



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

AFFORDABLE HOUSING GROWTH & DEVELOPMENT TRUST FUND BOARD
MEETING
October 23, 2020
9:00 A. M.

Zoom meeting ID: 989 0139 2301

As a result of the COVID-19 State of Emergency, this meeting was closed to the public to avoid group congregation.

Alternative public access to this meeting was provided by utilizing a Zoom link or a telephone number, both provided in the posted meeting notice.

Board Member attendees: Mark Ells (Chair), Mark Milne, Laura Shufelt, Wendy Northcross, Andy Clyburn.

Other Attendees: Ruth Weil; AHG&DTFB Staff; Elizabeth Jenkins, Director of Planning and Development, Arden Cadrin, Planning & Development, Jake Dewey.

Topics For Discussion

1. Public Comment

No public comment.

2. Approval of minutes of the 10/09/2020 meeting.

Motion: Laura Shufelt moved to approve the 10/09/2020 minutes as written. Wendy Northcross seconded the motion.

Vote: Mark Ells called for a roll call vote: Mark Milne (Yes), Laura Shufelt (Yes), Mark Ells (Yes) Wendy Northcross, (Yes),

Motion carries

3. Review and possible vote to clarify the evaluation instrument to be used in the review of development activity applications seeking funding under the Notice of Funding Availability (NOFA)

Ruth Weil was asked to speak to this agenda item. Ruth stated that at the last Trust meeting, the Trust clarified several provisions of the POINT ASSIGNMENT FOR EVALUATION OF DEVELOPMENT ACTIVITIES. Under the “Strength of Overall Concept” Ruth was asked to rework the provision relating to Site Design. As adopted the provision read: “That the site design allows for safe, efficient traffic flow, has recreational open space, and a playground for children of all ages (unless development is restricted to elderly).” Ruth had raised concerns about the original language because it seemed to suggest that all non-elderly developments were required to have a playground. Ruth worked with Laura Shufelt, as requested, and they came up with the following alternative language: “That the site design allows for safe, efficient traffic and has recreational open space. In evaluating the sufficiency of the proposed recreational open space whether the anticipated population to be served would benefit from a playground will be considered. **5 points**”

There were no comments from Planning & Development staff.

MOTION: Mark Ells asked for a motion to amend the point assignment evaluation instrument by including the new language regarding playgrounds, as presented.

Laura Shufelt moved the motion and Andy Clyburn seconded the motion.

VOTE: Roll Call Vote:

Mark Milne: Yes, Laura Shufelt: Yes, Mark Ell: Yes. Wendy Northcross: (Yes), Andy Clyburn: (Yes).

Motion carries

4. Discussion of Notice of Resale for the affordable unit located at 1 General Patton Drive, Hyannis, MA.

Mark Ells asked that this item be placed on the agenda because he had received a notice from the Citizen’s Housing and Planning Agency (CHAPA), the monitoring agent, that the owner of the affordable unit located at 1 General Patton Drive intended to sell the unit. Mark indicated that he wanted to bring the resale notice to the Trust’s attention in case Trust funds were needed to preserve the affordable unit. Ruth Weil stated that she had reached out to CHAPA. who had conducted a lottery for the unit. The affordable price for the unit was \$206,900 and there were six eligible applicants. A family, already residing in Hyannis, was chosen in the lottery to purchase the unit. Ruth stated that this was an example of the process established for the resale of affordable units working as intended. Ruth also noted that the Affordable Housing Restriction (AHR) provided an opportunity for the Town to purchase the unit if an eligible purchaser could not be located. This is a potential future use of Trust funds.

5. Discussion and possible vote to issue a Request for Proposal (RFP) to hire a consultant to conduct and manage a housing lottery for a First-Time Homebuyer’s Program.

This agenda item was continued from the last meeting to collect additional information for the Trust concerning an estimated cost for running a lottery.

Ruth Weil stated that she had reached out to the Gael Kelleher of the Housing Assistance Corporation (HAC) who confirmed that HAC was conducting lotteries for homeownership. Gael indicated that HAC just finished a buydown program in Yarmouth. The administrative fee charged to Yarmouth was \$25,000. Gael Kelleher raised some concerns about the existing available housing inventory in Barnstable that is affordable to a family at 100% of the Area Median Income (AMI), even if the Trust was providing a maximum subsidy of \$75,000 per unit.

Ruth Weil and Laura Shufelt indicated that they had contacted other organizations to obtain information about the cost of conducting lotteries but have not heard back from them.

Mark Ells asked whether there was any merit in reaching out to Barnstable County to see if there was an interest in coordinating a regional approach to meet the need for housing services, such as conducting a lottery. Laura Shufelt discussed the concept of establishing a Regional Housing Services Office which could help support the affordable housing needs of Cape towns. Laura stated that one town would be the lead agency. Wendy Northcross opined that in the face of the coronavirus, the affordable housing needs of all towns on Cape Cod have increased exponentially. This may be an ideal time to explore this idea.

