



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

**Friday, January 28, 2022**  
**Affordable Housing Growth & Development Trust Fund**  
**Fund Board Meeting APPROVED Minutes**  
**9:00 A.M.**

Pursuant to the passage of legislation extending certain COVID-19 measures adopted during the state of emergency, this meeting was closed to the public.

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:** Acting Chairman Andy Clyburn, Mark Milne, Laura Shufelt and Wendy Northcross; Mark Ells (Absent).

**Other Attendees:** Attorney Ruth Weil, AHGDT Staff; Attorney Charlie McLaughlin, Senior Town Attorney; David Anthony, Director of Asset Management; Elizabeth Jenkins, Director, Planning & Development; Ryan Bennett, Housing Coordinator; Planning & Development; Paula Schnepf, Town Councilor; and Ellen Swiniarski, CPC Coordinator, Planning & Development.

**Call to Order**

With a quorum present, Andy Clyburn called the meeting to order at 9:00 a.m. and stated that today's meeting is recorded and in accordance with M.G.L. Chapter 30A, s 20 he must inquire whether anyone is recording this meeting and to notify the Chairman that a recording is being made. No one came forward.

**Member Introduction**

By roll call (present): Wendy Northcross, Laura Shufelt, Mark Milne and Andy Clyburn. Mark Ells (absent).

**Topics for Discussion**

**1. Public Comment**

None.

**2. Approval of minutes for the 12/10/21 meeting.**

Motion was made by Laura Shufelt and seconded by Wendy Northcross to approve the December 10, 2021, meeting minutes as submitted. Roll call vote: Mark Milne (yes), Wendy Northcross (yes), Laura Shufelt (yes), and Andy Clyburn (yes). Motion carries.

### **3. Discussion and possible vote on approving number of hours and hourly rate for the Trust staffing position.**

Elizabeth Jenkins advised that the Trust is looking to readvertise for the administrative position for the Trust and that the job description was approved at the last Trust meeting. She said that their needs to be Trust discussion regarding the rate of pay, number of hours, and overall budget for the position prior to advertising the position. She said, as previously discussed and consistent with past practice, the administrator position would be a part time contracted position with a maximum of 20 hours per week and a rate of pay of \$75 per hour. That equals a maximum, not to exceed budget of \$78,000 per year and said in terms of percentage for administering funds, 3.12% of the \$2.5M transferred to the Trust from CPC is a reasonable overall percentage.

Motion was made by Wendy Northcross and seconded by Mark Milne that the Trust Administrator position will pay an hourly rate of \$75 per hour with a maximum of 20 hours per week. Roll call vote: Mark Milne (yes), Wendy Northcross (yes), Laura Shufelt (yes), Andy Clyburn (yes). Motion carries.

### **4. Update on efforts to market the Trust's Notice of Funding Availability (NOFA).**

Ruth Weil shared that the press release for the NOFA did go out since the last Trust meeting and Lynne Poyant reported that four Cape Cod radio stations covered it on one day. Ruth also said that the issuance of a new NOFA also appears on the left side of the Town's Home webpage. Ruth said that a one-page flyer was developed for applicants and developers and someone on Elizabeth's team will add the graphics. Additionally, Elizabeth has someone on her team with marketing expertise and a meeting will be set up with Lynne to discuss marketing strategies including a possible event as discussed at the last meeting.

Ruth provided Trust members with examples of the costs associated with advertising the NOFA and the pricing for both print and digital ads, noting that print ads can be very expensive for one day and digital ads charge for the number of impressions. Elizabeth said that the marketing expert could help with digital ads where a lot more information could be communicated through links. Ruth asked Trust members to identify how much they would like to spend for advertising, noting that it is not CPA funds that would be used for advertising. Trust members discussed other avenues of advertising including Facebook and Twitter and Laura noted that Mass Housing Partnerships uses these media outlets along with Instagram supplemented with paid ads which have proved to be most effective. Andy noted that the lack of projects has been the problem for years and advertising money would clearly be money well spent and offered that the Trust take the multi prong approach using both print and digital ads.

