

Affordable Housing Trust
Thursday, August 15, 2019 – 2:00 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 tape this public meeting. Anyone who plans to video or audio tape this meeting must notify the Chairman now..*

I. Call to Order

II. Public Meeting

- a. Public Comment & Announcements
- b. Approval of Minutes - July 18, 2019
- c. Discussion and potential vote on Community Preservation Act (CPA) application – presented by Chris Clark
 - i. Annual request
 - ii. Specific projects
 1. Discussion regarding joint application and prioritization of Deacon’s Folly.
- d. Update on Affordable Housing Trust land inventory
 - i. 1A – Oak Street
 - ii. 1B – Sisson Road, 2008 HECH site plans
- e. Discussion and vote on renewal of Year 2 Housing Coordinator Contract with Community Development Partnership – presented by Chris Clark
- f. Overview and discussion on Harwich Housing Production Plan – presented by Charleen Greenhalgh
 - i. [Link to complete 2019 Housing Production Plan](#). Executive Summary included in packet.
- g. Discussion and possible vote on Habitat For Humanity Resale opportunity
- h. Housing Coordinator Report – presented by Andrea Aldana & Pelinda Deegan
 - i. Affordable Housing Trust Funds Report
 - ii. Subsidized Housing Inventory Monitoring Update
 - iii. Update on Action Plan
 1. Final Scope of Work
 2. List of qualified consultants
 - iv. Harwich Housing Facebook guidelines
 - v. July Monthly Report
- i. Discussion and potential vote on formal meetings scheduled every third Thursday of the month at 2 pm and informational meetings to be scheduled in the evening.

III. Other Business – Lower Cape Community Housing Flyer

IV. Next Meeting Date – September 12th at 2 pm

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, July 18th, 2019 – 2:00 PM
Donn B. Griffin Room, Harwich Town Hall
732 Main Street, Harwich

MINUTES

MEMBERS PRESENT: Chair, Christopher Clark, Vice Chair, Don Howell, Brendan Lowney, Larry Brophy, Judith Underwood

OTHERS PRESENT: Director of Housing Advocacy for Community Development Partnership, Andrea Aldana, Housing Advocacy Program Manager Community Development Partnership, Pelinda Deegan, CEO of Wise Living, Chris Wise, Board of Director at Mid Cape Church Homes, Al Eaton, Elaine Shovlin, Chair of Real Estate and Open Space

Meeting was called to order at 2:05 PM by Mr. Clark.

Approval of Minutes:

May 16, 2019 and June 20, 2019 – Mr. Brophy makes a motion to approve the minutes for May 16, 2019. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Public Comment & Announcements:

Mr. Eaton introduces himself as a member of the Board of Directors at Mid-Cape Home Churches.

Mr. Howell added that he met with Real Estate and Open Space committee and had a productive discussion. There is a mutual understanding of involvement and engagement moving forward and Mr. Howell thanked members of the Real Estate and Open Space for attending the meeting.

Presentation and discussion with Chris Wise, CEO of Wise Living about potential development in East Harwich

Mr. Wise introduced himself as a developer with projects in Harwich and Chatham: the Melrose and Harwich House. He purchased a 12 acre parcel off of Route 137, behind the charter school in East Harwich. Mr. Wise indicated that he has met with Laura Shufelt from Massachusetts Housing Partnership as well other municipal staff to gather preliminary information. He has conceptual plans and is interested in 1 to 3 bedroom duplexes, 8 to 10 units per acre, rental housing under 40B, uncertain whether the project will be subject to the Local Initiative Program (LIP) or not. He reiterated throughout the discussion that while he has conceptual plans, he is an “open canvas” and the objective is to introduce his interest in developing in East Harwich. Mr. Wise said that he has no specific ask but realizes for the project to be successful, he will need support from the community and the town. He believes the opportunity is there as the location is within smart growth principles such as the close proximity to the charter school, businesses, Stop & Shop, bus stop and access to Route 137.

Ms. Underwood mentioned that she is familiar with his previous work with senior housing and confirmed with Mr. Wise if the development will be available to other groups of the community beyond seniors. Mr. Wise answered that it will not be a typical Wise Living rental and will have a component of workforce housing as there is a great need for rental. He is uncertain of the

specific make-up but indicated that it is consistent with the goals of more rental opportunities which Mr. Howell agreed with. Mr. Wise stated that he is looking at 800 – 1100 square foot apartments, 1 to 3 bedroom units, within market rate of 1200 – 1500 dollars per month, consistent under the 40B requirements and 80% Area Median Income (AMI).

In regards to the development being rentals for workforce housing and market rate, Mr. Howell pointed out the net-neutrality agreement involving the Comprehensive Wastewater Management Plan (CWMP) and encouraged Mr. Wise to approach the Board of Selectmen to come up with a scenario to include his plan. Mr. Clark confirmed details of Mr. Wise' development with the planning board. Mr. Wise indicated that the filing with the Planning Board is a back-up plan to cover his basis and fiduciary.

Mr. Clark requested Ms. Greenhalgh to provide an explanation of what a LIP is and what a partnership involving a LIP entails. Ms. Greenhalgh provided a brief summary. She referred to LIP as a friendly 40B, in which the developer approaches the town with a conceptual plan, it is presented to the Board of Selectmen in which they either support or do not support. If they support the plan, it is considered a "friendly 40B". She added that there are mechanism regarding the process of becoming affordable such as Tax Income Credits. She provided an example with Habitat for Humanity's project currently in West Harwich which was done as a friendly 40B. The town supports project which then goes to the state. They conduct an on-site visit to vet and welcome input from the community. Mr. Wise emphasized that either way, whether this project involves a LIP or considered a friendly 40B, his goal is to ensure that he goes through the appropriate process in the most simplest and considerate way as the objective is that his project is a community project.

Mr. Howell referred to the town's Subsidized Housing Inventory (SHI) which was 5.5% and mentioned that the town will not be able to reach the goal of 10% SHI with the limited funds the Trust has. He confirmed that the Trust is looking for partners with similar goals. Mr. Brophy, Mr. Lowney and Ms. Underwood all agreed in that Mr. Wise has the Trusts' support and the partnership will be beneficial for the community. Mr. Clark questioned the timeline of the project. Mr. Wise mentioned indicated that within the next 3 weeks, he is focused on sewer issues and getting utilities work lined-up in which case, he is anticipating a proforma. Mr. Wise is open to engaging with the community and working with abutters. Ms. Greenhalg pointed out timeline with the sewer project which may have impact with Mr. Wise project. Mr. Clark stated that a pre-construction meeting was previously conducted which is set to begin in August. He explained that the Town of Harwich has been coordinating meetings with Chatham and that Route 137 is included in Phase I. Mr. Howell informed that the contract with Chatham has a cap and encouraged Mr. Wise to draft a plan. Mr. Brophy and Ms. Underwood agreed and added that Mr. Wise should start the process to be included contractually within the sewer flow, to maintain neutrality. Mr. Wise indicated he will verify and resend his information. Mr. Wise indicated that Ms. Greenhalgh will be his point of contact for further information.

Presentation on examples of small housing development projects by Chris Clark

Mr. Clark provided an overview of small housing developments using *Missing Middle Housing* which is a graphic information of varying designs of housing. He provided examples of housing that already exists in Harwich: Kimberwoods and Thankful Chase Pathway.

Discussion on renewal of Year 2 Housing Coordinator Contract with Community

Mr. Clark reminded everyone the Board of Selectmen approved the initial contract as the AHT was not established. He mentioned that it was appropriate that Trust approve the extension of the contract. Since the contract materials were not included in the agenda packet, the Trust is not able to vote on the contract. The contract will be tabled for the next meeting to be added on the agenda packet.

Housing Coordinator Report

Ms. Deegan provided information on the Trust balance for July: \$885,163.83. Mr. Howell pointed out that the Community Preservation Community (CPC) should be aware that the Trust will require more funds to accomplish their goals. Mr. Clark confirmed that CPC applications are due by October 1st. Ms. Greenhalgh confirmed that the housing coordinator team has the CPC application listed on the agenda for the next meeting. Mr. Clark requested initial thoughts on the amount to be requested and added that he and Ms. Aldana presented at the CPC public hearing. Mr. Howell reminded the Trust that they have jurisdiction on town land, they set up the Trust, hired a housing coordinator and emphasized the need to show a successful outcome. Ms. Greenhalgh stated that with the application last year, the amount requested was \$340,000 based on what was anticipated for affordable housing funds. Mr. Clark is recommending to request \$540,000 with the idea of 30 to 40,000 goes to the staff support and \$500,000 towards development. Mr. Howell mentioned that as a liaison to the CPC, they have been very cooperative. Specifically, since the establishment of the Trust, there is an understanding that the Trust should be considered as a priority in terms of funding. Mr. Clark stated that for other people submitting a CPC application, he is hoping for an opportunity to coordinate prior to the Trust submitting a CPC application. Mr. Howell added that the Trust should attend other meetings prior to the application. Mr. Brohpy indicated that by October, the Trust can present to the CPC their plan to move forward which would justify the amount of funds requested. Ms. Underwood questioned if an amount was requested, can CPC reduce the amount. Mr. Clark answered responded yes, that they can adjust the amount.

Ms. Deegan provided the Subsidizing Housing Inventory (SHI) update, 333 affordable units. Mr. Clark and Mr. Howell reminded viewers at home and the audience the importance of maintaining units' affordability. In particular, the Pine Oaks units as largely contributing to the SHI list.

Ms. Aldana presented the Action Plan, Scope of Work referencing the Grafton Action Plan. Based on the level of community engagement, implementation, funding guidelines the estimate is between \$10,000 to \$25,000. Mr. Clark and Mr. Howell requested an enhanced plan with the community engagement component.

