



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

Friday, October 14, 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, Mark Milne, Laura Shufelt and Wendy Northcross. Andy Clyburn (absent).

Other Attendees: Elizabeth Jenkins, Director, Planning & Development; Jillian Douglass, Trust Administrator, Planning & Development; Ryan Bennett, Housing Coordinator, Planning & Development; and Ellen Swiniarski, Community Preservation Coordinator, Planning & Development.

Call to Order

With a quorum present, Chairman 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, Laura Shufelt, Mark Milne, and Mark Ells.

Public Comment

None.

Topics for Discussion

1. Approval of minutes for the 9-9-22 meeting.

Motion was made by Wendy Northcross and seconded by Mark Milne to approve the September 9, 2022, meeting minutes as submitted. Roll call vote: Wendy Northcross (yes), Laura Shufelt (yes), Mark Milne (yes) and Mark Ells (yes). Motion carries.

2. Trust Administrator's Updates/Follow-Ups.

Jillian Douglass shared that she met with Amy Harwood, Planning & Development Marketing Manager, to discuss the revisions of the Trust's strategy to a more local audience, targeting smaller scale builders. They discussed interviewing local developers willing to provide feedback on their experience with development in Barnstable and the opportunities that are available to them. Jillian said that from that information, there could possibly be round table discussions regarding current upcoming zoning changes and indicated that it would be an opportunity to outreach to people and obtain feedback. Jillian referenced that Laura had mentioned a video that Mass Housing Partnership (MHP) has prepared that the Trust could possibly mimic as a guidance document for affordable housing development in the Town of Barnstable.

The draft Affordable Housing Growth and Development Trust Fund Board Annual Report has been submitted and a Quarterly Report to the CPC is in progress which will include an update on the veteran's housing project in Dennis.

Jillian shared that there are three potential property owners in Barnstable who may be bringing forward applications for NOFA funds, however, only the Mass Military Family Support Service application is nearing completion and submission to the Trust.

There was brief discussion regarding holding special meetings in reaction to the submission of completed applications, however, it was decided that the standard patten for Affordable Housing Trust meetings will be the first Friday of each month at 9:00 a.m. with the next Trust meeting scheduled for November 4, 2022.

Jillian noted that the two other applications pending will be forwarded once they are complete. Laura Shufelt asked if a financial review of the applications will be performed indicating that it is something she does at MHP. Elizabeth Jenkins noted that a vote of the Trust Board would be required to issue a peer review by an outside consultant if it is decided it is necessary. This question will be revisited once applications are received.

Jillian informed the Trust members that the County has hired a consultant to perform extensive outreach with several community meetings having been held. She confirmed that the focus for ARPA funds, as Laura had previously mentioned, is on the homeless and at-risk population noting that the \$2M is for support services as opposed to construction projects. She noted another funding round that the County will handle will be strictly HOME funds that may be available for construction support. Jillian shared that the County consultant expressed difficulty in measuring populations of homeless individuals, and it is a fluid number. A "point in time" reference is used in the data because of this. She noted that the school enrollment data collected implies there are hundreds of students who are enrolled in school but who do not have a stable address. Jillian reviewed the data for the Hyannis area for sheltered individuals who have availed themselves of emergency shelter at the fixed "point in time". She explained that the County is doing a survey and, in additional to digital survey responses, at the County's request, she has distributed paper copies to several places in town, to provide an opportunity for all who want to take the survey and to share their current housing situation.

Chair Ells inquired if Jillian thought the Trust is an entity that can receive potential ARPA funds. Jillian explained that the Trust could only contribute additional funds to projects that the County is supporting but could not receive ARPA funds directly, unless they are directed to the Trust by the County.

3. Housing Coordinator's Report - Housing Production Plan Update

Ryan Bennett shared that the Housing Production Plan update effort is in full swing referring to a well-attended hybrid format community forum meeting in September at the Adult Community Center. She said there is a second hybrid format community forum scheduled for November 30, 2022, to be held at Town Hall. The findings from the community survey that the consultants have been hosting will be reviewed at the next Housing Committee meeting on November 9, 2022. The consultants will also begin introducing potential goals and strategies of the Housing Production Plan for discussion by the Housing Committee and then presentation at the community forum on November 30, 2022, for public discussion and feedback on those initial strategies. Ryan encouraged everyone to take the survey which has a goal of 500 responses with 200 received so far. She noted that the consultant team has been tracking the matrix of those responding to the survey and their desire to obtain responses from a younger population. She said she will contact the Superintendent of Schools and through Chair Ells, the Cape Cod Community College for the best contacts for this.