### **5. Update on the status of the property now addressed as 1200 Phinney's Lane, Hyannis, MA (Map 274, Parcel 031) which was formerly owned by the Disabled American Veterans (DAV).**

David Anthony provided an update on the 1200 Phinney's Lane, Hyannis property noting that the Town Manager User License was put into place for use of this property for one year for the staging of materials and equipment associated with the Vineyard Wind I construction project that is moving up Phinney's Lane. He explained that the license is with the Town's contractor, Cape Cod Construction, not the Vineyard Wind contractor, which is a benefit to the Town because the Town will be laying in pipes while the streets are open. He said that trees have been cleared as

needed, however there is a buffer on three sides at the Town's direction. Included in the license are clauses prohibiting maintenance or refueling of vehicles. The license which has an expiration date of January 1, 2023, is revocable at will with notice and can also be extended. He said that this will give the Trust a year to develop the scope of the RFP and identify the required steps for property transfers, if needed. He noted that the timing of issuing the RFP will be critical so as not to hinder Cape Cod Construction if they do need to use the parcel for a couple of months beyond the license.

David said that in a meeting with Ryan Bennet this month, they discussed several affordable housing issues, and noted that for this project there are two parallel tracks: disposition and development of the boilerplate of the RFP; and the land transfer will probably be handled through Asset Management and Procurement staff and the scope of the development will be led by Planning & Development with input and guidance from affordable housing and town staff. David noted that before the scope of the RFP is developed, clarity is needed on whether development of the parcel as it exists will be maximized, or if a change of boundaries to take advantage of a portion of the adjacent Police Department property will be the goal, noting that the staff felt the RFP could be accomplished within the next year if staying within the current property boundaries. Laura said there are feasibility concerns if you go below a certain number, noting a black hole between 20 and 32 units especially with rising construction costs and the elimination of a lot of developers by going under 40 units. After discussion, the Trust members agreed that the maximum number of units that could fit on the parcel as it exists, and the number of additional units that could be developed with additional land will need to be identified noting that the process to obtain the additional land should also be a consideration. Laura said that to assist the development of the scope of the RFP, she has a list of preliminary topics and subjects that she uses in her work with other communities and agreed to share with the Trust members and staff to help narrow the scope of the RFP with what the Trust would like to see included.

David mentioned there is a National Grid project for relocation of an underground gas test pit that is currently located on the corner of Phinney's and Route 132 that does not meet specs which will move onto Police Department property parallel with Route 132. National Grid is proposing a one-time mitigation payment that could pay for approximately 75% of the cost of the sidewalk that would run from the corner of Route 132 along Phinney's Lane down to this area of the parcel assisting with the capturing of foot traffic from the condos across the street and redirecting pedestrian traffic north to connect to the Route 132 walkway. David noted that he and Griffin in DPW are working through those details right now, however the timeframe for the National Grid installation is 2023 which aligns well with this project.

## **6. Review of Trust's draft submission for the Town of Barnstable 2021 Annual Report.**

Ruth explained that for the first time, the Trust has been asked to submit an Annual Report this year, a draft of which was circulated to Trust members for review and comments. Mark Milne asked if the return of funds from Housing Assistance Corp that took place at the end of the fiscal year should also be included and all agreed it should be added. Ruth will circulate the final draft to the Chair.

## **7. Correspondence.**

None.

## **8. Discussion of topics for future meetings.**

- 1200 Phinney's Lane, Hyannis
- Advertisement of the NOFA
- Elizabeth Jenkins will identify housing development projects that are in the pipeline.
- Laura may be able to share information made public about both the Homeowners Assistance Fund, Homebuyer Assistance Fund and the possibility of One Plus Mortgage going statewide and what that means for the Trust.

### **Adjournment**

Motion to adjourn was made by Mark Milne and seconded by Laura Shufelt Roll call vote: Mark Milne (yes), Laura Shufelt (yes), Wendy Northcross (yes), Andy Clyburn (yes). Meeting adjourned.

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

Exhibit 1 – Affordable Housing Growth and Development Trust Fund Board Agenda 1/28/2022.

Exhibit 2 – Draft minutes for the 12/10/2021 Affordable Housing Growth and Development Trust Fund Board meeting.

Exhibit 3 – Draft Affordable Housing Growth and Development Trust Fund Board 2021 Annual Report.

Respectfully submitted,  
Ellen M. Swiniarski  
CPC Coordinator  
Planning & Development