In light of the discussion, Mark Ells asked Andy Clyburn to initiate a discussion with the County on the concept of establishing a Regional Housing Services Office.

6. Review of quarterly report to be submitted to the Community Preservation Committee for the period from August 1, 2020 through October 31, 2020.

Ruth Weil explained to the Board the last report that was submitted to the Community Preservation Committee (CPC) covered the period from February 1, 2020 through July 1, 2020. The quarterly report for the period from August 1, 2020 through October 31, 2020 is due on November 1, 2020. Discussion ensued on whether Trust members should appear before the CPC to present the Report. Andy Clyburn suggested that in submitting the Report, the Trust should offer to appear before the CPC and further confirm that with the CPC Chair.

MOTION: Mark Ells asked for a motion to accept the quarterly report letter to the Community Preservation Committee. Wendy Northcross moved the motion to accept the letter to present to the Community Preservation Committee. Laura Shufelt seconded the motion.

VOTE: Roll Call Vote: Mark Milne (Yes), Mark Ells (Yes), Laura Shufelt (Yes), Andy Clyburn (Yes). Wendy Northcross (Yes).
Motion carries.

7. Discussion of how the Trust wants to proceed to create an Action Plan.

Ruth Weil stated that when the Trust reviewed its Rules and Regulation and the Evaluation Criteria for Development Activities, several Trust members articulated the need for the Trust to create an Action Plan with metrics so the Trust could prioritize how it awarded Trust funds. This item was placed on the agenda so the Trust could discuss how the Trust wanted to proceed with creating an Action Plan

Wendy Northcross suggested that a starting point would be to review all of the Town's existing housing plans to determine where there are gaps and where the Trust can add value. Mark Ells noted that as Manager that he is responsible for making sure that any action plan adopted by the Trust is consistent with all other Town plans. Mark Ells noted that the Trust in adopting the NOFA identified four categories for funding which established the Trust's priorities, Mark wants to make sure that the Trust is allocating funds in a way that is responsive to the market and prudently allocates limited funds for affordable housing.

Mark Ells asked Jake Dewey, a housing developer, his perspective on how the Trust can be most effective in incentivizing the creation of affordable housing. Jake stated that the biggest challenge in this hot real estate market is to maintain the existing affordable rental housing stock. Jake suggested providing an incentive through a tax relief program similar to one adopted by Provincetown. It was noted that the creation of such tax relief would require the adoption of special legislation through the Town Council.

Laura Shufelt stated that the Trust should review action plans adopted by other Trusts. Mark Ells indicated that if Trust funds would assist developers in qualifying for additional state funds as a demonstration of local support that that should be included in an Action Plan

Laura Shufelt suggested that the use of town-owned land was another resource to attract developers. Mark Milne concurred and stated the Town has a number of parcels that are potentially developable. David Anthony has a database with all these town-owned parcels.

Elizabeth Jenkins stated that there are currently literally hundreds of rental units in the development pipeline. The ability to use Trust funds to buy down those units to make them affordable would be a very efficient way to potentially increase the affordable housing stock. On the Asset Management side, there needs to be an interdepartmental team to review available town parcels. Other communities have effective evaluation criteria for reviewing these parcels.

Andy Clyburn indicated that he is ready to move on these town-owned parcels, while acknowledging that certain parcels presented development constraints related to wastewater.

There will be continued discussion on this item at future Trust meetings.

8. Discussion on Trust Meeting schedule for the months of November and December 2020.

Ruth Weil brought to the Trust's attention that there would be only one meeting in November and December. Mark Ells suggested that the Trust holds with one meeting per month and to add meetings as needed.

9. Discussion of topics for future meetings.

Laura asked that the Trust should include on the next agenda the request by the Cape Cod Chapter of the Democratic Socialist of America to make a presentation on Social Housing.

Elizabeth Jenkins agreed to make a presentation to the Trust regarding the housing developments currently in the pipeline.

There was a discussion about the Trust analyzing one or more town-owned parcels that are candidates to move forward now for development. Arden Cadrin noted that the Trust's has allocated monies for pre-development assistance. Laura Shufelt stated that it is relatively small dollars for the Trust to undertake the pre-development analysis needed to put out an RFP. Mark Ells stated that offering developers parcels for affordable housing that are essentially shovel ready would likely encourage the quick development of these parcels

Motion by Wendy Northcross to adjourn meeting, Laura Shufelt seconded the motion.

Roll Call Vote: Mark Milne (Yes), Mark Ells (Yes), Laura Shufelt (Yes), Andy Clyburn (Yes). Wendy Northcross (Yes).

Meeting adjourned.

Next meeting is scheduled for 9:00 AM on November 13th

Accepted
Date _____ and time _____.

Exhibits

- A. Revised Point Assignment for Evaluation of Development Activities.
- B. October 1, 2020 Letter from David Glasser, Program Manager, CHAPA to Mark Ells, Town Manager.
- C. Draft Quarterly Report to the Community Preservation Committee for the period from August 1, 2020 to October 31, 2020.