4. Discussion of Potential for "Buy-Down" Program for Income-Eligible First-Time Home Buyers

Ryan Bennett said there was discussion at the staff level about bringing forward a buy down program for the Trust's review and consideration and referenced the memorandum provided that summarizes what the program looks like as well as the provision of three different models as examples across the Cape. She explained for those not familiar with buy down programs, that it consists of the use of public funds to buy down the cost of a market rate unit in exchange for a permanent affordable housing restriction. She indicated that there are single family homes that occasionally come on the market that are within reach, but just out of reach for our affordable income eligible buyers. Use of the buy down program is a chance to create an affordable unit for less than the cost of constructing an affordable unit. She explained that home ownership opportunity is an area where affordability efforts should also be focused. Ryan reviewed a few programs in the region as examples: Yarmouth has a buy down program where they offer up to \$150K towards the price of the house for income eligible buyer up to 80% of their AMI; Brewster has a buy down program for \$30K, however it has been inactive likely because there is not enough subsidy, although it had been successful in the past; Wellfleet has a buy down program for up to \$175K per unit which reflects the higher cost of market rate homes in Wellfleet. She noted that all three examples are for 80% AMI and what is being proposed for the Trust's consideration is looking at homes that are eligible to buyers at 81-100% AMI. Laura Shufelt confirmed that AMI must be capped at 100% maximum under the Community Preservation Act, and it could not be limited to Barnstable residents under the Fair Housing Act, however it could be limited to a home located in Barnstable. Ryan said Housing Assistance Corporation (HAC) could be approached to see what their capacity is for assisting applicants with locating the home and closing on the property as this is their area of expertise. Ryan said staff wanted to get feedback to see if the Trust wanted to direct staff to build a potential buy down program out more. Laura suggested that only a maximum limit per unit be included and noted that AMI over 80% cannot use the DHCD universal deed rider which survives foreclosure. Laura suggested as a supplement to a potential buy down program, that the new Mass Dreams program just now rolling out and administered by MHP also be considered as a resource which provides up to \$50K in down payment/closing cost grants with AMI of up to 100%. Laura confirmed that the Mass Dreams program replaces the Gateway Communities buy down program.

Mark Milne indicated that he would support staff putting something together for Trust Board consideration. He questioned if the existing NOFA funds would be reprogrammed and if the NOFA would continue on a rolling basis. Mark explained that the Trust may need to reprogram some of the existing funds dedicated already under the current NOFA if a buy down program is implemented. Chair Ells asked staff to provide details regarding the success of buy down programs in other towns to ensure that the program would be worth the lift for the Trust. He noted that \$150K - \$175K per unit seemed like a valid amount in the current housing market.

5. Update on Town Properties for Affordable Housing

Chair Ells shared that David Anthony will be going before the Town Council on November 4, 2022, for discussion on town owned properties, noting that the top three properties for discussion relate back to Trust activities. He noted there are complications with each piece of real estate owned by the Town of Barnstable that will require processes to reach a desired use of the property.

6. Topics for Future Meetings/Agendas

A future Trust meeting date for a Mass Housing Partnership consultant to attend will be identified once the consultant for the Housing Production Plan update has identified some preliminary goals and strategies.

7. Matters Not Reasonably Anticipated by the Chair

None.

8. Next Meeting Dates

The next meeting date is November 4, 2022, 9 a.m. Wendy Northcross indicated that she would not be able to attend.

Adjournment

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

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

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

Exhibit 1 – Affordable Housing Growth and Development Trust Fund Board Agenda 10/14/2022.

Exhibit 2 – Draft minutes for the 9/9/2022 Affordable Housing Growth and Development Trust Fund Board meeting.

Exhibit 3 – Notes from the 9/29/22 Barnstable County HOME-ARP Outreach- Jillian Douglass

Exhibit 4 - Memorandum -Planning & Development Staff – Community Housing Buy Down Program.

Exhibit 5 – Town of Yarmouth Buy Down Program.

Exhibit 6 – Town of Brewster Buydown Ready Buyer Application.