



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

Friday, April 8, 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: Chairman Mark Ells, Andy Clyburn, Mark Milne, and Wendy Northcross. Laura Shufelt (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; Amy Harwood, Marketing Outreach Manager, Planning & Development; Town Councilor Gordon Starr; and Ellen Swiniarski, Community Preservation Coordinator, Planning & Development.

Call to Order

With a quorum present, Chair Ells 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, Andy Clyburn, Mark Milne, and Mark Ells.

Topics for Discussion

1. Public Comment

Precinct 1 Councilor, Gordon Starr stated that he had been attending the Cape Cod Commission hearings on the New England Development's housing development on Wilkens Way. He was wondering whether the Trust could reach out to the developer to offer a subsidy to create additional affordable units. Planning and Development Director, Elizabeth Jenkins, indicated that her department advises all potential developers of the availability of Trust funds and New England Development was so advised. In response to the public comment (made at the end of the meeting), it was agreed that the Planning Department would reach out again to New England Development to discuss the availability of Trust funds to create additional affordable units.

2. Approval of minutes for the 3-25-22 meeting.

Motion was made by Andy Clyburn and seconded by Mark Milne to approve the March 25, 2022 meeting minutes as submitted. Roll call vote: Wendy Northcross (yes), Mark Milne (yes), Andy Clyburn (yes) and Mark Ells (yes). Motion carries.

3. Update on the search to fill the Trust administrator position.

Elizabeth Jenkins explained that an applicant has been selected and offered the position but she is awaiting a final response from the applicant.

4. Update on the Trust's Marketing Plan.

Elizabeth Jenkins and Amy Hardwood shared a PowerPoint presentation of the potential advertisements, flyer, and marketing plan. Trust members raised questions about the reference to Community Preservation Act funds in the proposed small ad as well as specifying the fact that \$2.65 Million Dollars was available. There was discussion regarding the wording on the digital advertisement page that contained the button "Learn More" to ensure that it would attract the most interest. Amy Harwood said that the size of the button in the digital advertisement for USA Today and Cape Cod Time is smaller than what is shown in the PowerPoint and the only print advertisement will be in Banker & Tradesman. In answer to Attorney McLaughlin's inquiry, Amy said that she has contacts with Cape & Island Realtor's Association as well as Home Builders Association that she could ask to help circulate the information. Amy continued to narrate the PowerPoint presentation which included suggestions such as a multilingual notice; best places to work – nomination for Barnstable; Banker & Tradesmen interested in ADUs and gateway cities issue set for December 2023; live community discussion, perhaps set for June. After further discussion it was decided that adjustments would be made to the button page which Amy will forward to Trust members. Elizabeth and Amy agreed to make the suggested changes.

5. Discussion and possible vote on the request by the Department of Planning and Development for funds for a Housing Needs Assessment.

Ryan Bennett requested that this request be withdrawn. Instead, Community Preservation Act administrative funds will be sought through the Community Preservation Committee for the Housing Production Plan which will include the Housing Needs Assessment.

6. Discussion of the Trust's role in supporting and possibly funding the creation of Accessory Dwelling Units (ADUs).

Wendy Northcross made the point that ADU's potentially could quickly create unit of desperately needed affordable housing and she was interested in what role the Trust could play to support the effort.

Ruth Weil made the statement that if the Trust were to fund the accessory dwelling units using CPA funds, the units would require permanent restrictions and be subject to open and fair housing marketing requirements which included conducting a lottery. Senior Town Attorney, Charlie McLaughlin opined that it would be worthwhile to see if there was a way to provide Trust funding for ADUs that did not require a permanent restriction. Elizabeth Jenkins indicated that previously CPA funding has been approved to create accessory affordable units under the

Town's Accessory Affordable Apartment Program (AAAP) and that that funding was secured by loans. It was agreed that staff would provide the Trust with additional information regarding whether a permanent restriction was required to use CPA money to fund the creation of affordable ADUS.

Ryan Bennett stated that the Housing Assistance Corporation has a presentation on their new ADU technical and financial assistance program *My Home Plus One*. Ryan would look into HAC's availability to present the program to the Trust.

A question was asked about the availability of ARPA funds to support the creation of ADUs. Mark Milne said he would explore options that may be for this, however he noted that the Town of Barnstable not the Trust would need to be recipient of those funds. While certain housing projects are potentially eligible for ARPA funding, the specific federal requirements would need to be carefully scrutinized.

7. Update on the Request for Quotes (RFQ) for on-call housing inspectors.

Ruth Weil stated that the Trust had released a Request for Quotes (RFQ) for on-call housing inspectors to inspect existing market rate units that were seeking funding to convert those units into affordable units. Ruth indicated that the Trust received no responses to the RFQ. Absent an on-call contract, when a request for conversion from a market rate unit to an affordable unit comes forward, the Trust will follow the required Chapter 30B procurement requirements for services of less than \$10,000.

8. Discussion of whether the Trust is interested in increasing the eligibility for Trust funding to households whose incomes are greater than 100% of the Area Median Income (AMI) and the process to allow the Trust to award Community Preservation Act (CPA) to households whose incomes are greater than 100% of the AMI.

This item was placed on the agenda to allow Trust members to identify additional information needed from staff to determine whether there is demographic and other data that demonstrates a need to attempt to seek special legislation to increase the Area Median Income (AMI) for CPA funded Trust projects above 100% of the AMI.

Trust members acknowledged that this review needed to be a comprehensive process that will take some time.

Ruth Weil commented that Barnstable qualified for CBDG funding because it had the poorest census track on the Cape. Issues to be considered are the need for the increase and how the increase in the AMI will impact funding at the lower end of the AMI. Some indicia to look at are number of households on the waiting list for housing through the Barnstable Housing Authority and the Housing Assistance Corporation and how long they have been on the waiting list.

Wendy stated that it was important to start the discussion because Barnstable's property values are rising so rapidly that Barnstable could find itself in a similar situation to Nantucket and Chatham,

Elizabeth Jenkins stated that there are serious needs for housing that is affordable for a range of income levels. With the number of market rate units coming online in the not-too-distant future, one area to analyze is the rents being charged for those market rate units compared to the rents that could be charged if funding were provided to subsidize units above 100% of the AMI.

Staff will come back to the Trust with more information on this topic

9. Discussion of topics for future meetings.

- From March 25, 2022 trust meeting -Example of a successful acquisition/development of property by a Trust in another town – presentation by Laura Shufelt.
- No topics requested.

Adjournment

Motion to adjourn was made by Andy Clyburn and seconded by Wendy Northcross. Roll call vote: Wendy Northcross (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 Growth and Development Trust Fund Board Agenda 4/8/2022.

Exhibit 2 – Draft minutes for the 03/25/2022 Affordable Housing Growth and Development Trust Fund Board meeting.

Exhibit 3 – PowerPoint Presentation – Marketing Timeline – prepared by Amy Harwood, Marketing Outreach Manager, Planning & Development.

Respectfully submitted,
Ellen Swiniarski
CPC Coordinator
Planning & Development