



**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**  
 April 27, 2020  
 12:30 P.M.  
 Zoom meeting ID: 970 5925 8586

In accordance with the Governor’s Order Assuring Continued Operation of Essential Services in the Commonwealth, Closing Certain Workplaces, and Prohibiting Gathering of More Than 10 People issued on March 24, 2020 and extended on March 31, 2020, the April 9, 2020 public meeting of the Affordable Housing Growth and Development Trust Fund Board was be physically 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:** Andy Clyburn (Acting Chair), Mark Milne, Wendy Northcross, Laura Shufelt.

**Absent:** Mark Ells, Chair

**Attendees:** Charlie McLaughlin, Senior Counsel, Ruth Weil; AHG&DTFB Volunteer; Elizabeth Jenkins, Director of Planning and Development, Arden Cadrin, Housing Coordinator, Planning and Development, Alisa Galazzi, Executive Director, Housing Assistance Corporation (HAC, Kathy Dangle, HAC, Paula Schnepf, Town Councilor, Jake Dewey.

Agenda

**Discussion and possible approval of condition to be included in a grant agreement to support the provision of emergency rental assistance to low and moderate income renters.**

Ruth Weil discussed the changes and updates based on the discussion at the Trust’s April 17<sup>th</sup>, 2020 meeting to the Outline of Programmatic Conditions (Exhibit 1-A) as follows:

B. Temporary Rental Assistance for Year Round Rentals.

1. Maximum assistance per household: \$5,000.
2. Payment of up to 50% of rent per month for a maximum of \$ \_\_\_\_\_ per month until:

- a. Tenant starts working again or
- b. Tenant receives unemployment benefits equal to or greater than their salary and the tenant has no increase in the cost of health insurance. (If such unemployment benefit is reduced, the tenant may re-apply as long as the total amount of rental assistance does not exceed \$5,000).
- c. Rental arrearages: Maximum assistance of three months rental assistance for arrearages that began no earlier than March 1<sup>st</sup>. This amount would be included in the maximum \$5,000

Motion: Laura Shufelt moved to eliminate paragraph 2. a & b and renumber current paragraph C to paragraph #2. Mark Milne seconded the motion.

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

All votes in favor. Motion carries.

Ruth Weil requested a clarification of the previous vote, asking whether it was the Trust's intent to eliminate "a. Tenant starts working again or b. Tenant receives unemployment benefits equal to or greater than their salary and the tenant has no increase in the cost of health insurance. (If such unemployment benefit is reduced, the tenant may re-apply as long as the total amount of rental assistance does not exceed \$5,000)."

Laura Shufelt discussed re-inserting that rental assistance would cease if a or b as written benefits. After discussion Laura moved to amend subparagraph "a" as written so it was clear that payments would stop when the tenant started working at pre-COVID emergency salary.

Motion: Laura Shufelt moved to add paragraph 3 that rental assistance payments will continue until such time as maximum assistance has been distributed or that tenant is receiving pre-COVID wages and b as written. Wendy Northcross seconded the motion.

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

Vote carries.

Ruth Weil went on to next category under paragraph C. "C. Selection of Recipients of Emergency Assistance. 1. Applications accepted the first two weeks of the month. 2, A lottery would be held to select \_\_\_\_\_ applicants per month to receive benefits."

Trust members discussed the need to ensure that there was fair access to the funds for Barnstable renters and that there would be intensive marketing to make sure that the public was made aware of the availability of funds.

Alissa Galazzi and Cassie Dangle explained HAC's current application process for the Residential Assistance for Families in Transition (RAFT) program. They raised questions about the use of the lottery but understood the concern raised by Trust members that there be fair access to the funds and that not all the funds were immediately expended

Motion by Laura Shufelt: Paragraph C, shall state that for two weeks prior to the review of any applications, the availability of the emergency rental funds should be marketed extensively throughout Barnstable, Applicants with the most serious needs should be given priority. No more than 30 applications shall be approved in any given month and no funds shall be committed from Trust funds in excess of the \$255,000 allocated for distribution to eligible Barnstable renters.

Selection of Recipients of Emergency Assistance shall Marketing of the program would be for 2 weeks and that no more than 30 applicants approved per month with \$5,000.00 maximum per household. Wendy Northcross seconded the motion.

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

Ruth Weil discussed the last item to discuss is the maximum dollar number for this program. Laura Shufelt motioned to move the trust to approve a \$300,000.00 amount for and Emergency Assistance Program. Mark Milne seconded the motion.

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

Vote carries.

**Consideration by HAC to Administer Emergency Assistance program for low and moderate income renters.**

Alisa Galazzi responded to questions by Trust members as to the contents of HAC's application. Questions about what information HAC will provide to the Trust in terms of monitoring the use of Trust funds. While personally identifiable information could not be provided, information could be provided by zip code as to where the monies are being distributed. Alisa Galazzi indicated that HAC was used to reporting to various funding sources.

The Trust discussed the fact that the source of the funding for this Emergency Assistance Program would from Community Preservation Funds

Motion by Laura Shufelt: That the Trust will allocate \$300,000.00 from the funds received from CPA for the emergency rental assistance program. Mark Milne seconded the motion.

Roll call vote: Wendy Northcross (Yes), Laura Shufelt (Yes) Mark Milne (yes), Andy Clyburn (Yes).

Vote carries.

Further Motion to Clarify the Terms of the Grant Award: Andy Clyburn read a motion to approve a grant in the amount of \$300,000.00 to be awarded to the Housing Assistance Corporation from Community Preservation Funds to support Barnstable renters whose income is 80% or below of the Area Median Income who have been adversely by Covid-19 by providing temporary emergency rental assistance as outlined in HAC's application. No funds shall be disbursed until a Grant Agreement is executed including the programmatic conditions voted by the Board, monitoring and indemnification provisions and any other conditions necessary to ensure the Trust Funds are properly disbursed.

Roll call vote: Wendy Northcross (Yes), Laura Shufelt (Yes) Mark Milne (yes), Andy Clyburn (Yes).

Vote carries.

I move that the Chair is authorized to sign the Grant Agreement on behalf of the Board without requiring review by the Board.

Laura Shufelt moved the motion and motion was seconded by Mark Milne.

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

Vote carries.

**Discussion about the Foreclosure Assistance Program**

Ruth Weil mentioned of a moratorium on eviction and foreclosure legislation signed by the Governor that no foreclosure can take place for 180 days. Laura Shufelt indicated that the foreclosure provisions were very generous as long as the homeowner contacted the holder of the mortgage. DHCD has information as to what notices tenants shall provide to landlords.

Jake Dewey asked about Portuguese translation for tenants.

Motion by Mark Milne to adjourn meeting. Motion was seconded by Wendy Northcross.

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

Vote carries.

Shirlee Oakley

Recording Secretary

Accepted \_\_\_\_\_  
Date \_\_\_\_\_ and time \_\_\_\_\_.