

Affordable Housing Trust
Friday, January 17, 2020 – 1:00 PM
Donn B. Griffin Room, Harwich Town Hall
732 Main Street, Harwich

AGENDA

**As required by Open Meeting Law, you are hereby informed that the Town will video and audio taping as well as live broadcasting this public meeting. In addition, anyone who plans to video or audio tape this meeting must notify the Chairman, prior to the meeting.*

- I. Call to Order**
- II. Public Meeting**
 - a. Public Comment & Announcements
 - b. Approval of Minutes – December 5, 2019
 - c. Discussion with Jennifer Goldson of JM Goldson Preservation + Planning, and possible vote regarding the Action Plan
 - d. Update and possible vote on Affordable Housing Trust land inventory
 - i. Sisson Road
 1. Presentation from Bohler Engineering and Laura Shufelt, MA Housing Partnership, on engineering results
 - ii. Oak Street – presented by Don Howell
 - e. Discussion regarding Chloe’s Path – presented by Don Howell
 - f. Update and possible vote on Holy Trinity Church – presented by Don Howell
 - g. Member Reports
 - h. Housing Coordinator Report – presented by Andrea Aldana & Pelinda Deegan
 - i. Affordable Housing Trust Funds Report
 - ii. Update on joint meeting with Affordable Housing Committee
 - iii. Review revised Pine Oaks Video
 - iv. January 16th training on Zoning for Housing to Protect Open Space, 5pm-7pm, Harwich Community Center
 - v. Update on Harwich Post-Institute Wrap-Up – to be rescheduled
 - vi. December Monthly Report
 - i. Agenda building – February 2020
- III. Other Business**
- IV. Next Meeting Date**
- V. Adjournment**

** Per the Attorney General’s Office: The Board of Selectman may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following “New Business.” If you are deaf or hard of hearing or a person with a disability who requires an accommodation, contact the Selectmen’s Office at 508-430- 7513.*

Authorized Posting Officer:

Charleen Greenhalgh

Posted by: _____

Date:

Affordable Housing Trust
Thursday, December 5th, 2019 – 3:00 PM
Donn B. Griffin Room, Harwich Town Hall
732 Main Street, Harwich
MINUTES

MEMBERS PRESENT: Chair, Don Howell, Vice Chair, Larry Brophy, Clerk, Brendan Lowney, Judith Underwood, Joe Powers.

MEMBERS NOT PRESENT:

OTHERS PRESENT: Director of Housing Advocacy, Community Development Partnership, Andrea Aldana, Housing Advocacy Program Manager, Community Development Partnership, Pelinda Deegan.

Meeting was called to order at 3:00 PM by Mr. Howell.

Public Comment & Announcements:

Elaine Shovlin, Chair of the Real Estate/Open Space Committee, shared her findings about the Chatham Coast Guard having difficulty finding housing. Mr. Howell emphasized the need to address the lack of housing opportunities for firemen, policemen and teachers.

Approval of Minutes: October 24, 2019

Mr. Howell asked for a motion to approve the minutes from the October 24th meeting. Mr. Brophy moved and seconded by Ms. Underwood. Mr. Howell, Mr. Lowney, Mr. Brophy and Ms. Underwood voted to approve the motion, Mr. Power abstained (4-0-1).

Reorganization of officers – presented by Don Howell

Mr. Howell called for nominations for officers of the Affordable Housing Trust. Mr. Howell introduced Mr. Joe Powers as the acting Town Administrator. Mr. Howell added that it is an appropriate time to reorganize the Trust structure under the Home Rule Charter which requires a reorganization every year after the beginning of the fiscal year. Mr. Howell pointed out that new officers will only be effective until June 30th.

Ms. Underwood moved to nominate Don Howell as Chair. Mr. Brophy suggested that Don Howell remains the Vice Chair and have a vacant Chair position. There is a discussion on the need to fill the Chair position. Mr. Brophy seconds Ms. Underwood's motion, which passes unanimously (5-0-0).

Mr. Howell asked for a motion to nominate Mr. Brophy as Vice Chair, Mr. Lowney so moves Ms. Underwood seconds. The motion passes unanimously (5-0-0).

Mr. Howell asked for a motion to nominate Mr. Lowney as Clerk. Mr. Brophy so moves Ms. Underwood seconds, the motion passes unanimously (5-0-0).

Execute 2018 and 2019 Community Preservation Committee (CPC) grant agreements

Mr. Howell provided background on the CPC applications. On a motion by Mr. Brophy, seconded by Ms. Underwood, the Trust voted unanimously to accept the Community Preservation Committee 2018 grant agreement, in the amount of \$500,000 and authorize the Chair to sign the CPC contract. The motion passed unanimously (5-0-0)

Mr. Brophy moved to accept the 2019 CPC grant agreement, in the amount of \$340,000 and authorize the Chair to sign the CPC contract. Ms. Underwood seconded. The motion passed unanimously (5-0-0).

