



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, June 10, 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, Laura Shufelt, Wendy Northcross, and Mark Milne. Mark Ells (absent).

Other Attendees: Senior Attorney Charlie McLaughlin; David Anthony, Director of Asset Management; Kaitlyn Maldonado, Assistant Director, Planning & Development; Ryan Bennett, Housing Coordinator, Planning & Development; Amy Harwood, Marketing Manager, Planning & Development; Jillian Douglass, Affordable Housing Trust Administrator, Planning & Development; Town Councilor Gordon Starr; and Ellen Swinarski, Community Preservation Committee Coordinator, Planning & Development.

Call to Order

With a quorum present, Chair 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): Laura Shufelt (yes), Mark Milne (yes), Wendy Northcross (yes), and Andy Clyburn (yes). Mark Ells (absent),

Public Comment:

None.

Topics for Discussion

1. Approval of minutes for the 5-13-22 and 5-27-22 Trust meetings.

Motion was made by Wendy Northcross and seconded by Mark Milne to approve the May 13, 2022, meeting minutes as submitted. Roll call vote: Laura Shufelt (yes), Mark Milne (yes), Wendy Northcross (yes) and Andy Clyburn (abstains). Motion carries.

Motion was made by Mark Milne and seconded by Wendy Northcross to approve the May 27, 2022, meeting minutes as submitted. Roll call vote: Laura Shufelt (yes), Mark Milne (yes), Andy Clyburn (yes), and Wendy Northcross (abstains). Motion carries.

2. Letter of Appreciation for Ruth Weil

Jillian Douglass said that she had circulated a draft of the letter in the packet for any changes the members would like to offer. She said the final gold leaf version of the letter will be left at the office for signatures between now and the next Trust meeting.

3. Town Manager's Recommendation for Re-Appointment of Trust Board Members with Staggered Terms

Jillian Douglass said Ruth reminded her that re-appointment of Trust members requires Town Council ratification of the Town Manager's recommendations. The desire for staggered terms for members was noted and it was confirmed that there is not a residency requirement for Trust positions. A formal recommendation for re-appointments will need to be submitted to the Town Council from the Town Manager to get the Trust Board re-appointments onto a Town Council agenda for ratification.

4. Trust Administrator's Updates (Jillian Douglass)

Jillian shared that she has been visiting sites and existing properties. She said that a reapplication has been submitted for property on South Street. Ryan Bennett said she is working with that potential applicant to ensure the application is complete and meets the requirements of the Trust. She noted that the applicant is trying to obtain additional housing consultant services to make sure they are submitting a concept that works and the Trust can act on.

5. Housing Coordinator's Updates (Ryan Bennett)

Ryan updated information for Residences at 850 Falmouth Road/Standard Holdings stating that the LIP application for this project was submitted to DHCD last June and has been approved. She noted that the monitoring services agreement is in the Legal Department and in the process of being finalized. The marketing plan is set to begin shortly, however the construction time frame has been pushed back to the fall. She noted that she is confident they will meet the timeframes in accordance with their new schedule with a consultant on board to do that work for them.

Ryan provided an update on the RFQ for a consultant to update the Housing Needs Assessment and Housing Plan. She said Planning & Development had been awarded \$50,000 in CPA Administrative funds and this is now in the contract development phase with the same firm, J. M. Goldson, that did the production plan and needs assessment updates in 2015 and 2016. Ryan shared that this consultant also included extensive public outreach utilizing all available tools and she offered for the Trust to have a joint meeting with the consultant if interested. She noted that this project will be kicked off at the Housing Committee meeting in July yet to be scheduled.

6. Follow-Up on Previous Items – Discussion of income and demographic data trends and potential impacts on project feasibility/adjustments.

Jillian Douglas explained there was not a full discussion previously on this item. The major point is that because the incomes have increased, the rents have increased which has effect on other things. It was confirmed that the rents included on the Rent and Income 2022 sheet were LIP rents based on CPA numbers and explained there is a footnote that provides explanation how they are calculated per LIP if other funding sources are involved. Ryan explained that in an effort to put out one set of numbers for the public, LIP was chosen since this is what is typically used in partnership with developers. Ryan noted that the numbers have increased 30%: 2021 HUD AMI was \$89,000 for a family of 4 which has increased to \$116,000 for a family of 4. Laura said it has been hypothesized that the influx of folks working from home at a higher income on the Cape has contributed to the income jump. The subsidizing agencies and DHCD are looking at not approving increases in rent above a certain percentage for existing tenants. If they did not take any action, this could result in a \$200-\$300 per month increase for existing tenants. Laura noted that rents are higher than they have been, so they start to bridge the gap between costs and revenue. However, when building affordable housing, if you have more than the inclusionary percent, government subsidy is needed to bridge the gap.

7. Topics for Future Meetings

- Update on the Phinney’s Lane parcel.
- Laura checking out the special legislature for tax incentives for employers to provide housing.

Adjournment

Motion to adjourn was made by Mark Milne and seconded by Wendy Northcross. Roll call vote: Wendy Northcross (yes), Mark Milne (yes), Laura Shufelt (yes), and 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 6/10/2022.
- Exhibit 2 – Draft minutes for the 5/13/2022 and 5/27/22 Affordable Housing Growth and Development Trust Fund Board meetings.
- Exhibit 3 – Letter of Appreciation for Ruth Weil
- Exhibit 4 – Schedule of Rents and Incomes 2022

Respectfully submitted,
Ellen Swiniarski
CPC Coordinator
Planning & Development