Ms. Deegan presented the Trust with a newly created Facebook Page. Mr. Howell confirmed that this page is not participatory and the comments are disabled. The Trust discussed what types of content to add in the Facebook Page. Mr. Clark brought up the idea of creating videos and the idea of interviewing Pine Oaks resident.

Update on Affordable Housing Land Inventory Tracker

Update on Deacon's Folly and a feasibility study on Oak Street. Ms. Greenhalgh indicated that she spoke with Mr. Lach from the Conservation Trust. Mr. Lach and Ms. Greenhalgh is planning

attending the Real Estate Open Space (REOS) committee to further discuss a partnership between Conservation Trust and affordable housing related to a Community Preservation Act (CPA) joint application. Mr. Clark asked Ms. Shovlin, introduced herself as the new Chair of REOS and pointed out that they have had discussion to change their meeting dates to increase attendance. She added that there will be a REOS representative to attend the Affordable Housing Trust meetings. Mr. Howell added the task of identifying “owner’s unknown” titles and making it a priority. The discussion ensued related to “owner’s unknown” related to finding a resource to continue this effort. Ms. Underwood has a resource that she will share with REOS. Ms. Green, former Chair of REOS, discussed CPA unused funds. She indicated that if funds are available for “owner’s unknown” research. She clarified that the Town does not conduct title research on “owner’s unknown”, which Ms. Underwood questioned.

Next Meeting Date:

Mr. Clark suggested August 15th at 2 pm. Ms. Underwood asked if it was possible to do a morning meeting or evening. A discussion ensued to set a meeting time to accommodate various population groups. Mr. Lowney stated that he was pleased with The Housing Forum and that there should be more. Mr. Howell indicated that forums and informational meetings should be scheduled in the evenings. Mr. Clark suggested the meeting in September can be scheduled in the evening.

Mr. Clark moved and Mr. Howell seconded the motion to adjourn, approved unanimously.

Meeting adjourned at 3:30 pm.

TOWN OF HARWICH

2019

COMMUNITY PRESERVATION COMMITTEE FY21 CPA FUNDS – INFORMATIONAL PACKET FOR SUBMITTAL OF AN APPLICATION FOR COMMUNITY PRESERVATION ACT FUNDS

This packet includes two sections:

Section 1: Is Our Project Allowable?

This section provides information from the Community Preservation Coalition Website about what type of projects (Open Space; Community Housing; Historic Preservation; and Recreation) are eligible for funding. Please read through the packet carefully before you submit an application.

Section 2: CPA Project Application – 2019

This section provides information on Project Selection Criteria; Terms & Conditions for Applications; and the Project Funding Request Application.

2019 applications are for FY21 funds (July 1, 2020).

CPA Project Funding Request Applications are due

October 1, 2019 at 4:00 pm.

SECTION 1

Is Our Project Allowable?

The following is taken from the Community Preservation Coalition Website. It has been edited to provide pertinent content.

For more information please visit the Website at <http://www.communitypreservation.org/>

Is Our Project Allowable?

The chart below demonstrates the allowable uses of CPA funds in each of the CPA project categories: open space, recreation, housing, and historic preservation. This chart is critical for determining whether a proposed project is eligible for CPA funding.

Projects are only eligible for CPA funding if they fit in a **green** box below.

| | OPEN SPACE | HISTORIC | RECREATION | HOUSING |
|-----------------------------|--|----------|-----------------------|--|
| ACQUIRE | YES | YES | YES | YES |
| CREATE | YES | NO | YES | YES |
| PRESERVE | YES | YES | YES | YES |
| SUPPORT | NO | NO | NO | YES |
| REHABILITATE AND/OR RESTORE | YES, IF ACQUIRED OR CREATED WITH CPA FUNDS | YES | YES, (NEW 07/08/2012) | YES, IF ACQUIRED OR CREATED WITH CPA FUNDS |

Chart adapted from "Recent Developments in Municipal Law", Massachusetts Department of Revenue, October 2012.

A DEEPER LOOK INTO CPA'S PROJECT CATEGORIES

The CPA requires that communities spend, or set aside for future spending, a minimum of 10% of their annual CPA revenues for each of the three following categories: open space/recreation, historic preservation, and community housing. The remaining 70% of the funds are undesignated, and can be used for any allowable project in any of the CPA categories. This gives each community tremendous flexibility to determine its own priorities. Read on for a general overview of each of these categories; a decision on the allowability of specific projects in each community is determined locally by municipal counsel.

Open Space

Section 2 of the CPA legislation defines open space. It includes, but is not limited to, the following:

- Land to protect existing and future well fields
- Aquifers, recharge areas, and watershed land
- Agricultural land
- Grasslands, fields and forest land
- Fresh and salt water marshes and other wetlands
- Ocean, river, stream, lake and pond frontage
- Beaches, dunes, and other coastal lands
- Lands to protect scenic vistas
- Land for wildlife or nature preserve
- Land for recreational use (see separate category information, below)

CPA funds may be spent on the acquisition, creation, and preservation of open space, and for the rehabilitation or restoration of any open space that has been acquired or created using CPA funds. It is important to note that a permanent deed restriction is required for all real property interests acquired under CPA. This restriction must be filed as a separate instrument, such as a Conservation Restriction (CR) or Agricultural Preservation Restriction (APR), and until this step has been completed, the terms of the CPA acquisition have not been technically fulfilled.

Historic Preservation

Section 2 of the CPA legislation defines historic resources, preservation, and rehabilitation as follows:

“Historic resources”, a building, structure, vessel real property, document or artifact that is listed on the state register of historic places or has been determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of a city or town.

“Preservation”, protection of personal or real property from injury, harm or destruction.

“Rehabilitation”, capital improvements, or the making of extraordinary repairs, to historic resources, open spaces, lands for recreational use and community housing for the purpose of making such historic resources, open spaces, lands for recreational use and community housing functional for their intended uses, including, but not limited to, improvements to comply with the Americans with Disabilities Act and other federal, state or local building or access codes; provided, that with respect to historic resources, “rehabilitation” shall comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior’s Standards for the Treatment of Historic Properties codified in 36 C.F.R. Part 68; and provided further, that with respect to land for recreational use, “rehabilitation” shall include the replacement of playground equipment and other capital improvements to the land or the

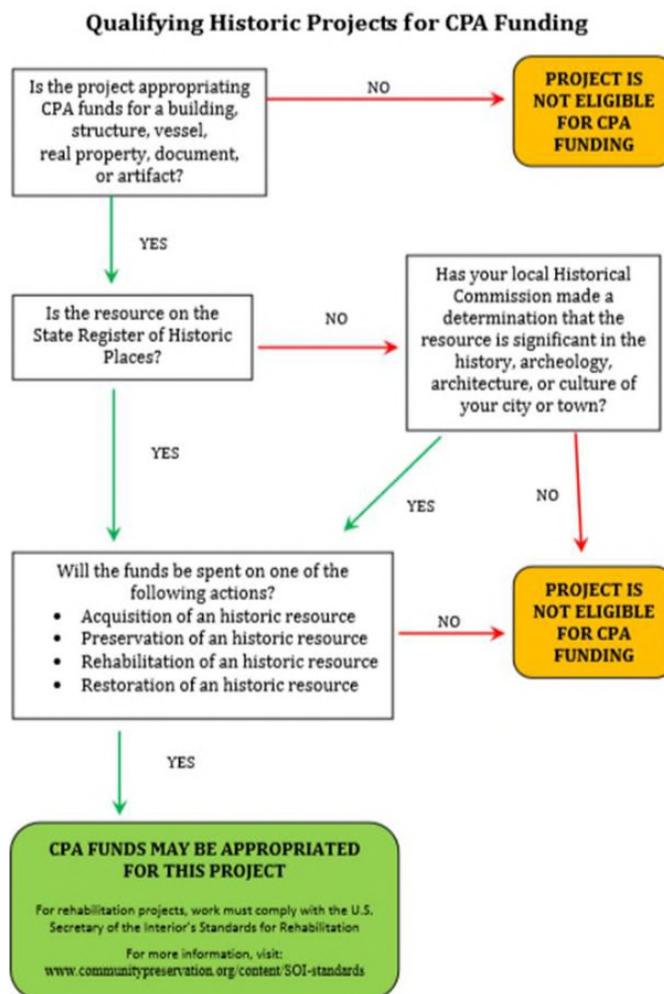
facilities thereon which make the land or the related facilities more functional for the intended recreational use.

Under CPA, an historic resource is defined as a building, structure, vessel, real property, document or artifact that is either:

- listed on the State Register of Historic Places; or
- determined by the local Historic Commission to be significant in the history, archeology, architecture, or culture of the city or town.

CPA funds may be spent on the acquisition, preservation, rehabilitation and restoration of historic resources. Communities using CPA funds on historic resources must adhere to the United States Secretary of the Interior's Standards for the Treatment of Historic Properties.

The chart below details the steps to determining whether your historic project qualifies for CPA funding. You can also read the article from Community Preservation Coalition newsletter, *CPA Update*, entitled “Which historic projects qualify for CPA funding?”



Community Housing

Section 2 of CPA defines community housing as “Community housing”, low and moderate income housing for individuals and families, including low or moderate income senior housing. The United States Department of Housing and Urban Development (HUD) income guidelines are used to determine who is eligible to live in the affordable housing units developed by communities with their CPA funds. Housing developed with CPA funds may be offered to those persons and families whose annual income is less than 100 percent of the area wide median income, as determined by HUD.

Please note, though, that communities may choose to limit certain housing units created with CPA funds to those persons and families earning less than 80 percent of the area wide median income annually, as determined by HUD. This allows communities to include these units on their Subsidized Housing Inventory (SHI) with the state.

