



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

Friday, June 4, 2021
Affordable Housing Growth & Development Trust Fund
Fund Board Meeting APPROVED Minutes
9:00 A.M.

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 telephone number, both provided in the posted meeting notice.

Board Member Attendees: Andy Clyburn, Acting Chairman, Mark Milne, Laura Shufelt, Wendy Northcross, Mark Ells (Absent).

Other Attendees: Attorney Charlie McLaughlin, Senior Town Attorney; Elizabeth Jenkins, Director of Planning & Development; Arden Cadrin, Housing Coordinator, Planning & Development; Councilor Paula Schnepf; Ellen Swiniarski, CPC Coordinator, Planning & Development.

Call to Order

With a quorum present, Acting Chairman 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): Mark Milne, Wendy Northcross, Laura Shufelt, and Andy Clyburn.

Topics for Discussion

1. Public Comment

None.

2. Approval of minutes for the 5/14/21 meeting.

Motion was made by Wendy Northcross and seconded by Mark Milnes to approve the May 14, 2021 meeting minutes as submitted. Roll Call Vote: Wendy Northcross (yes), Laura Shufelt (yes), Mark Milne (yes) Andy Clyburn (yes). Motion carries.

3. Discussion of Trust's appearance before the Community Preservation Committee (CPC) at the CPC's June 21, 2021 meeting.

Andy Clyburn shared that Mark Ells, Elizabeth Jenkins, and he had met with Lindsey Counsell, Community Preservation Committee (CPC) Chairman and explained that CPC is anticipating the Trust to be at the June 21, 2021 CPC meeting. Andy noted that the next item on the agenda is to review the draft Letter of Intent to be submitted for additional Community Housing funding and asked if any Trust members are interested in representing the Trust at that meeting. Wendy said she is interested but unavailable. Laura said she would not be available due to a prior meeting. Elizabeth Jenkins confirmed that the June 21, 2021 CPC meeting would be an in-person meeting and Andy noted that presently all new public meetings will be in person unless legislation makes provisions to continue remote participation. Andy said he would be glad to represent the Trust and noted that Ruth Weil would also likely be there. Mark Milne offered to be available as back up.

4. Review of Draft Letter of Intent to be submitted to the Community Preservation Committee (CPC).

Andy Clyburn noted that prior to this meeting, Ruth Weil had sent out the Trust's first Letter of Intent dated July 2019 for the first \$2.5 Million as an example, and a similar draft Letter of Intent for the Trust's second request, for the Trust's approval. Mark Milne said that he had provided Ruth with the financial information to update the draft Letter of Intent and that once updated, the draft will be sent to the Town Manager for signature next week and submittal to CPC. Motion was made by Wendy Northcross and seconded by Laura Shufelt to submit the Letter of Intent requesting an additional \$2.5 Million from the CP Community Housing and Undesignated Funds to the CPC as drafted. Roll Call Vote: Mark Milne (yes) Wendy Northcross (yes), Laura Shufelt (yes), and Andy Clyburn (yes), Motion passes.

Charlie McLaughlin, Senior Town Attorney shared that he read a good article about the housing crisis on one of the websites that he will forward. He noted that with the resources that are available and the number of units in permitting at this point, he wondered what the demand would be from the Trust inquiring if Elizabeth Jenkins has input from the potential developers indicating what kind of monetary support they may need from the Town and the time period for same. He expressed concern that with the funds required for the Residence @ 850 project and the number of units now in the permitting queue, the Trust could be short of what is needed to provide funding to support them. Chair Clyburn noted this question will be placed on a future agenda. Wendy Northcross added to the question that she is aware of an onset of inflation, increasing the price of materials and services noting this will affect projects in the pipeline. She shared that at a Chamber Board meeting earlier this week, it was learned that people are being offered incredible sums of money to work, enticing workers away from contractors, along with the price of materials which is exploding. Wendy expressed concern about projects in the pipeline being able to complete their business models in this economic climate. This issue was noted for discussion at the next Affordable Housing Trust Fund Board meeting.

5. Review and possible update of Trust's Action Plan submitted to the Community Preservation Committee (CPC).

Chair Clyburn said that Ruth Weil had forwarded a draft Action Plan for review identifying predevelopment activities, development activities, seeking partnerships to leverage Community Preservation Act funds for a first time homebuyers program, and the potential use of Town owned parcels for the development of affordable housing.

Wendy Northcross asked if there is an order of priority in the action plan. Laura Shufelt noted that with the previous NOFA the funds were divided up and she would expect that if additional funds are provided from Community Preservation funds, that the Trust would revisit the NOFA to readvertise and possibly at that time, divide up the funds and this would become part of the Trust Fund Action Plan. Wendy Northcross suggested that this be made into slide #3 using the two documents together as a handy reference. Andy Clyburn confirmed that the Trust will go to the CPC in hope of getting \$2.5 Million and then circle back to discuss how the Action Plan will be adjusted. Motion was made by Wendy Northcross and seconded by Mark Milne to approve the Affordable Housing Trust Fund's Action Plan for 2021. Roll Call Vote: Mark Milne (yes), Wendy Northcross (yes), Laura Shufelt (yes) and Andy Clyburn (yes). Laura Shufelt noted the Action Plan Title should be changed to reflect Fiscal Year 22.

