



**The Town of Barnstable**  
**Affordable Housing Growth & Development**  
**Trust Fund Board**  
367 Main Street, Hyannis MA 02601  
[www.town.barnstable.ma.us](http://www.town.barnstable.ma.us)



Office: 508-862-4610  
Fax: 508-790-6226  
Email: [mark.ells@town.barnstable.ma.us](mailto:mark.ells@town.barnstable.ma.us)

**Mark S. Ells, Chairman**

**Friday, October 15, 2021**  
**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 and Wendy Northcross. Mark Ells (absent) and Mark Milne (absent)

**Other Attendees:** Attorney Ruth Weil, AHGDT Staff; Attorney Charlie McLaughlin, Senior Town Attorney; Elizabeth Jenkins, Director, Planning & Development; David Anthony, Director of Property and Risk Management; Ryan Bennett, Housing Coordinator, Planning & Development; Councilor Matt Levesque. Cape & Islands Outreach Center Applicants: Mr. Joe Taylor, Executive Director; Mr. Bob Kilmartin, VP; and Bill Blaisdell, Treasurer; and Ellen Swiniarski, CPC Coordinator, Planning & Development.

**Call to Order**

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

**Topics for Discussion**

**1. Public Comment**

None.

**2. Approval of minutes for the 9/24/21 meeting.**

Motion was made by Wendy Northcross and seconded by Laura Shufelt to approve the September 24, 2021, meeting minutes with revisions as discussed. Roll call vote: Laura Shufelt (yes), Wendy Northcross (yes), Andy Clyburn (yes). Motion carries.

**3. Application for Funding: Review of the application submitted by Jake Dewey for pre-development funds to support the redevelopment and development of the following parcels located in Hyannis, MA: 560 West Main Street, 4 Elis Drive, 14 Elis Drive, 15 Elis Drive, 20 Elis Drive, 30 Elis Drive, 31 Elis Drive, 35 Elis Drive, 39 Elis Drive, 40 Elis Drive and 44 Elis Drive.**

After a brief discussion, this agenda item was continued to the next meeting of the Affordable Housing Growth & Development Trust Fund Board.

**4. Review of the Notice of Funding Availability (NOFA) for Fiscal Year 2022-2023.**

Ruth noted that she would like to integrate discussion regarding the incentives for converting existing units to affordable units (agenda item #7) into this agenda item to which Trust members agreed. Ruth referred to and read the redlined copy of the draft NOFA that was provided to Trust members and specifically noted that Applications for Development Activities will be in rounds with the date of the first round, January 22, 2022; and addition of a new paragraph outlining Out-of-Round Exceptions that was read into the record.

Applicable Definitions – Income Definitions. Laura Shufelt noted that this draft definition will require revision so it is clear that the 30% calculation is based on the targeted Area Median Income and not on the eligible occupant’s specific income. It was decided that Ruth and Laura would work together to provide a definition for Income and return to the Trust at the next meeting.

Predevelopment Activities - \$50,000 maximum noting that language will reflect that this initial amount would not need to be expended before asking for additional funds. Ruth also noted that language will be changed to make a positive statement regarding availability of development funds even though an applicant has received pre-development funds.

Development Activities – Affordable Housing - \$75,000 per unit, with the ability to use housing priorities listed to grant a maximum of \$100,000 per unit; \$1,000,000 maximum per project. A discussion ensued about the possibility of providing an additional reimbursement for successful applicants who are seeking funds to convert existing market rate units to affordable units, Ruth will rework the language for the next meeting offering successful applicants the ability to request reimbursement for up to 3 months’ rent to offset required vacancy during the lottery process and for a portion of the costs of conducting the lottery. Clarification was added that only projects with ten or more units would be subjected to the Trust’s evaluation instrument and point allocation system. The per unit maximum amount based upon points was eliminated from the NOFA.

Community Housing – Confirmed update to reflect \$50,000 per unit with a maximum per project funding of \$500,000.

Housing Priorities – Lists established housing priorities for which projects will be given priority in determining award of funds.

Application and Review Process – Ruth noted that contact information has been added to the application with a dedicated e-mail address for the Affordable Housing Trust.