Current figures for Harwich are:

| 2018 CPA AFFORDABLE HOUSING LOW INCOME LIMITS | | | | | | | | | | |
|---|-------------------------|-------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Low Income is 80% of HUD's Area wide Median Income figure | | | | | | | | | | |
| <i>Please Note: Due to the definition of Low Income Housing in the CPA Statute, these Low Income Limits are slightly different from HUD's Low Income figures.</i> | | | | | | | | | | |
| Community | Census Area Designation | Area Wide Median Income | Low Income Limits Household Size: 1 | Low Income Limits Household Size: 2 | Low Income Limits Household Size: 3 | Low Income Limits Household Size: 4 | Low Income Limits Household Size: 5 | Low Income Limits Household Size: 6 | Low Income Limits Household Size: 7 | Low Income Limits Household Size: 8 |
| Harwich | Barnstable MSA | 86,200 | 48,272 | 55,168 | 62,064 | 68,960 | 74,477 | 79,994 | 85,510 | 91,027 |

CPA funds may be spent on the acquisition, creation, preservation and support of community housing, and for the rehabilitation or restoration of community housing that has been acquired or created using CPA funds. The CPA requires that whenever possible, preference be given to the adaptive reuse of existing buildings or construction of new buildings on previously developed sites.

Land for Recreational Use (Outdoor Recreation)

Section 2 defines recreational use as follows: “Recreational use”, active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field. “Recreational use” shall not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.

The focus for CPA recreational projects is on **outdoor** passive or active recreation, such as (but not limited to) the use of land for:

- Community gardens
- Trails

- Noncommercial youth and adult sports
- Parks, playgrounds or athletic fields

CPA funds may not be spent on ordinary maintenance or annual operating expenses; only capital improvements are allowed. In addition, CPA funds may not be used for horse or dog racing facilities, or for a stadium, gymnasium, or similar structure. This prohibition has generally been interpreted to mean that CPA funds may be used only for outdoor, land-based recreational uses and facilities.

CPA funds may be used for the acquisition of land to be used for recreation, or for the creation of new recreational facilities on land a community already owns. A 2012 amendment to CPA broadened the law to also allow for the rehabilitation of existing, outdoor recreational facilities. The amendment made it clear that with respect to land for recreational use, "rehabilitation" could include the replacement of playground equipment and other capital improvements to the land or the facilities thereon to make them more functional for their intended recreational use.

Another change ushered in by the 2012 amendment was a prohibition on the use of CPA funds for the acquisition of artificial turf for athletic fields. Communities may still use their CPA funds for other aspects of a field project, but must appropriate non-CPA funds to acquire the artificial turf surface.

SECTION 2

TOWN OF HARWICH

COMMUNITY PRESERVATION COMMITTEE

**2019 CPA PROJECT FUNDING REQUEST
APPLICATION PACKET**

INCLUDES:

**PROJECT SELECTION CRITERIA
TERMS AND CONDITIONS
PROJECT FUNDING REQUEST APPLICATION**

**DEADLINE DATE - OCTOBER 1, 2019 4:00 pm
PLEASE READ CAREFULLY**

Revised: June 13, 2019

TOWN OF HARWICH - COMMUNITY PRESERVATION COMMITTEE
2019 PROPOSAL APPLICATION FOR
2020 ANNUAL TOWN MEETING
PROJECT SELECTION CRITERIA

The Harwich Community Preservation Committee, hereafter referred to as the CPC, requires that all proposed projects be eligible for Community Preservation Act (CPA) funding according to the provisions of the Act as defined by the General Laws of Massachusetts 44B as amended.

****The CPC requires that all project applications be reviewed with appropriate Town Boards/Committees/Commissions/ before submittal and be initialed and dated by said Boards/Committees/Commissions on the application. If there are multiple requests in any of the funding areas, then the Boards/Committees/Commissions will be asked to prioritize their requests.**

The CPC now requires a bi-annual written update of progress on all projects. At the September and March regularly scheduled meetings reports will be presented. The CPA Project Funding Request Application must have a **projected start date**, and a **projected completion date**. The intent of setting these two projected dates is to facilitate the potential return of unused CPA funds so that they may be used for other CPA projects. As time unfolds, the applicant may request a waiver of one or both of these dates. A waiver may be granted via a majority vote of the CPC after it receives all requested information from the submitter.

***Under the Act, only the CPC may make CPA funding recommendations to the BOARD OF SELECTMEN for the annual Town Meeting. Please note that Town Meeting will have the ultimate say on all CPC-recommended CPA funding requests. The Community Preservation Act requires Town Meeting approval for all CPC- approved project funding recommendations and CPC Administrative Budget requests.

The following criteria may be used to evaluate projects:

- ❖ Consistency with Harwich's Local Comprehensive Plan; Open Space and Recreation Plan; Historic Preservation Plan; Affordable Housing Plan; and other planning documents that have received wide community input and scrutiny. The Committee will take into account that some of these plans may not be up to date, or may be under development.
- ❖ Feasibility
- ❖ Urgency
- ❖ Affordability
- ❖ Serving a currently under-served population
- ❖ Consistency with recent town meeting actions
- ❖ Preservation of town assets
- ❖ Use of existing Town-owned assets (land, buildings) where possible
- ❖ Acquisition and/or preservation of threatened resources
- ❖ Availability of multiple sources of funding for increased financial leverage
- ❖ Use of local contractors where possible

- ❖ Opportunities for students and volunteers to train in skills and techniques required by the project

Please keep in mind there are legal limitations on what CPA funds can be used for. A “**Community Preservation Act - Questions and Answers**” page can be found at <http://www.communitypreservation.org>.

If you are in doubt about your project’s eligibility, please contact a member of the CPC, so we may discuss the opportunity to review it for eligibility.

TOWN OF HARWICH - COMMUNITY PRESERVATION COMMITTEE
2019 PROPOSAL APPLICATION FOR
THE 2020 ANNUAL TOWN MEETING
TERMS & CONDITIONS FOR APPLICATION

1. Project applications must be received by 4 PM October 1, 2019 to be considered for Committee recommendations to the May 2020 Annual Town Meeting.
2. Each formal project funding request must be submitted on the Community Preservation Committee's - **Community Preservation Act (CPA) Project Funding Request Application** - (found in this packet); include all attachments. Twelve (12) copies are to be submitted by the due date to the Community Preservation Committee.
3. Obtain quotes for project costs whenever possible. If not, cost estimates may be used, provided the basis of the estimate is fully explained. Potential land acquisitions, by law, require an independent appraisal before a Purchase & Sale agreement is signed.
4. For Applicants that submit multiple project requests, projects must be shown in priority order.
5. Project Applicants are required to make a presentation to the Committee.
6. Please indicate with which Town Committees, if any, this request has been discussed.
7. If the Application has missing information, it may delay consideration.
8. The Applicant shall identify in writing a **project manager** responsible for administration of the Project and a **second person**, authorized to act if the contact person is unavailable.
9. **FUNDS** shall be used solely for work included in the Project and within the scope of the Proposal. If the Town determines that funds have been spent on goods and/or services not included in the Project or within the scope of the Proposal, or otherwise not authorized under the Act, reimbursement may not be authorized.
10. The Applicant shall provide the Town, through the Community Preservation Committee, with **progress reports** bi-annually (at the September and March CPC meetings) from the date this project is officially funded (in this case July 2020) for so long as the Funds remain unexpended, and with **final notification** within (30) days after the completion of the Project. The Town reserves the right to require supplementary information from the Applicant. The Town shall have the right, upon reasonable request, to inspect the work of the Applicant.
11. The Town shall disburse the awarded amount during the Project, and disbursements shall be apportioned based on the work done and paid only upon presentment of detailed invoices from the Applicant or the Applicant's contractor, listing in detail the work performed and the cost thereof. The Town shall have the right to ask for supplementary information, including documentation from the contractor confirming the extent of the work performed. Prior to any payment, the Town shall have the right to inspect the work. No payment shall be made until the Town reasonably determines that the work has been done in a good and workmanlike manner and substantially in compliance with the Contract documents. The applicant shall use the awarded amount only for the purpose of the Project, as described in the Contract documents. The cost of completing the Project in excess of the awarded amount shall be paid by the Applicant. Notwithstanding anything herein to the contrary, if the actual cost of the Project is greater than the

awarded amount (the difference between the two amounts referred to hereinafter as the Excess), the Town shall have no obligation to pay the Excess.