Vote to approve letter of support for the Harwich Housing Authority's \$200,000 CPC request to continue the Rental Assistance Program

Mr. Howell provided background on the Harwich Housing Authority's Rental Assistance Program. A draft letter of support was provided to Trust members at the meeting. Ms. Underwood moved to approve the letter of support for the Harwich Housing Authority's CPC request in the amount of \$200,000 to continue the Rental Assistance Program. Mr. Brophy seconds, the motion passed unanimously (5-0-0).

Planning discussion

Mr. Howell provided an overview of how he would like to conduct the Trust moving forward by establishing housing goals and priorities. He reiterated that in regards to public forums and increasing public participation, evening meetings may be scheduled occasionally. In addition, Mr. Howell stated that there will be an ongoing "Agenda Building" agenda item so that Trust members have the opportunity to include issues important to them.

Mr. Howell stated an observation regarding education and training for the Zoning Board of Appeals. He shared his concerns about regulatory boards receiving appropriate training beyond open meeting law education. Mr. Howell would like to make a concerted effort to encourage members of the Zoning Board of Appeals to attend and partake in trainings such as the Chapter 40B training that was offered earlier in the year through the Lower Cape Housing Institute. Mr. Howell made a suggestion to draft periodic reports to be presented to the Board of Selectmen. Mr. Powers agreed with Mr. Howell. He indicated that Boston University sponsored a training for the Board of Health. Mr. Howell emphasized that the Board of Selectmen are interested in aligning regulatory bodies with appropriate training.

Housing Coordinator Report

Mr. Howell provided information on Trust fund balances which will now be provided by the Finance Director, Carol Coppola. Mr. Howell provided Ms. Aldana the Trust balance report and indicated that this is the report the Trust will be receiving moving forward. Ms. Aldana stated that the Trust balance is \$868, 355.

Ms. Aldana provided an update on the 6 Gomes Way affordable homeownership resale on which no further action is required. In regards to the parcels and engineering work for Oak Street, Ms. Aldana deferred to Mr. Howell to provide the update. Mr. Howell stated that he had a discussion with Mr. Powers and the plan is to get draft a scope of work prior in order to issue a Request for Solicitations. Ms. Aldana reminded the Trust of the Bohler Engineering proposal, received in

October for \$13,000. Mr. Howell stated the need for further discussion on the engineering work needed for Oak Street.

Ms. Aldana provided an update on the Sisson Road parcel. The Trust is waiting on the results on the results of the survey being conducted by Bohler Engineering. She suggested that they be invited to the January meeting to present their findings. Mr. Howell agreed that they should be invited to the January meeting. Mr. Howell collected consensus on a meeting date for January. Trust members agreed tentatively to January 16th.

Mr. Powers questioned the timeframe for the Oak Street proposal. Ms. Aldana stated that the Trust is a few months out, depending on when the Request for Solicitations is released.

In regards to Deacon's Folly, Ms. Aldana stated that this CPC application is no longer viable because the property was purchased by a third party. Mr. Howell expressed his disappointment as a collaboration between the Harwich Conservation Trust and the Real Estate/Open Space Committee would have been a great opportunity. Mr. Powers added that he spoke to the buyer and that reconsideration is not negotiable.

Mr. Brophy moved to remove the Deacon's Folly CPC application from consideration, Ms. Underwood seconded, the motion passed unanimously (5-0-0).

Ms. Aldana provided an update on the Action Plan. Jennifer Goldson will be invited to the January meeting for a kick-off discussion regarding the Action Plan process. Ms. Aldana invited Trust members to attend a Harwich Post-Institute Town Wrap-Up that will be provided for Harwich town officials and staff. She also shared the following training opportunities:

- Introduction to Form-Based Code, December 12th, 5pm – 7pm, Harwich Community Center
- Zoning for Housing to Protect Open Space, January 16th, 5pm – 7pm, Harwich Community Center

Mr. Howell suggested that invitations should be sent to all members of the Planning Board and the Zoning Board of Appeals (ZBA) via email regarding upcoming training opportunities. A discussion on the regulatory board members' attendance at past trainings continued. Mr. Howell recommended to try a different approach in which tailored trainings should be an agenda item in their meetings. Mr. Brophy added that having ZBA and Planning Board to attend a training in a posted joint meeting would be advantageous.

