


ORLEANS TOWN CLERK

Affordable Housing Trust Board

Minutes

Monday, August 18, 2025 at 3:00pm

Skaket Room, Orleans Town Hall or via Zoom

The Affordable Housing Trust Board (AHTB) met on **Monday, August 18, 2025 at 3:00pm** in the **Skaket Room** at Orleans Town Hall (19 School Road, Orleans) and via Zoom. Real-time public access was provided by Orleans Channel 8 on the Town website.

Present for the AHTB: Alexis Mathison, Tom Jurkowski, Fran Mustaro, Scott Flood, and Andrea Reed. Ria Smith and Susan Carlson were absent. Assistant Director of Planning & Community Housing Elizabeth Jenkins also attended.

Call to Order. Chair Mathison called the meeting to order at 3pm.

Public Comment. No one presented for public comment.

Project Updates.

- a. 19 West Road – Mr. Rio Sacchetti from Pennrose provided an email reporting that currently there were 17 occupied units and 16 applicants currently going through compliance checks before signing leases at Phare.
- b. 107 Main St – Mr. Scott Flood reported that construction is 90 % complete. Interior finishing is underway. Occupancy is on track for October. 400+ applicants have applied for the lottery which will be finished at the end of August. There was some discussion of acknowledgement of the Town's support for the project.
- c. 66 - 76 Route 6A (Governor Prence) -Mr. Charles Dirac from POAH joined via Zoom with a brief update. He said that efforts are focusing on preparing to apply for a comprehensive permit. Landscape, architecture, and design packages are being finalized. He is aiming for a mid-September submission to the town. The demolition plan is finished and a Request for Bids has been issued. There have been some expressions of interest. Other sources of funding are being investigated. Demolition should occur in early 2026. He reviewed the total number of units in the full project: 61 units in Phase 1 by POAH, 10 town homes by HAC, and 7 homes by Habitat. \$1.5million has been committed by the AH Trust. Another \$1.5 Million will be needed. There was some discussion about the Trust taking equity in some properties, not necessarily this one. The matter was touched up later in the meeting.
- d. 44 Main Street – There are no further updates at the moment.

22 Old Tote Road – 4 units of Rental Housing

- a. Request for Proposals – The draft RFP is ready to go but some finalization is still to occur around the retention of the current tenants. The RFP should be published this week and close in 45 days.
- b. Update on Affordable Housing Restrictions – draft restrictions are now available and can accompany the RFP to provide guidance to the ultimate project holder

for lottery compliance and monitoring.

Discussion explored income “bands” and establishing guidelines for rentals. How do we retain qualified renters

Discussion of Notice of Funding Availability (NOFA) - Development Activities Criteria, Priorities, Funding. Ms. Jenkins suggested that if the Trust wants to look at assisting some other projects not funded by the Town/Trust, some guidelines should be developed with clearly defined eligibility and priorities or value points to the Trust. (10 Year Housing Plan - Chapter 2 Housing Vision, Goals and Strategies provide a starting point for discussion). Ms. Reed referred to the concise and transparent communication by Falmouth (*see meeting packet for a copy of this document*).

The hope is the new zoning plan will encourage lots of independent development in Orleans and the Trust should prepare to drive or support much of it to include affordable or attainable housing. Incentives should be included to help drive attainable housing (and affordable housing).

There was a lengthy discussion about how the Town can guide development activities around the Town. Zoning guidelines are one aspect but so are energy and climate sensitivities, design guidelines, and affordable housing guidelines as well.

Ms. Jenkins noted the development at Bayberry Square as a possible opportunity to partner.

There was discussion about how rigid to control projects or models of development versus a looser, more flexible project-by-project approach. A further workshop or discussion will explore various approaches.

The Committee agreed they wish to continue to advance a NOFA-type document for Orleans.

Updates and other information from Elizabeth Jenkins, Assistant Director of Planning & Community Development.

- a. Current Trust Balance (attached in Meeting Packet)
- b. Ms. Jenkins said there was no update to the development report
- c. 11 people are in the Rental Assistance program.

Approval of Minutes from July 15, 2025.

Ms. Reed moved to approve the minutes of July 15, 2025. Mr. Jurkowski seconded the motion. All voted Aye. Motion carried: 5-0-0.

Adjournment.

Ms. Reed moved to adjourn. Mr. Jurkowski seconded the motion. All voted Aye. Motion carried: 5-0-0.

Meeting adjourned at 4:02pm.

*Respectfully submitted,
Jennifer Fountain*