



Town of Wellfleet  
Wellfleet Affordable Housing Trust  
Board of Trustees  
Minutes of July 19, 2021

Present: Elaine McIlroy, Kathleen Nagle, Sharon Rule-Agger, Harry Sarkis Terkanian, Jim Hood, and Gary Sorkin. Mike DeVasto joined the meeting at 7:31 PM.

The meeting was called to order at 7:03 PM by Mr. Terkanian. All members except Mr. DeVasto were present.

1. Announcements and public comment. Mr. Terkanian asked if the trustees wished to continue meeting virtually or in person. The consensus was to continue to meet virtually.
2. Status reports related to housing activities.
  - A. Mr. Sorkin announced the Housing Angels event at Preservation Hall on August 11<sup>th</sup>. All proceeds will go to this trust.
  - B. Ms. McIlroy announced the response date for the 96 Lawrence Road task force RFP is August 2, 2021. Mr. Hood also noted that Jay Norton had tracked down the status of the electric meter and related structure on Lawrence Road and determined that it is a Verizon installation.
  - C. Ms. McIlroy reported on details of the Community Development Block Grant awarded jointly with the towns of Dennis and Brewster. The grant is for \$1.3 million dollars for home improvement and childcare. The grant includes five \$40,000 grant opportunities for Wellfleet.
  - D. Mr. Terkanian asked if there was a schedule for the 95 Lawrence Road evaluation committee. Ms. McIlroy hopes to complete the evaluation by the end of August. Evaluation committee recommendations go to the selectboard for an award.
  - E. Ms. Rule-Agger reported on the Housing Angel button program. Two buttons have resulted in a \$500 donation. Ms. Nagle noted that the associated flyer has formatting issues when downloaded.
3. Trust financial status. Mr. Terkanian announced that he has scheduled a meeting with the acting town accountant and acting town administrator on July 27<sup>th</sup> to review the status of trust account balances, have they been transferred to the trust, which balances are subject to restrictions on use, are donations being credited to the trust, and the process for paying invoices.
4. Trust support of housing buy down program. The Department of Housing and Community Development (DHCD) has approved using the selection results from the last round to make an award to the second place applicant. Mr. Sorkin announced that in light of a fall town meeting the Community Preservation Committee (CPC) will

be conducting a second round of grant applications this year. Mr. Sorkin noted that the buy down program converts existing housing stock so it does not add to congestion, etc. There was discussion about increasing the amount above the existing \$185,000 amount, \$10,000 of which is spent administering the program. Mr. Sorkin suggested increasing the award amount to \$200,000. Ms. Nagle expressed concern that if there are two active grants they will compete with each other. Mr. Sorkin said that the timing means that the grants are unlikely to overlap and that the Housing Authority controls the timing. Ms. Nagle noted that there are currently only three properties listed for sale in Wellfleet, all of which are priced at over \$1 million. There was some discussion of the trust's role in this process. The consensus is that the Housing Authority presently has the expertise to run this program. Mr. DeVasto joined the meeting. MOTION: Mr. Sorkin moved and Mr. Hood seconded and after discussion it was unanimously voted by roll call vote (7 – 0) to endorse a Housing Authority application for a CPA grant for a second buy down award in the amount of \$210,000.