12. If the Applicant fails to fulfill all obligations under the terms of the agreed application and the agreed application is terminated, any Funds not expended shall be returned forthwith to the Town without further expenditure thereof. Moreover, if the purpose of agreed application is not accomplished, the Project is abandoned, destroyed or acquired by a private, for-profit entity, or if the Applicant fails to fulfill its obligations under the terms of the agreement as a result of negligent or intentional acts or omissions of the Applicant or its agents, employees, contractors or invitees, the Applicant shall be liable to repay the Town the entire amount of the Funds provided under this agreement, and the Town may take such steps as are necessary, including legal action, to recover such funds. Any Funds so returned or recovered shall be placed in the appropriate account of the Town's Community Preservation Fund. In the event that the Town takes legal action, the Applicant shall pay any and all costs, including reasonable attorney's fees, expended for the enforcement of this agreement.
13. The Applicant shall comply with all federal, state and local laws, rules, regulations and orders applicable to the Project, and shall be responsible for obtaining all necessary **licenses, permits, and approvals** in connection with this Project. No **local permit or license is waived** by the award of this project.
14. Upon completion of the Project, the Applicant shall identify that the Project was funded by the Town of Harwich through the Community Preservation Act in its written materials about the Project, including press releases, brochures and similar materials.
15. **This Application shall be signed by the Chief Executive Officer or Chief Administrative Officer or Board Chair who has overall administrative authority and responsibility for this project.**

Application # _____
For Administrative Use Only

**TOWN OF HARWICH - COMMUNITY PRESERVATION COMMITTEE
2019 CPA PROJECT FUNDING REQUEST APPLICATION
FISCAL YEAR 2020-2021**

Submission Date: _____

APPLICANT INFORMATION

Applicant: _____

Town Committee, Board or Organization: _____

Legal Mailing Address: _____

Phone: _____ Email Address: _____

Project Manager: _____

Legal Mailing Address: _____

Phone: _____ Email Address: _____

Second Contact Person: _____

Legal Mailing Address: _____

Phone: _____ Email Address: _____

PROJECT INFORMATION

PROJECT TITLE: _____

PROJECT AMOUNT REQUESTED: _____

PROJECT DESCRIPTION: _____

ESTIMATED START DATE: _____

ESTIMATED COMPLETION DATE: _____

**Three years from the release of funds (July 2020) funds may be rescinded automatically;
waivers may be sought.**

CPA CATEGORY

APPLICANTS PLEASE TAKE NOTE **please check boxes for all that apply**

- Open Space:** This application is for the “acquisition, preservation, rehabilitation and/or preservation of open space”.
- Historic:** This application is for the “acquisition, preservation, rehabilitation and/or restoration of historic resources”. Please provide the date on which
- the HDHC received and endorsed this application.**
- Community Housing:** This application is for the “acquisition, creation, preservation and/or support of community housing”.
- Recreation:** This application is for the “acquisition, creation, preservation, rehabilitation and/or restoration of land for recreational use”.

How does this project fit into Harwich’s Local Comprehensive Plan and/or other Plan?

How does this project benefit the citizens of Harwich? If appropriate, has the application sought public opinion or input? If not, why?

Please list other Commissions/Boards/Committees/Organizations that may have involvement, jurisdiction, partnering:

| <u>Commissions/Boards/Committees/Organizations</u> | Please have them initial here after their review |
|---|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Describe their response, or provided written comments/input:

PROJECT BUDGET: Attach a dated and detailed line item project budget estimate for your funding request. If the request involves a Town-owned asset, provide the project’s projected operating expenses, including maintenance.

COST ESTIMATE(S): \$ _____
Attach cost estimates or firm quotes (if available) for all projects.

LAND and/or BUILDING ACQUISITION PROJECTS: The following **must** also be submitted, as applicable:

- Surveys and/or plot plans for the property
- Appraisals and agreements, if available.
- Name of present owner and attach copy of deed conveying property unto present owner.
- Property address, Harwich Assessor’s property identification (Map#, Parcel #).
- For proposed Open Space land purchases, be prepared to discuss public access with the Committee.

By signing below, the Applicant represents and warrants that all the information included is true and correct to the best of the signer’s knowledge and belief. Further, the Applicant acknowledges in the event that the Community Preservation Committee agrees to grant funds to Applicant (and subject to Town Meeting approval), this application together with any Terms and Conditions shall constitute a binding agreement, between the Applicant and the Community Preservation Committee. Further, Applicant acknowledges and agrees to execute any additional grant agreements should the Community Preservation Committee so request.

ATTESTATION: I HEREBY ATTEST THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature - Chief Executive Officer or Board Chair

Title

Printed Name _____

Date _____

**APPLICATIONS MUST BE RECEIVED BY
OCTOBER 1, 2019 NO LATER THAN 4:00 PM.**

CPC CONTACT INFORMATION: cpc@townofharwich.us

Chair - David Nixon - Recreation & Youth Commission Representative
Vice-Chair - Katherine Green - Real Estate & Open Space Committee Representative
Mary Maslowski - Planning Board Representative
Chris Rockett - Selectmen Liaison
John Ketchum - Conservation Commission Representative
Bob Doane - Historic District/Historical Commission Representative

**Please submit your project paperwork,
one (1) original and eleven (11) complete copies to:**

**Harwich Community Preservation Committee
% Harwich Town Hall
Selectmen's Office
732 Main Street
Harwich, MA 02645**

TOWN OF HARWICH
2018
COMMUNITY PRESERVATION COMMITTEE
FY20 CPA FUNDS – INFORMATIONAL PACKET
FOR SUBMITTAL OF AN APPLICATION FOR
COMMUNITY PRESERVATION ACT FUNDS

This packet includes two sections:

Section 1: Is Our Project Allowable?

This section provides information from the Community Preservation Coalition Website about what type of projects (Open Space; Community Housing; Historic Preservation; and Recreation) are eligible for funding. Please read through the packet carefully before you make application.

Section 2: CPA Project Application – 2018

This section provides information on Project Selection Criteria; Guidelines for Applications; and the Project Funding Request Application.

2018 applications are for FY20 funds (July 1, 2019).

CPA Project Funding Request Applications are due
October 1, 2018 at 4:00 pm.

SECTION 1

Is Our Project Allowable?

The following is taken from the Community Preservation Coalition Website. It has been edited to provide pertinent content.

For more information please visit the Website at <http://www.communitypreservation.org/>

Is Our Project Allowable?

The chart below demonstrates the allowable uses of CPA funds in each of the CPA project categories: open space, recreation, housing, and historic preservation. This chart is critical for determining whether a proposed project is eligible for CPA funding.

Projects are only eligible for CPA funding if they fit in a green box below.

| | Open Space | Historic | Recreation | Housing |
|------------------------------------|--|-----------------|--------------------|--|
| Acquire | Yes | Yes | Yes | Yes |
| Create | Yes | No | Yes | Yes |
| Preserve | Yes | Yes | Yes | Yes |
| Support | No | No | No | Yes |
| Rehabilitate and/or Restore | Yes, if acquired or created with CPA funds | Yes | Yes (new 7/8/2012) | Yes, if acquired or created with CPA funds |

Chart adapted from "Recent Developments in Municipal Law", Massachusetts Department of Revenue, October 2012.

A DEEPER LOOK INTO CPA'S PROJECT CATEGORIES

The CPA requires that communities spend, or set aside for future spending, a minimum of 10% of their annual CPA revenues for each of the three following categories: open space/recreation, historic preservation, and community housing. The remaining 70% of the funds are undesignated, and can be used for any allowable project in any of the CPA categories. This gives each community tremendous flexibility to determine its own priorities. Read on for a general overview of each of these categories; a decision on the allowability of specific projects in each community is determined locally by municipal counsel.

Open Space

Section 2 of the CPA legislation defines open space. It includes, but is not limited to, the following:

- Land to protect existing and future well fields
- Aquifers, recharge areas, and watershed land
- Agricultural land
- Grasslands, fields and forest land

- Fresh and salt water marshes and other wetlands
- Ocean, river, stream, lake and pond frontage
- Beaches, dunes, and other coastal lands
- Lands to protect scenic vistas
- Land for wildlife or nature preserve
- Land for recreational use (see separate category information, below)

CPA funds may be spent on the acquisition, creation, and preservation of open space, and for the rehabilitation or restoration of any open space that has been acquired or created using CPA funds. It is important to note that a permanent deed restriction is required for all real property interests acquired under CPA. This restriction must be filed as a separate instrument, such as a Conservation Restriction (CR) or Agricultural Preservation Restriction (APR), and until this step has been completed, the terms of the CPA acquisition have not been technically fulfilled.

Historic Preservation

Section 2 of the CPA legislation defines historic resources, preservation, and rehabilitation as follows:

“Historic resources”, a building, structure, vessel real property, document or artifact that is listed on the state register of historic places or has been determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of a city or town.

“Preservation”, protection of personal or real property from injury, harm or destruction.

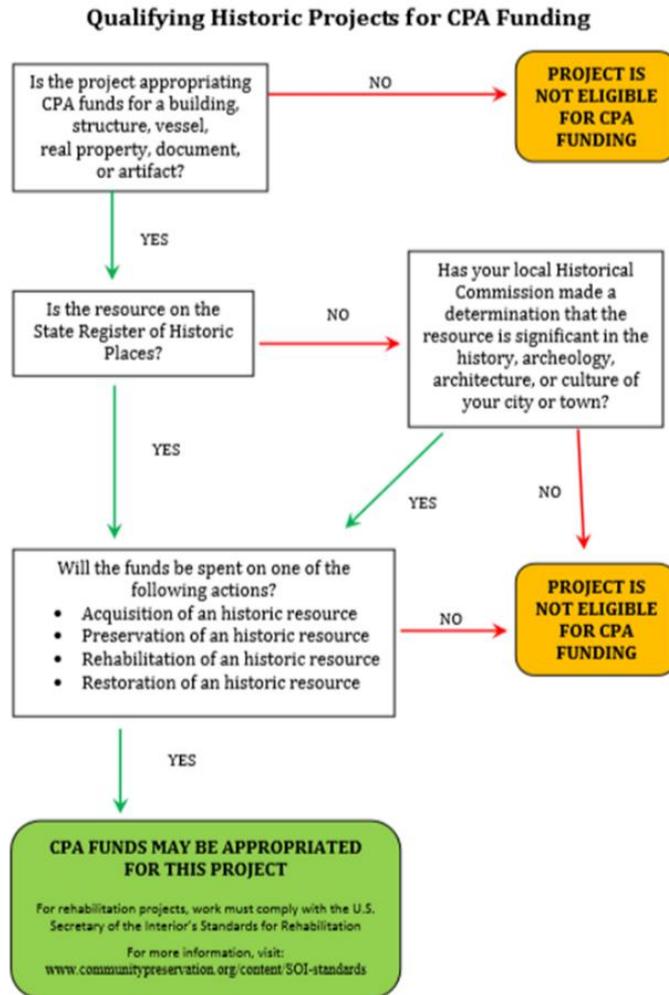
“Rehabilitation”, capital improvements, or the making of extraordinary repairs, to historic resources, open spaces, lands for recreational use and community housing for the purpose of making such historic resources, open spaces, lands for recreational use and community housing functional for their intended uses, including, but not limited to, improvements to comply with the Americans with Disabilities Act and other federal, state or local building or access codes; provided, that with respect to historic resources, “rehabilitation” shall comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior’s Standards for the Treatment of Historic Properties codified in 36 C.F.R. Part 68; and provided further, that with respect to land for recreational use, “rehabilitation” shall include the replacement of playground equipment and other capital improvements to the land or the facilities thereon which make the land or the related facilities more functional for the intended recreational use.