Agenda Building – January meeting

Mr. Lowney stated that he appreciates this new ongoing agenda item. He added that it is a great opportunity to be inclusive and share important issues. Mr. Brophy agreed. Members discussed future meeting times in addition to joint meetings with the Affordable Housing Committee. Mr. Howell will contact the Chair of the Affordable Housing Committee to plan a joint meeting.

Discussion and possible vote, on home located on the Grounds of Holy Trinity Church, Rte.

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The Planning Department received an emailed request regarding the availability of a residential historic building that needs to be moved, the topic was added to the agenda in a revised posting. Mr. Lowney recused himself for this discussion. Mr. Howell suggested the Trust vote to request the Historical and Historic District Commission to consider a one-year tear down moratorium which will provide time to assess the viability of this building presented to the Trust for potential housing purposes. Mr. Brophy agreed with Mr. Howell that time is need to get more information. He said that it would appear that there are abutters that are interested in keeping the building.

Mr. Powers questioned if there would be a hearing or an application on a tear down moratorium. Mr. Powers stated that he is familiar with the demolition bylaw. He questioned if there are other applicants and other entities interested. He stated that it would be appropriate for the regulatory body that is responsible to consult the demolition delay bylaw. Mr. Howell emphasized that the Trust needs more time to make an informed decision. He also recommended a vote to write a letter to the owner of the property stating that the Trust has interest but the Trust is not in a position to assess the building for housing at this time.

Mr. Bodin approached the podium to provide insight on the cost of moving a house. He recommended acquiring data on how much would it cost to move the building. Mr. Howell agreed and emphasized this is the reason the Trust needs more time.

Mr. Brophy moved to draft two letters: (1) to the property owner and (2) to the Historical Commission. Mr. Brophy stated that he will submit the letters to the Town Planner, Ms. Greenhalgh. A second was not provided and Mr. Lowney abstained, the motion passed (4-0-1).

Other Business:

None

Next Meeting Date:

The Trust discussed January 13th and January 17th as potential dates for the next meeting, pending availability of invited guests.

Mr. Brophy moved to adjourn and Ms. Underwood seconded, the motion passed unanimously (5-0-0). Meeting adjourned at 4:16 pm.

Respectfully Submitted,
Pelinda Deegan

Adopted:

AFFORDABLE HOUSING TRUST
732 Main Street, Harwich, MA 02645

508-430-7513



December 9, 2019

Joseph Nolan
55 Shore Road
West Harwich, MA 02671

RE: Holy Trinity Parish House, Route #28, W. Harwich, MA

Mr. Joseph Nolan;

The Roman Catholic Church, thru the Arch Diocese of Fall River owns the property located on Route #28 in West Harwich adjacent to the Holy Trinity Church (the "Church"). The old Rectory is in excess of 100 years old and thus comes under the purview of the Harwich Historic District and Historical Commission, ("HDHC")

The Archdiocese wishes to use the property for another purpose and has no use for the building and it is thus surplus to the needs of the "Church".

The building inspection of the building by Jeff Smith, "The Home Inspector" on March 26, 2018 indicates that with some improvements, upgrades and code improvements the structure could be made habitable for residential use again. If the building were to be moved, it would need to be set on a new foundation, made habitable, reinspected and issued a new Certificate of Occupancy.

The Harwich Affordable Housing Trust ("HAHT") has been offered the property for a nominal fee of \$1.00 and the Church offered \$20,000 to defray the cost of relocating and making it habitable for reuse.

At this point in time we would suggest the HAHT suggest to the HDHC that they impose a voluntary one year Demolition Delay moving forward from the date of their November meeting. We would further suggest that the HAHT immediately explore the cost of relocating and rehabilitating the Parish House for residential use.

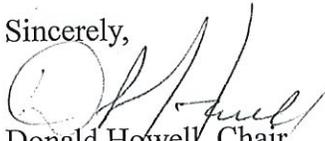
Further, if the HAHT finds it cannot move forward, or another viable candidate or entity comes forward and expresses an interest, the HAHT can pass on the opportunity and hand off the project to another entity, either public or private then that option can be pursued.

Thus, these options allow the ability to save the building that the inspection indicates is worthwhile, albeit with some health and safety issues. It also allows the ability to provide housing. Further, the HDHC has the ability to remove the Demolition Delay at any time should a viable option become available.

Therefore, this process, although a bit verbose, allows the saving and reuse of the building, imposes a delay until such time as an option can be proposed and allows the HAHT, the Arch Diocese, the HDHC and public and private entities to weigh in for the benefit of the Town of Harwich.

We look forward to working together to create a workable solution to all.

Sincerely,

A handwritten signature in cursive script, appearing to read 'D. Howell', written in dark ink.

