years, she was concerned that if the Trust does not begin to act, the units could be lost in the future. Mr. Ells confirmed that the set-aside of funds was in anticipation of that expense down the road that the Trust had time to incrementally build a reserve so they would be able to act to retain affordability. Mark Milne explained that the option is to modify the accrual of that Trust reserve account for one or two years and move the funds into the reserve account when the larger lump sum becomes available, replicating what would have accrued. Mark Milne said he would confirm the date of the lump sum payment.

Laura Shufelt noted that if the Town Council votes for Barnstable to become a seasonal community, there will be new revenue sources related to that. Mark Milne agreed there could be revenue sources from a seasonal community designation and noted that the Town Council has dedicated the vacation rental (STR) tax towards funding the CWMP, saying that tax money is needed to pay for the future debt service that we have already obligated ourselves to, with projects that have been approved for sewer expansions. It was noted that there are a couple of other options such as the Municipal Empowerment Act with opportunities to create more revenue at the local level and other options that have not been fully realized. Mark Milne indicated that the funding source will need to be identified by the end of the calendar year. Andy Clyburn stated it is not the preferred option, but asked if staff could fill the legal and administrative roles if eligible funding is not identified. Chair Ells indicated that this would need to be researched as the Trust is a separate entity from the Town. It was decided this discussion would be brought back to the next Trust meeting.

4. Approval of Minutes from 8/17/26 Trust Meeting.

The motion of Andy Clyburn was seconded by Seth Etienne to approve the meeting minutes of the August 17, 2026, Trust meeting as submitted.

Roll Call Vote: Laura Shufelt (yes), Seth Etienne (yes), Mark Milne (yes), Andy Clyburn (yes), and Mark Ells (yes). Motion carried.

5. Matters Not Reasonably Anticipated by the Chair.

Discussed earlier in the meeting - Identifying a revenue source to continue into 2027 for administrative and legal services for the Trust.

6. Topics for Future Meetings

- a. Trust Board request to Community Preservation Committee.
- b. Monthly construction documents and oversight during the construction period for Cornerstone, Commonwealth Builders project.
- c. Report on the AAAP program by Corey Pacheco.
- d. Continued discussion regarding funding sources for administrative and legal expenses for 2027 for the Trust. List of options for next meeting.

7. Next and Future Meeting Dates – Monday October 19, 2026, at 9:00 a.m. (3rd Monday at 9:00 am). It was noted that the meeting will be held remotely, members indicated they are available.

8. ADJOURNMENT (Roll Call)

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

Roll Call Vote: Laura Shufelt (yes), Seth Etienne (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 September 21, 2026.

Exhibit 2 – Draft Affordable Housing Trust Meeting Minutes for August 17, 2026.

Exhibit 3 – Final Draft of Commitment Letter for Winn Development's Harbor View at 307 Main Street.

Exhibit 4- Internal Planning & Strategies for Existing Stock Summary of Programs and Supporting Documents.

Exhibit 5 – Affordable Housing Growth & Development Trust Fund Statement of Financial Position 6/30/2026

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

Approved unanimously at 10/19/26 AHGDT meeting.