Under CPA, an historic resource is defined as a building, structure, vessel, real property, document or artifact that is either:

- listed on the State Register of Historic Places; or
- determined by the local Historic Commission to be significant in the history, archeology, architecture, or culture of the city or town.

CPA funds may be spent on the acquisition, preservation, rehabilitation and restoration of historic resources. Communities using CPA funds on historic resources must adhere to the United States Secretary of the Interior's Standards for the Treatment of Historic Properties.

The chart below details the steps to determining whether your historic project qualifies for CPA funding. You can also read the article from Community Preservation Coalition newsletter, *CPA Update*, entitled “Which historic projects qualify for CPA funding?”



Community Housing

Section 2 of CPA defines community housing as “Community housing”, low and moderate income housing for individuals and families, including low or moderate income senior housing. The United States Department of Housing and Urban Development (HUD) income guidelines are used to determine who is eligible to live in the affordable housing units developed by communities with their CPA funds. Housing developed with CPA funds may be offered to those persons and families whose annual income is less than 100 percent of the area wide median income, as determined by HUD.

Please note, though, that communities may choose to limit certain housing units created with CPA funds to those persons and families earning less than 80 percent of the area wide median income annually, as determined by HUD. This allows communities to include these units on their Subsidized Housing Inventory (SHI) with the state.

Current figures for Harwich are:

| 2018 CPA AFFORDABLE HOUSING LOW INCOME LIMITS | | | | | | | | | | |
|---|-------------------------|--|---|---|---|---|---|---|---|---|
| Low Income is 80% of HUD's Area wide Median Income figure | | | | | | | | | | |
| <i>Please Note: Due to the definition of Low Income Housing in the CPA Statute, these Low Income Limits are slightly different from HUD's Low Income figures.</i> | | | | | | | | | | |
| Community | Census Area Designation | Area wide Median Income for a Family of Four | Low Income Limits: Household Size: 1 | Low Income Limits: Household Size: 2 | Low Income Limits: Household Size: 3 | Low Income Limits: Household Size: 4 | Low Income Limits: Household Size: 5 | Low Income Limits: Household Size: 6 | Low Income Limits: Household Size: 7 | Low Income Limits: Household Size: 8 |
| Harwich | Barnstable MSA | 86,200 | 48,272 | 55,168 | 62,064 | 68,960 | 74,477 | 79,994 | 85,510 | 91,027 |

CPA funds may be spent on the acquisition, creation, preservation and support of community housing, and for the rehabilitation or restoration of community housing that has been acquired or created using CPA funds. The CPA requires that whenever possible, preference be given to the adaptive reuse of existing buildings or construction of new buildings on previously developed sites.

Land for Recreational Use (Outdoor Recreation)

Section 2 defines recreational use as follows: “Recreational use”, active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field. “Recreational use” shall not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.

The focus for CPA recreational projects is on **outdoor** passive or active recreation, such as (but not limited to) the use of land for:

- Community gardens
- Trails
- Noncommercial youth and adult sports
- Parks, playgrounds or athletic fields

CPA funds may not be spent on ordinary maintenance or annual operating expenses; only capital improvements are allowed. In addition, CPA funds may not be used for horse or dog racing facilities, or for a stadium, gymnasium, or similar structure. This prohibition has generally been interpreted to mean that CPA funds may be used only for outdoor, land-based recreational uses and facilities.

CPA funds may be used for the acquisition of land to be used for recreation, or for the creation of new recreational facilities on land a community already owns. A 2012 amendment to CPA broadened the law to also allow for the rehabilitation of existing, outdoor recreational facilities. The amendment made it clear that with respect to land for recreational use, "rehabilitation" could include the replacement of playground equipment and other capital improvements to the land or the facilities thereon to make them more functional for their intended recreational use.

Another change ushered in by the 2012 amendment was a prohibition on the use of CPA funds for the acquisition of artificial turf for athletic fields. Communities may still use their CPA funds for other aspects of a field project, but must appropriate non-CPA funds to acquire the artificial turf surface.

SECTION 2

TOWN OF HARWICH

COMMUNITY PRESERVATION COMMITTEE

**2018 CPA PROJECT FUNDING REQUEST
APPLICATION PACKET**

INCLUDES:

**PROJECT SELECTION CRITERIA
GUIDELINES FOR APPLICATION
PROJECT FUNDING REQUEST APPLICATION**

**DEADLINE DATE - OCTOBER 1, 2018 4:00 pm
PLEASE READ CAREFULLY**

Revised: July 15, 2018

TOWN OF HARWICH - COMMUNITY PRESERVATION COMMITTEE
2018 PROPOSAL APPLICATION FOR 2019 ANNUAL TOWN MEETING

PROJECT SELECTION CRITERIA

The Harwich Community Preservation Committee, hereafter referred to as the CPC, requires that all proposed projects be eligible for Community Preservation Act (CPA) funding according to the provisions of the Act as defined by the General Laws of Massachusetts 44B as amended.

****The CPC requires that all project applications be reviewed with appropriate Town Boards/Committees/Commissions/ before submittal and be initialed and dated by said Boards/Committees/Commissions on the application. If there are multiple requests in any of the funding areas, then the Boards/Committees/Commissions will be asked to prioritize their requests.**

The CPC now requires an annual written update of progress on all projects. In addition, updates may be made before the CPC at a regular monthly meeting. The CPA Project Funding Request Application must have a **projected start date**, and a **projected completion date**. The intent of setting these two projected dates is to facilitate the potential return of unused CPA funds so that they may be used for other CPA projects. As time unfolds, the applicant may request a waiver of one or both of these dates. A waiver may be granted via a majority vote of the CPC after it receives all requested information from the submitter.

*****Under the Act, only the CPC may make CPA funding recommendations to the BOARD OF SELECTMEN for the annual Town Meeting. Please note that Town Meeting will have the ultimate say on all CPC-recommended CPA funding requests. The Community Preservation Act requires Town Meeting approval for all CPC- approved project funding recommendations and CPC Administrative Budget requests.**

The following criteria may be used to evaluate projects:

- ❖ Consistency with Harwich's Local Comprehensive Plan; Open Space and Recreation Plan; Historic Preservation Plan; Affordable Housing Plan; and other planning documents that have received wide community input and scrutiny. The Committee will take into account that some of these plans may not be up to date, or may be under development.
- ❖ Feasibility *Urgency *Affordability
- ❖ Serving a currently under-served population
- ❖ Consistency with recent town meeting actions
- ❖ Preservation of town assets
- ❖ Use of existing Town-owned assets (land, buildings) where possible
- ❖ Acquisition and/or preservation of threatened resources
- ❖ Availability of multiple sources of funding for increased financial leverage
- ❖ Use of local contractors where possible
- ❖ Opportunities for students and volunteers to train in skills and techniques required by the project

Please keep in mind there are legal limitations on what CPA funds can be used for. A **“Community Preservation Act - Questions and Answers”** page can be found at <http://www.communitypreservation.org>.

If you are in doubt about your project’s eligibility, please contact a member of the CPC, so we may have the opportunity to review it for eligibility.

TOWN OF HARWICH - COMMUNITY PRESERVATION COMMITTEE

2018 PROPOSAL APPLICATION FOR THE 2019 ANNUAL TOWN MEETING

GUIDELINES FOR APPLICATION

1. Project applications must be received by 4 PM October 1, 2018 to be considered for Committee recommendations to the May 2019 Annual Town Meeting.
2. Each formal project funding request must be submitted on the Community Preservation Committee's - **Community Preservation Act (CPA) Project Funding Request Application** - (found in this packet); include all attachments. Twelve (12) copies are to be submitted by the due date to the Community Preservation Committee.
3. Obtain quotes for project costs whenever possible. If not, cost estimates may be used, provided the basis of the estimate is fully explained. Potential land acquisitions, by law, require an independent appraisal before a Purchase & Sale agreement is signed.
4. For Applicants that submit multiple project requests, projects must be shown in priority order.
5. Project Applicants are required to make a presentation to the Committee.
6. Please indicate which Town Committees, if any, this request has been discussed.
7. If the Application has missing information, it may delay consideration.
8. The Applicant shall identify in writing a **project manager** responsible for administration of the Project and a **second person**, authorized to act if the contact person is unavailable.
9. Entities or individuals that are not Town of Harwich departments, agencies or subdivisions shall have a contract executed with the Town of Harwich for the purposes of implementing an approved project.
10. **FUNDS** shall be used solely for work included in the Project and within the scope of the Proposal. If the Town determines that funds have been spent on goods and/or services not included in the Project or within the scope of the Proposal, or otherwise not authorized under the Act, reimbursement may not be authorized.
11. The Applicant shall provide the Town, through the Community Preservation Committee, with **progress reports** bi-annually from the date this project is officially funded (in this case July 2019) for so long as the Funds remain unexpended, and with **final notification** within (30) days after the completion of the Project. The Town reserves the right to require supplementary information from the Applicant. The Town shall have the right, upon reasonable request, to inspect the work of the Applicant.
12. The Town shall disburse the awarded amount during the Project, and disbursements shall be apportioned based on the work done and paid only upon presentment of detailed invoices from the Applicant or the Applicant's contractor, listing in detail the work performed and the cost thereof. The Town shall have the right to ask for supplementary information, including documentation from the contractor confirming the extent of the work performed. Prior to any payment, the Town shall have the right to inspect the work. No payment shall be made until the Town reasonably determines that the work has been done in a good and workmanlike manner and substantially in compliance with the Contract documents. The applicant shall use the awarded amount only for the purpose of the Project, as described in

the Contract documents. The cost of completing the Project in excess of the awarded amount shall be paid by the Applicant. Notwithstanding anything herein to the contrary, if the actual cost of the Project is greater than the awarded amount (the difference between the two amounts referred to hereinafter as the Excess), the Town shall have no obligation to pay the Excess.