Donald Howell, Chair,
Harwich Affordable Housing Trust

cc: HDHC



community development partnership

December 2019 Monthly Report Town of Harwich

1. Office Hours

- a. Held weekly office hours on Thursdays, 8:30 am – 4:00 pm: December 5th, December 12th, December 19th, December 30th
 - Standing bi-weekly meetings with Don Howell and Charleen Greenhalgh on Thursdays at designated time.

2. Provide support to Town housing-related committees as directed by Town

Administration

- a. Provide staff support to Affordable Housing Trust (AHT)
 - 12/5/19: Held meeting with Don Howell and Charleen Greenhalgh. Finalized agenda for the AHT December 5th meeting. Staffed AHT meeting and drafted 12/5 meeting minutes.
 - 12/19/19: AHT 12/5 meeting follow-up tasks. Completed and submitted 12/5 meeting minutes to Don Howell.
 - 12/30/19: Completed December monthly report. Continued to work on Master List for Harwich SHI properties.
- b. Pre-development tasks
 - 12/5/19: Ongoing correspondence with Laura Shufelt, Massachusetts Housing Partnership, for Oak Street and Sisson Road updates.
 - 12/5/19: Ongoing correspondence with Jennifer Goldson, JM Goldson Preservation + Planning, for Action Plan and attending January AHT meeting.
 - 12/5/19: Coordinated with Don Howell and Joe Powers regarding Scope of Work solicitation.

3. Monitor existing units on Town's Subsidized Housing Inventory (SHI)

- 12/12/19: Met with John Stewart, Executive Director of the Harwich Housing Authority to discuss Department of Housing and Community Development Subsidized Housing Inventory Annual review.
- 12/12/19: Researched and completed Community Housing Sheet for Pine Oaks Village 2.
- 12/25/19: Researched and began draft of Community Housing Sheet for Pine Oaks Village 3. Continued work on Harwich SHI Master List.

4. Building relationships and gathering information

- 12/20/19: Viewed the Town of Brewster's Affordable Housing Trust meeting video to get information on the town's ADU applications.

5. Community Outreach & Response

- 12/12/19: Ongoing correspondence with a Harwich citizen applying for housing.

ADVANCED TRAINING

ZONING FOR HOUSING TO PROTECT OPEN SPACE

Smart and intentional zoning to preserve and protect Cape Cod.

Historically, there has been tension between housing and open space, but it doesn't have to be that way. In fact, smart & intentional zoning should support, rather than conflict with, our region's ability to preserve and protect this beautiful place that we call home. This advanced training will focus on successful examples of Open Space Residential Development (OSRD) for multifamily. We'll discuss zoning options that allow for compact housing and inclusive neighborhoods (including a brief overview of Chapter 40B). We'll also talk about ways to develop and strengthen zoning incentives to encourage redevelopment of existing properties.

WHO:

Judi Barrett of Barrett Planning Group

WHERE:

Thursday, January 16, 2019
5pm – 7pm

WHEN:

Harwich Community Center, Room 5
100 Oak Street
Harwich, MA 02645

[CLICK HERE TO REGISTER](#) or Contact Pelinda Deegan, Housing Advocacy Program Manager at (508) 240 - 7873 x 15 or email at pelinda@capecdp.org



2019
LOWER
CAPE
HOUSING
INSTITUTE

**POST
INSTITUTE
WRAP
UP**



Facilitate communication within your own town



Energize around housing production



Facilitate alignment across boards and committees



Communicate your commitment to housing

HARWICH

Your Post-Institute Town Wrap-Up is an extension of the Lower Cape Housing Institute, think of it as Session 7. This professionally facilitated session is an important and rare opportunity for you and your peers to focus on what matters most and align around specific goals and actions. This year, we're working closely with your town captain Charleen Greenhalgh to tailor the session to your needs. Use this free, individualized wrap-up session to accomplish what feels most pressing in your town. We'd love to hear from you about how to make your session the most valuable for all. As always, refreshments will be served.

Monday, December 16, 2019

10 AM - 12:30 PM

Community Center | 100 Oak Street

RSVP:

Click here to register online or contact Pelinda Deegan, Housing Advocacy Program Manager, Community Development Partnership
Phone: (508) 240 - 7873 x 15 Email: Pelinda@capecdp.org

2019
LOWER
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**POST
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ORLEANS

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Community Center | 100 Oak Street



Facilitate communication within your own town



Energize around housing production



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Communicate your commitment to housing

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Click here to register online or contact Pelinda Deegan, Housing Advocacy Program Manager, Community Development Partnership

Phone: (508) 240 - 7873 x 15

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