Schedule – After discussion it was decided that revisions will be made to make the approval process clearer.

The above-noted revisions to the draft NOFA will be available at the next Trust meeting, October 29, 2021, for approval by the Trust.

**5. Presentation by Cape and Islands Veterans Outreach Center, Inc. requesting the conversion of the approved loan of \$90,000 in Trust Funds into a grant to support the creation of 5 Single Room Occupants (SRO) Units for homeless veterans located at 1341 Route 134, Dennis MA.**

Mr. Joe Taylor, Executive Director; Mr. Bob Kilmartin, VP of the Board; and Mr. Bill Blaisdell, Treasurer of the Veterans Outreach Center thanked the Trust for support and opportunity to follow up. Mr. Taylor said that the building is fully occupied with three female and two male veterans, and the Veterans Outreach Center would like to have the approved mortgage converted to a grant. Mr. Taylor said that a temporary Affordable Housing Restriction was approved by the State and Ruth confirmed that she is invited to a meeting with the State along, with the Dennis Town Planner, regarding the Affordable Housing Restriction to which the Trust will be a party on October 20, 2021. Mr. Taylor shared that there was an extreme response to the newly available housing, however the qualification process for residents is quite extensive.

Motion was made by Laura Shufelt and seconded by Wendy Northcross to approve a grant in the amount of \$90,000 to Cape & Islands Veterans Outreach Center to support the creation of 5 single room occupants units for homeless veterans located at 1341 Route 134, Dennis, MA subject to the execution of an amended grant agreement and recordation of an Affordable Housing Restriction on the property located at 1341 Route 134, Dennis, MA Roll call vote: Laura Shufelt (yes), Wendy Northcross (yes), Andy Clyburn (yes). Motion carries.

**6. Update on the status of the review of the portion of the property now addressed as 1200 Phinney's Lane, Hyannis, MA (Map 274, Parcel 031) which was formerly owned by the Disabled American Veterans (DAV) for the development of affordable housing.**

David Anthony shared that he had met in September with staff internally and the Police Chief to discuss impacts to the Police headquarters including curb cuts, driveways, driveway relocation, tree removal, and swapping land across the street. It is planned to work with DPW to determine feasibility of a sidewalk for exit only out to Route 132 which would allow the elimination of the cut through at the rear of the property. He noted that the Police request for security fencing was due to people cutting across the property. Also discussed was the temporary use of the property to support the Strawberry Hill sewer extension for staging of materials for 12-18 months. David said that given the outstanding issues on the site, an 18-month license should not impact the outcome of an affordable housing project. He noted one benefit is that the lot will be cleared for the staging, and people would become used to activity and fencing being present on this now vacant lot. Andy Clyburn noted a win/win situation and explained that the sewer project is also a priority of the Town. David noted that the contract can be revoked if the property needs to be released. Laura Shufelt expressed concern that housing funds coming from the State will need to be spent by July 2024. This would require a developer to be on board within the next 18 months. Charlie said that the discussions with Police were productive, however, a deciding factor will be the location of parking. Andy said that the Police Chief had concerns with ongoing Police operations that take place on site such as testing sirens and discussed possible mitigations.

Andy and Charlie said it would be ideal to have a new access off Route 132, but it would take some time and is not the only option.

**7. Discussion of incentives that the Trust may consider offering to property-owners to convert existing market-rate rental units into affordable rental units.**

This agenda item was discussed by the Trust in coordination with agenda item #4.

**8. Correspondence.**

None.

**9. Discussion of topics for future meetings:**

- Update on future staffing support.
- Advertising of the NOFA.
- Discussion about Regional Housing Office at Barnstable County.
- Housing inspections for unit conversions to affordable.
- Jake Dewey Application update.

**Adjournment**

Motion to adjourn was made by Wendy Northcross and seconded by Laura Shufelt Roll call vote: Laura Shufelt (yes), Wendy Northcross (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 10/15/21.

Exhibit 2 – Draft minutes for the 9/24/21 Affordable Housing Growth and Development Trust Fund Board meeting.

Exhibit 3 – Draft Notice of Funding Availability (NOFA) for Fiscal Year 2022-2023

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