5. Acceptance of donations by credit card. Mr. Terkanian briefed the trustees on the Town's prior practice of booking the full amount of the grant as income and expensing the card processing fee. Ms. Rule-Agger noted that there are other Internet based payment processing options which are becoming more popular. Venmo and PayPal in particular were mentioned. Mr. Terkanian expressed uncertainty about what current online processing practices are. Mr. DeVasto reported that the Town is moving toward a standard payment platform for credit card payments. Mr. Sorkin has previously raised the question with the treasurer and that service charges are approximately 3% of the transaction. He also noted that the Housing Authority is looking at a redesign of their web site which could include an online donation capability. Mr. Terkanian will add this to the list of subjects for next Tuesday's meeting with the accountant. Mr. Sorkin asked if he could participate in that meeting.
6. Community Preservation Act (CPA) grant agreements. Mr. Terkanian introduced the issue of identifying which CPA grant agreements still had unspent balances so that we will know if any Trust funds are encumbered. The issue is still open with the accounting department. Mr. Sorkin estimates that the CPC has about \$700,000 in uncommitted CPA funds.
7. Possible CPA grant applications. Discussed as part of item #4 above.
8. Audit. Mr. Terkanian noted that the trust is required to have its books and accounts audited by an independent auditor annually. He suggested that the selectboard be asked to include the trust audit as part of the Town's annual audit.
9. Paine Hollow Road escrow request. There is no document to review so no action was taken.
10. Status of Mass Housing Partnership (MHP) technical assistance grant. Mr. Terkanian reviewed the sample mission statements from the MHP to which he has added a possible mission statement drafted by Ms. McIlroy and a version of her draft with Mr. Terkanian's suggested revisions. Discussion focusing on Ms. McIlroy's draft. MOTION: Mr. DeVasto moved and Ms. Nagle seconded and after discussion it was unanimously voted by roll call vote (7 – 0) to adopt the following as the Trust's mission statement: "The mission of the Wellfleet Affordable Housing Trust is to create,

preserve, and support an adequate supply of quality year-round homes. The goal is to increase rental and ownership opportunities that are affordable to people earning from 30% to 120% of the Barnstable County Area Median Income. The Trust works collaboratively to expand the year-round housing supply available to people at all stages of their lives to support an inclusive and welcoming community.” The trustees also reviewed the “Strategies and tasks” document from MHP. Ms. Rule-Agger suggested adding a strategy of support for accessory dwelling units (ADUs) to the Trust’s tasks. Mr. Terkanian asked what types of support are contemplated? Ms. Rule-Agger listed low interest loans and outreach as possibles. Mr. Terkanian and Ms. McIlroy suggested removing “trustee education” strategy. Mr. DeVasto felt that financial support for ADU construction without affordability guarantees was problematic. Mr. Sorkin asked whether some of the strategies and tasks assigned to the Local Housing Partnership (LHP) more properly belonged with the Trust’s responsibilities.

11. Support for ADUs. Ms. McIlroy noted that the Homeless Prevention Council (HPC) has raised the possibility of applying for a State/Federal grant. Other ideas include self help groups, locating financing sources, ‘how to” guides for applicants, and rental support for income eligible tenants. Mr. DeVasto and Mr. Terkanian felt that any construction financing of ADUs should be linked to permanent or long term affordability restrictions.
12. Next meeting agenda and date. Items requested include: a request for proposals for development of the Housing Authority’s Freeman Ave property. Ms. McIlroy will forward the status memo on Freeman Ave. and a draft RFP to the chair. Next meeting scheduled for August 16, 2021 at 7:00 PM.
13. Approval of minutes of June 28, 2021 (open session). MOTION: It was moved by Mr. Sorkin seconded by Mr. Hood and after discussion unanimously voted by roll call vote (7 – 0) to approve the minutes of the June 28, 2021 open session.
14. Executive session. Mr. Terkanian as chair stated that: (1) The purpose for convening the executive session is to consider the purchase, exchange, lease or value of real property; (2) the trustees will adjourn from the executive session and will not reconvene in open session; and (3) having a discussion in open session would have a detrimental effect on the Trust’s negotiating position. MOTION: It was moved by Ms. Nagle seconded by Ms. Rule-Agger and unanimously voted by roll call vote (7 – 0) to adjourn the open session and reconvene in executive session.
15. The open session was adjourned at 8:40 PM.

Respectfully submitted

Harry Sarkis Terkanian, Chair

Public documents:

1. Draft minutes of June 28, 2021 open session.
2. MHP sample mission statements document.
3. MHP housing organization strategies and tasks documents.