13. If the Applicant fails to fulfill all obligations under the terms of the agreed application and the agreed application is terminated, any Funds not expended shall be returned forthwith to the Town without further expenditure thereof. Moreover, if the purpose of agreed application is not accomplished, the Project is abandoned, destroyed or acquired by a private, for-profit entity, or if the Applicant fails to fulfill its obligations under the terms of the agreement as a result of negligent or intentional acts or omissions of the Applicant or its agents, employees, contractors or invitees, the Applicant shall be liable to repay the Town the entire amount of the Funds provided under this agreement, and the Town may take such steps as are necessary, including legal action, to recover such funds. Any Funds so returned or recovered shall be placed in the appropriate account of the Town's Community Preservation Fund. In the event that the Town takes legal action, the Applicant shall pay any and all costs, including reasonable attorney's fees, expended for the enforcement of this agreement.
14. The Applicant shall comply with all federal, state and local laws, rules, regulations and orders applicable to the Project, and shall be responsible for obtaining all necessary **licenses, permits, and approvals** in connection with this Project. No **local permit or license is waived** by the award of this project.
15. Upon completion of the Project, the Applicant shall identify that the Project was funded by the Town of Harwich through the Community Preservation Act in its written materials about the Project, including press releases, brochures and similar materials.
16. **This Application shall be signed by the Chief Executive Officer or Chief Administrative Officer or Board Chair who has overall administrative authority and responsibility for this project.**

TOWN OF HARWICH - COMMUNITY PRESERVATION COMMITTEE
2018 CPA PROJECT FUNDING REQUEST APPLICATION
FISCAL YEAR 2019-2020

Submission Date: _____

Application # _____

For Administrative Use Only

APPLICANT INFORMATION

Applicant: _____

Town Committee, Board or Organization: _____

Legal Mailing Address: _____

Phone: _____ Email Address: _____

Project Manager: _____

Legal Mailing Address: _____

Phone: _____ Email Address: _____

Second Contact Person: _____

Legal Mailing Address: _____

Phone: _____ Email Address: _____

PROJECT INFORMATION

PROJECT TITLE: _____

PROJECT AMOUNT REQUESTED: _____

PROJECT DESCRIPTION: _____

ESTIMATED STATE DATE: _____

ESTIMATED COMPLETION DATE: _____

**Three years from the release of funds (July 2019) funds may be rescinded automatically;
waivers may be sought.**

CPA CATEGORY

APPLICANTS PLEASE TAKE NOTE **please check boxes for all that apply**

- Open Space:** This application is for the “acquisition, preservation, rehabilitation and/or preservation of open space”.
- Historic:** This application is for the “acquisition, preservation, rehabilitation and/or restoration of historic resources”. And as such, the following entity has declared it a “Historic Resource”.
- Community Housing:** This application is for the “acquisition, creation, preservation and/or support of community housing”.
- Recreation:** This application is for the “acquisition, creation, preservation, rehabilitation and/or restoration of land for recreational use”.

How does this project fit into Harwich’s Local Comprehensive Plan and/or other Plan? _____

How does this project benefit the citizens of Harwich? If appropriate, has the application sought public opinion or input? If not, why? _____

Please list other Commissions/Boards/Committees/Organizations that may have involvement, jurisdiction, partnering:

| <u>Commissions/Boards/Committees/Organizations</u> | Please have them initial here after their review |
|--|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Describe their response, or provided written comments/input:

PROJECT BUDGET: Attach a dated and detailed line item project budget estimate for your funding request. If the request involves a Town-owned asset, provide the project's projected operating expenses, including maintenance.

COST ESTIMATE(S): \$ _____
Attach cost estimates or firm quotes (if available) for all projects.

LAND and/or BUILDING ACQUISITION PROJECTS: The following **must** also be submitted, as applicable:

- Surveys and/or plot plans for the property
- Appraisals and agreements, if available.
- Name of present owner and attach copy of deed conveying property unto present owner.
- Property address, Harwich Assessor's property identification (Map#, Parcel #).
- For proposed Open Space land purchases, be prepared to discuss public access with the Committee.

NEW REQUIREMENT- PLEASE READ - Project Managers of all projects approved by the CPC and authorized at Town Meeting with any outstanding balances are required to report to the CPC in person and in writing, the substantive and financial status of each project at CPC regular meetings to be held in the months of September and March annually.

ATTESTATION: I HEREBY ATTEST THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature - Chief Executive Officer or Board Chair

Title

Printed Name _____

Date _____

CPC CONTACT INFORMATION: cpc@townofharwich.us

Chair - David Nixon - Recreation & Youth Commission Representative
Vice-Chair - Katherine Green - Real Estate & Open Space Committee Representative
James P. Atkinson - Planning Board Representative
Mary Maslowski - Housing Committee Representative
Cindi Maule - Selectmen Liaison
Randall Pond - Housing Authority Representative