6. Discussion in the Town's plan and process to update the Housing Needs Assessment and the Housing Production Plan.

Laura Shufelt noted that the expiration of the Housing Production Plan is this November, and the time that is needed to update the Plan. Arden Cadrin, Housing Coordinator explained that the Housing Production Plan was actually approved in January 2018 which is reflected on the Department of Housing and Community Development website and does not expire until 2023. Laura noted that the needs assessment associated with the plan was done in 2015, and expressed concern that in a changing world and new census figures coming out in September, the needs assessment probably does not reflect what is currently happening considering it was done 6 years ago. Elizabeth confirmed that the Housing Production Plan expires January 7, 2023 and an update to the housing needs assessment has been written into the scope of the Comprehensive Plan, Phase I. Wendy Northcross noted that the census data is likely going to be off for the Cape based on the timing of the pandemic and people actually relocating to Cape Cod. Wendy said that she attended a Water Protection Trust meeting that morning. She said that realtors were in this meeting also and will be checking with the Department of Revenue (DOR) to see how many housing units on Cape Cod have been registered as short-term rental units. DOR is being asked for this through the Cape Cod Commission so it would be good information to have as well. Mark Milne confirmed that the Town can ask for this information on a quarterly basis and noted that Barnstable just received this yesterday which he can share. Andy Clyburn confirmed, and Mark Milne agreed that acquiring this report more frequently than the quarterly report the Town is presently receiving, would not be possible. Wendy said that the Cape Cod Chamber along with partners are looking to invest in Keydata, a system that has a real time dashboard showing actual rental and occupancy levels as well as predictive modeling factors. She noted that it is not inexpensive, however it provides valuable information because the data is entered by actual transactions. Andy Clyburn said he would let Wendy know where the Town is going with the post compliance software, noting it will be going live as early as next week. He described the system as also having a dashboard and a pretty robust real time capturing of data. Charlie McLaughlin asked if the information will be available to actual and potential developers to bring more realism to their pro formas and inquired if it can be accessed by the public or through subscription. Andy said that the system is being used for rental registration and the information is available to the public. Laura Shufelt said that there are also commercial platforms out there like ReliaStar that the State uses for comps and rental rates that are kept up to date and are accurate. Developers can pay for a subscription service, or they can hire a consultant that has the program and pay them, that is usually what happens.

7. Correspondence:

Monitoring Report from the Housing Assistance Corporation for the rental assistance program for the period from March 1, 2021 through May 31, 2021.

Wendy confirmed that this report is relative to the funding that the Trust provided to Housing Assistance Corporation (HAC) and asked if it is not used, will HAC restore another program or return it to the Trust. Laura said that according to the Trust's agreement with HAC, whatever they have not used by July 1, 2021, the Trust has the option to recapture it. Wendy confirmed that not much of the funds have been used due to the other Federal programs that backfilled the need. She noted that the Trust was first in with a solution, however larger solutions came forward subsequently.

8. Discussion of topics for future meetings.

Attorney McLaughlin said that for a future meeting, time should be spent on an update on 1200 Phinney's Lane. Laura noted that predevelopment work for the 1200 Phinney's Lane parcel was to be started a couple of months ago and asked if there is an update available yet. Elizabeth Jenkins said the development feasibility consultant, Utile Incorporated, could be available at the next Affordable Housing Trust meeting to engage the Trust on expectations around that parcel. Laura also inquired if there are any updates on the Residence @ 850 project. Attorney McLaughlin said that Ruth Weil and David Lawler were exchanging draft copies of the grant agreement language. Arden Cadrin shared that they were working on getting the TIE approved which is now in the hands of the State. She noted that they also are submitting their LIP Application which needs to move through the DHCD process to get the required deed restriction executed in order to access the Trust funds. Once that is done, hopefully today, they will concentrate on the grant agreement.

Adjournment

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

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

Exhibit 1 – Affordable Housing Growth and Development Trust Fund Board Agenda 6/4/21.

Exhibit 2 – Draft minutes for 5/14/21 Affordable Housing Growth and Development Trust Fund Board meeting.

Exhibit 3 – Affordable Housing Growth and Development Trust Fund Board 2019 Letter of Intent submitted to the Community Preservation Committee.

Exhibit 4 – Draft 2021 Affordable Housing Growth and Development Trust Fund Board Letter of Intent for additional funding.

Exhibit 5- 2020 Town Council Presentation Affordable Housing Trust Fund Action Plan Slides.

Exhibit 6 – 2021 Affordable Housing Trust Fund Action Plan Slides.

Exhibit 7 – Monitoring Report from the Housing Assistance Corporation for the rental assistance program for the period from March 1, 2021 through May 31, 2021.

Exhibit 8 – Affordable Housing Growth & Development Trust Fund Statement of Financial Position- Inception to May 31, 2021.

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