



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

MINUTES

February 7, 2020
10:30 A.M.
Selectmens Conf. Room

Meeting began promptly at 10:30 A.M in the Selectmens' Conference Room.

Board Members present; Chairman, Mark Ells, Wendy Northcross, Andy Clyburn; Laura Shufelt, Mark Milne

Attendees: Charlie McLaughlin, Arden Cadrin, Elizabeth Jenkins, Town Councilor Gordon Starr.

Meeting called to order by Mark Ells.

RE: Accept the Minutes of January 17th, 2020

Motion: Wendy Northcross motioned to accept the minutes of January 17th, 2020. Andy Clyburn seconded the motion.
All members voted in favor.

RE: New Business

Discussion on Action Plan Details

Action Plan Undertaking Initiatives were presented on a work sheet and also Implementation Documentation.

Four categories were presented at another meeting for the goals and objectives. Some of the categories may change according to the best needs are. How can we make any of the projects and programs successful?

Funding for a first time home buyers program with the existing CDBG coordinator cannot be administrated with funded through this trust. Specific information is needed if it can or cannot happen. Arden listed the

Four (4) problematic areas of needs have to be worked on now. An administrator needs to come on as soon as possible and have a look at CDBG documentation. Can we use other Administrators from other Towns for down payments and closing costs? More discussion is needed on how much dollars are needed for each program and figure out for a new administrator.

Arden will come back with how much is needed to move forward with a first time home buyers program to see what is in place now, is it applicable, what needs to be modified, what is the availability of additional hours from in-house staff and an estimated dollar value for a first time home buyers program. More community engagement is needed since there is momentum. It takes time to move these projects forward.

Action plan suggestions are partially active such as administration and preservation. Municipal recommendations are not all being looked at because of wastewater issues. Asset Management is looking at municipal land such as the Marstons Mills School and an RFP for future housing and the old American Legion parcel. Criteria are still needed of what we want to see. The American Legion parcel can be used for rental units and home ownership also developers with a friendly 40-B. This needs to go before the Asset Management subcommittee.

Work on Trust Administrator Job Application

The job description was voted on by the board to hire needs to be timed out for programs to move quicker and or use a consultant to start to work on this project with existing funds. This follows the items on the action plan.

Motion: The Chair of the board made a motion for a vote for the Assistant Town Manager to proceed to with securing the consulting support.

Wendy Northcross moved the motion to accept, Mark Milne seconded the motion to accept the motion.

Vote: All Board members approved the motion with a yes vote.

It was also recommended of the Assistant Town Manager to look over the already draft posting as needed.

Reporting Back to Community Preservation Committee

The Chair of the CPC met with the Town Manager and the Assistant Town Manager and he recommended a quarterly written report on AHG&DTFB letter head outlining any actions taken out of the funds.

Schedule next meeting

We will meet again on February 14th at 10:00 A.M. in the Selectmens Conference Room. Agenda Items are for an application for NOFA for Acquisition and Report on the a consultant.

March 20th at 10:00 A.M. in the Selectmens Conference Room agenda items will be Discussion of Action Plan and update on Asset Management.

Adjournment

Wendy Northcross motioned to adjourn the meeting, Mark Milne seconded the motion.

All members voted in favor.

Meeting adjourned.
Respectfully submitted,

Shirlee M. Oakley
Town Managers Office
Accepted this ____ day of _____, 2020.