**Please submit your project paperwork,
one (1) original and eleven (11) complete copies to:**

**Harwich Community Preservation Committee
% Harwich Town Hall
732 Main Street
Harwich, MA 02645**

**APPLICATIONS MUST BE RECEIVED BY
OCTOBER 1, 2018 NO LATER THAN 4:00 PM.**

Harwich Affordable Housing Trust Land Inventory Tracker

Parcel

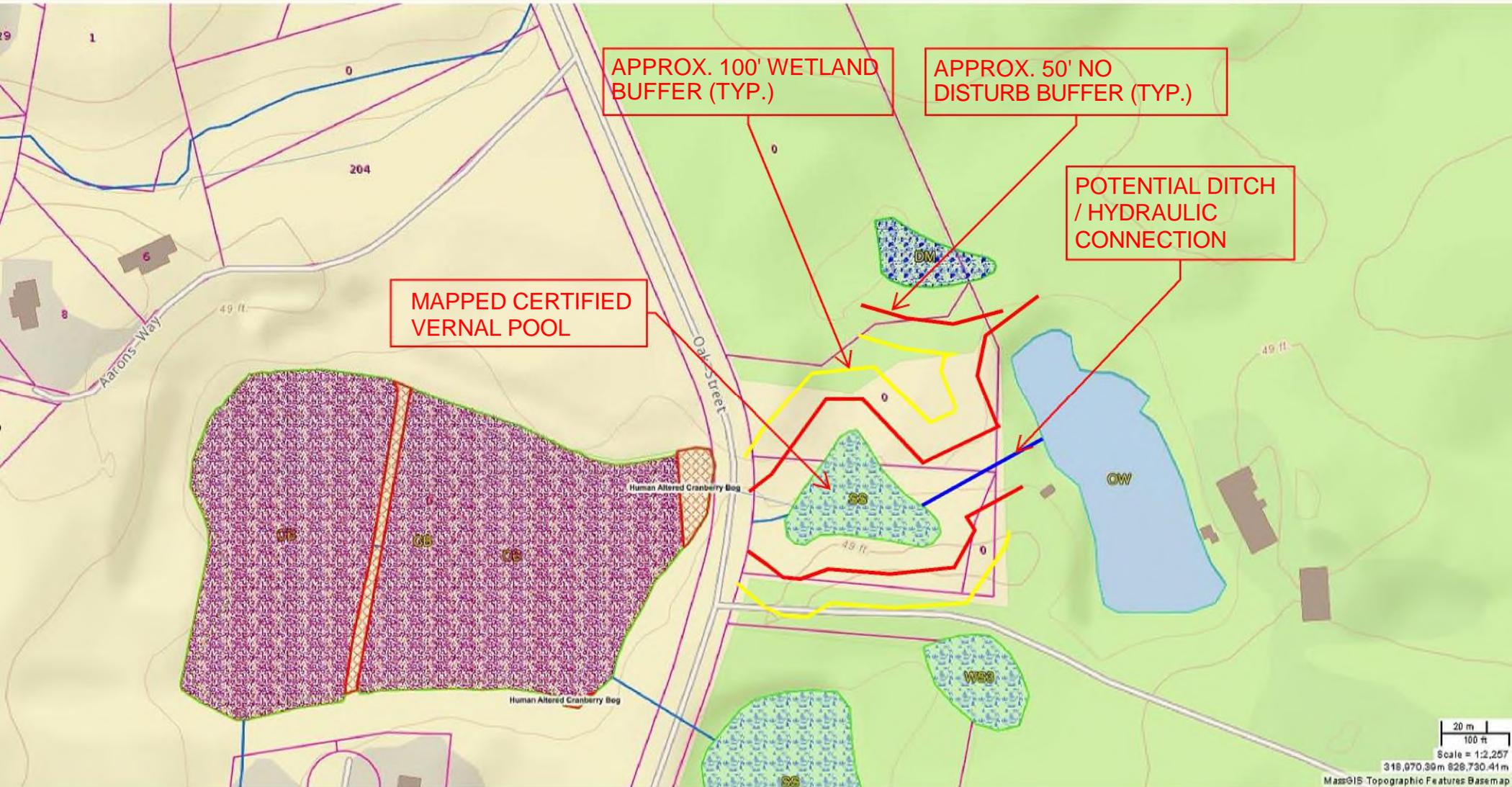
August

Town-Owned

| | | |
|----|-------------------------|---|
| 1A | 0 Oak Street | Initial site review indicates a vernal pool and wetland that may trigger a set of regulations which would severely restrict development on the parcel. Initial assessment is that the site may be able to accommodate one single-family home. As such, MHP will not approve additional expenses for this site. Laura Shufelt is meeting with Bohler Engineering to discuss necessary testing and steps the town must take in order to be able to issue a Request for Proposals (RFP). She expects that a wetlands delineation and identification of required buffers will be necessary. The survey was proposed to be \$10,000 and she will confirm whether the town can contract with the engineer to complete the remaining pre-development work on this site.. A survey will be needed for a building permit, but not for the sale of the land, she will confirm. She is planning to provide updates on the September meeting. |
| 1B | 265 Sisson Road | Located 2008 Conceptual Plans done by Harwich Ecumenical Council for Housing (HECH) |
| | Deacon's Folly | Acquisition recommendation sent to Selectmen for consideration |
| | 70 Willow Street | |
| | Depot Road | |
| | Depot Street | |
| | Earle Road | |

Privately Owned

| | |
|-----------------------|--|
| Chloe's Path | |
| Deacon's Folly | |
| Wise Living | |



MAPPED CERTIFIED
VERNAL POOL

APPROX. 100' WETLAND
BUFFER (TYP.)

APPROX. 50' NO
DISTURB BUFFER (TYP.)

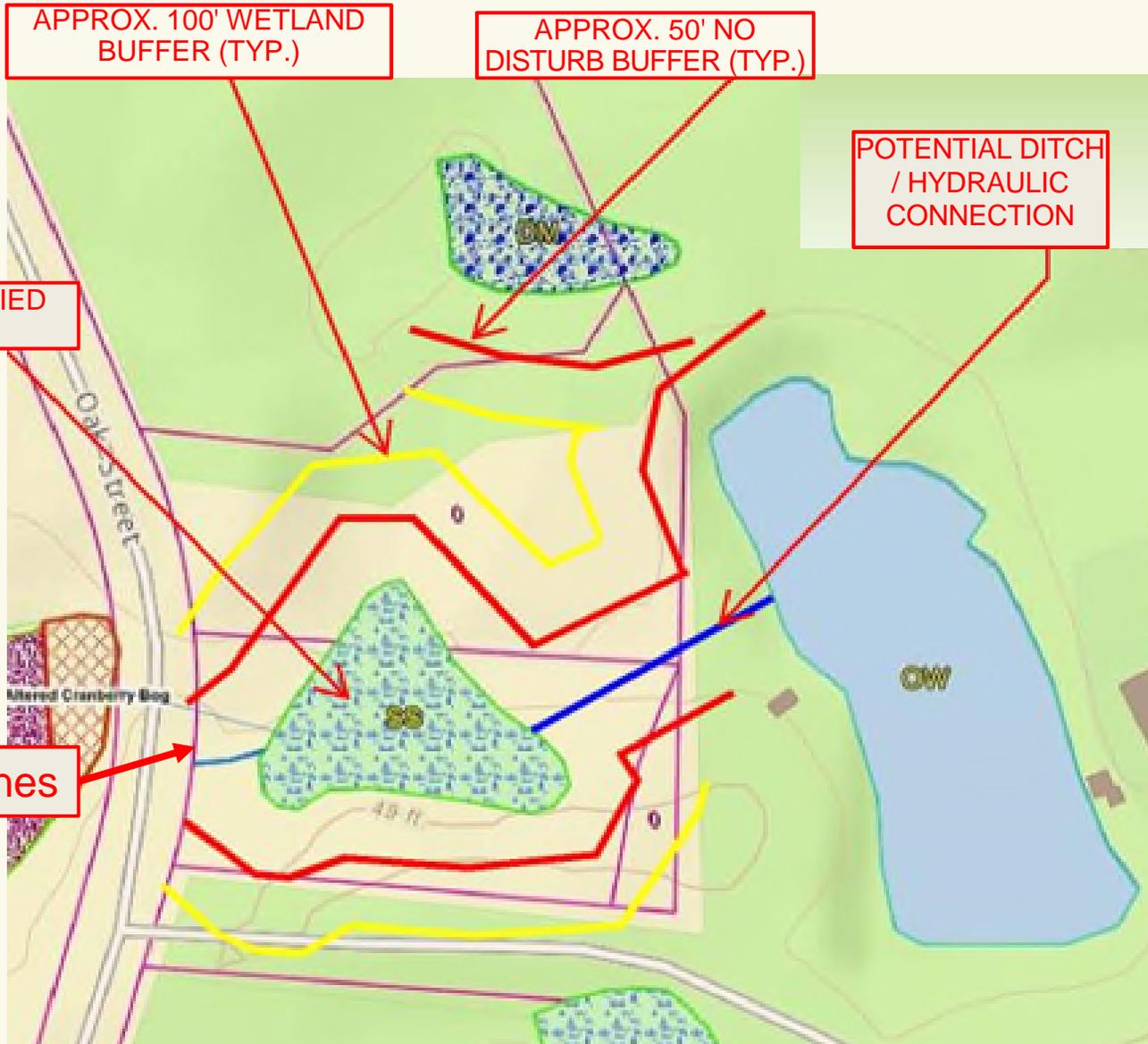
POTENTIAL DITCH /
HYDRAULIC
CONNECTION

20 m
100 ft

Scale = 1:2,257

318,070.39m 828,730.41m

MassGIS Topographic Features Base map



APPROX. 100' WETLAND
BUFFER (TYP.)

APPROX. 50' NO
DISTURB BUFFER (TYP.)

POTENTIAL DITCH
/ HYDRAULIC
CONNECTION

MAPPED CERTIFIED
VERNAL POOL

Property Lines

Altered Cranberry Bog

45 ft

OW

Oak Street

Potentially Applicable Elements:

- Vernal Pool Habitat
- 50' No Disturb Buffer
- 60' Buffer
- 100' Buffer

**Approximate area available
for development**



Staff thoughts/options/recommendations

- Available land area may only be suitable for one (1) single family dwelling.
- Additional engineering study would be advisable to determine available areas for septic and dwelling.
- The Trust may wish to consider an RFP for the development of an affordable single family dwelling.

Potentially Applicable Regulations: Oak Street

Vernal Pool Habitat

Confined basin depressions which, at least in most years, hold water for a minimum of two continuous months during the spring and/or summer, and which are free of adult fish populations, as well as the area within 100 feet of the mean annual boundaries of such depressions, to the extent that such habitat is within an Area Subject to Protection under M.G.L. c. 131, § 40 as specified in 310 CMR 10.02(1). These areas are essential breeding habitat, and provide other extremely important wildlife habitat functions during non-breeding season as well, for a variety of amphibian species such as wood frog (*Rana sylvatica*) and the spotted salamander (*Ambystoma maculatum*), and are important habitat for other wildlife species.

Source: Definition from Mass. Wetland Protection Act

50' No Disturb Buffer

“No-disturb zone” all of the area within 50 feet of any specific wetland resources protected under the Harwich Wetland Protection Bylaw and Regulations and the Massachusetts Wetlands Protection Act.

60' Buffer

When siting a new building or an addition within the 50-100-foot buffer zone, the structure shall be set back at least 60 feet from the resource area to allow for passage between the building and the 50-foot buffer and to avoid the intrusion of lawn in the 50-foot buffer.

100' Buffer

That area of land extending 100 feet horizontally outward from the boundary of a resource. The Conservation Commission requires a mitigation ratio of 2(mitigation):1(disturbance) within the 50-100' Buffer Zone.

Source: Town of Harwich Wetland Protection Bylaw and Regulations



07.21.08

Proposed 265 Sisson Road Elevation
(Conceptual Rendering)

Proposal For:
Housing Assistance Corporation
Town of Harwich



BROWN LINDQUIST FENUCCIO & RABER ARCHITECTS, INC.

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039



Christopher Clark, *Town Administrator*
Evan Melillo, *Assistant Town Administrator*

732 MAIN STREET, HARWICH, MA 02645

December 20, 2018

Mr. Jay Coburn
Lower Cape Cod Community Development Corp.
3 Main Street – Unit 7
Eastham, MA 02642

Dear Mr. Coburn:

At a public meeting of the Board of Selectmen held on Monday, December 3, 2018, the Board reviewed the Lower Cape Cod Community Development Corporation's proposal to provide the Town of Harwich with a Housing Coordinator.

Following review of your proposal and the scope of services provided, the Selectmen voted to approve the Agreement and the Contract price of \$30,000. I have enclosed a fully executed Agreement for your files.

Sincerely,

Christopher Clark
Town Administrator

Enclosure

AGREEMENT FOR TOWN OF HARWICH

The following provisions shall constitute an Agreement between the Town of Harwich, acting by and through its Board of Selectmen, hereinafter referred to as "Town," and Lower Cape Cod Community Development Corporation d/b/a the Community Development Partnership, with an address of 3 Main Street, Unit 7, Eastham, MA 02642, hereinafter referred to as "Contractor", effective as of the 4 day of December, 2018.

In consideration of the mutual covenants contained herein, the parties agree as follows:

ARTICLE 1: SCOPE OF WORK:

The Contractor shall perform all work and furnish all services necessary to provide the Town with a Housing Coordinator, including the scope of services set forth in Attachment A.

ARTICLE 2: TIME OF PERFORMANCE:

The Contractor shall complete all work and services required hereunder commencing December 5, 2018 through June 30, 2019

ARTICLE 3: COMPENSATION:

The Town shall pay the Contractor for the performance of the work outlined in Article 1 above the contract sum of \$ 30,000. The Contractor shall submit monthly invoices to the Town for services rendered, which will be due 30 days following receipt by the Town.

ARTICLE 4: CONTRACT DOCUMENTS:

The following documents form the Contract and all are as fully a part of the Contract as if attached to this Agreement or repeated herein:

1. This Agreement.
2. Amendments, or other changes mutually agreed upon between the parties.
3. All attachments to the Agreement.

In the event of conflicting provisions, those provisions most favorable to the Town shall govern.

ARTICLE 5: CONTRACT TERMINATION:

The Town may suspend or terminate this Agreement by providing the Contractor with ten (10) days written notice for the reasons outlined as follows:

1. Failure of the Contractor, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement.
2. Violation of any of the provisions of this Agreement by the Contractor.
3. A determination by the Town that the Contractor has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity with any funds provided by this Agreement.

Either party may terminate this Agreement at any time for convenience by providing the other party written notice specifying therein the termination date which shall be no sooner than thirty (30) days from the issuance of said notice. Upon receipt of a notice of termination from the Town, the Contractor shall cease to incur additional expenses in connection with the Agreement. Upon such termination, the Contractor shall be entitled to compensation for all satisfactory work completed prior to the termination date as determined by the Town. Such payment shall not exceed the fair value of the services provided hereunder.

ARTICLE 6: INDEMNIFICATION:

The Contractor shall defend, indemnify and hold harmless the Town and its officers, agents, and all employees from and against claims arising directly or indirectly from the contract. Contractor shall be solely responsible for all local taxes or contributions imposed or required under the Social Security, Workers' Compensation, and income tax laws. Further, the Contractor shall defend, indemnify and hold harmless the Town with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this Agreement. This shall not be construed as a limitation of the Contractor's liability under the Agreement or as otherwise provided by law.

ARTICLE 7: AVAILABILITY OF FUNDS:

The compensation provided by this Agreement is subject to the availability and appropriation of funds.

ARTICLE 8: APPLICABLE LAW:

The Contractor agrees to comply with all applicable local, state and federal laws, regulations and orders relating to the completion of this Agreement. This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

ARTICLE 9: ASSIGNMENT:

The Contractor shall not make any assignment of this Agreement without the prior written approval of the Town.

ARTICLE 10: AMENDMENTS:

All amendments or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the Town and Contractor. Further, such amendments or changes shall be in writing and signed by officials with authority to bind the Town. No amendment or change to the contract provisions shall be made until after the written execution of the amendment or change to the Contract by both parties.

ARTICLE 11: INDEPENDENT CONTRACTOR:

The Contractor acknowledges and agrees that it is acting as an independent contractor for all work and services rendered pursuant to this Agreement and shall not be considered an employee or agent of the Town for any purpose.

ARTICLE 12: INSURANCE:

The Contractor shall be responsible to the Town or any third party for any property damage or bodily injury caused by it, any of its subcontractors, employees or agents in the performance of, or as a result of, the work under this Agreement. The Contractor and any subcontractors used hereby certify that they are insured for workers' compensation, property damage, personal and product liability. The Contractor and any subcontractor it uses shall

purchase, furnish copies of, and maintain in full force and effect insurance policies in the amounts here indicated.

- 1) General Liability of at least \$1,000,000 Occurrence/\$3,000,000 General Aggregate. The Municipality should be named as an "Additional Insured". Products and Completed Operations should be maintained for up to 3 years after the completion of the project.
- 2) Automobile Liability (applicable for any contractor who has an automobile operating exposure) of at least \$1,000,000 Bodily Injury and Property Damage per accident. The Municipality should be named as an "Additional Insured".
- 3) Workers' Compensation Insurance as required by law. Include Employers Liability Part B with a limit of \$1,000,000
- 4) Builders' Risk Property Coverage for the full insurable value. It should include "All Risk" insurance for physical loss or damage including theft.
- 5) Property Coverage for materials and supplies being transported by the contractor, as the Town's Property Contract provides coverage for personal property within 1000 feet of the premises.
- 6) Umbrella Liability of at least \$2,000,000/ occurrence, \$2,000,000/aggregate. The Municipality should be named as an Additional Insured.
- 7) Architects and Engineers Professional Liability (applicable for any architects or engineers involved in the project) of at least \$1,000,000/occurrence, \$3,000,000 aggregate.

Prior to commencement of any work under this Agreement, the Contractor shall provide the Town with Certificates of Insurance which include the Town as an additional named insured and which include a thirty day notice of cancellation to the Town.

ARTICLE 13: SEVERABILITY:

If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

ARTICLE 14: ENTIRE AGREEMENT:

This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

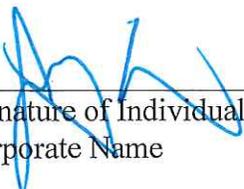
ARTICLE 15: COUNTERPARTS:

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be a counterpart original.

CERTIFICATION AS TO PAYMENT OF STATE TAXES

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I, Jay Coburn, authorized signatory for the Contractor do hereby certify under the pains and penalties of perjury that said Contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

22-3191450
Social Security Number or
Federal Identification Number

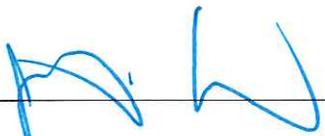

Signature of Individual or
Corporate Name

By: Jay Coburn
Chief Executive
Officer (if
applicable)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

CONTRACTOR
By

TOWN OF HARWICH
by its Board of Selectmen Over \$50,000


Jay Coburn, CEO
Printed Name and Title





Approved as to Availability of Funds:

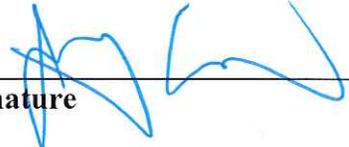
by its Town Administrator Under \$50,000

 (\$ 30,000)
Finance Director Contract Sum

Town Administrator

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean natural person, business, Town, corporation, union, committee, club, or other organization, entity, or group of individuals.



Signature

Jay Coburn

Typed name

Chief Executive Officer

Title

Lower Cape Cod Community Development Corporation d/b/a the Community Development Partnership

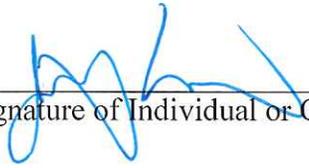
Name of Business

REVENUE ENFORCEMENT AND PROTECTION STATEMENT

“Pursuant to M.G.L., Chapter 62C, §29A, I hereby certify under the penalties of perjury that Lower Cape Cod Community Development Corporation d/b/a the Community Development Partnership, to my best knowledge and Belief, has filed all Massachusetts tax returns and paid all Massachusetts taxes required Under law.”

22-3191450

Social Security Number
OR
Federal Identification Number



Signature of Individual or Corporate Name

By: Jay Coburn, CEO

Corporate Officer (if applicable)

CERTIFICATE OF AUTHORITY
(Corporations Only)

At a duly authorized meeting of the Board of Directors of Lower Cape Cod Community Development Corporation d/b/a the Community Development Partnership

it was VOTED that Jay Coburn, Chief Executive Officer of this company is authorized to execute contracts and bonds in the name of and on behalf of this company, and affix its corporate seal hereto; and such execution of any contract obligation in this company's name and on its behalf, said obligation to be valid and binding upon this company.

A True Copy Attested,

Company Name: Lower Cape Cod Community Development Corporation d/b/a the Community Development Partnership

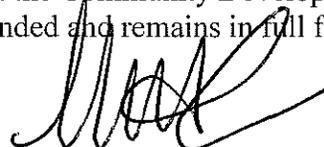
Address: 3 Main Street Mercantile, Unit 7

Eastham, MA 02642

Name & Title of Signatory: Matthew Cole, Clerk, Board of Directors

Date: November 15, 2018

I hereby certify that I am the clerk of the Lower Cape Cod Community Development Corporation d/b/a the Community Development Partnership; that the above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract.

Name of Clerk: 

Corporate Seal





HOUSING PRODUCTION PLAN

Prepared for the
TOWN OF HARWICH
www.harwich-ma.gov

Prepared by the Harwich Housing Plan Work Group
Charleen Greenhalgh, Assistant Town Administrator
John Stewart, Harwich Housing Authority
Linda Cebula, Harwich Planning Board
Julia Eldredge, Harwich Housing Committee
Cindi Maule, Harwich Community Preservation Committee
Karen Sunnarborg, Consultant

Funded by
Harwich Community Preservation Fund

December 2016



TOWN OF HARWICH

TOWN OF HARWICH HOUSING PRODUCTION PLAN

I. EXECUTIVE SUMMARY

A. Introduction

Harwich is a resort and residential community located on the south side of Cape Cod at its elbow. The town, of about 12,300 year-round residents, is bordered by Dennis on the west, Brewster and Orleans on the north, Chatham on the east, and Nantucket Sound on the south. The town is divided into seven villages including East Harwich, Harwich Center, Harwich Port, Pleasant Lake, West Harwich, North Harwich and South Harwich, each with its own composition of land uses and character. The highest level of year-round occupancy occurs in North Harwich although Pleasant Lake, East Harwich and Harwich Center are also predominantly year-round villages. South Harwich, Harwich Port, and West Harwich are more densely developed and have more seasonal housing units.

Harwich's small town character, extensive shoreline, rich historical connection to the sea, and rural nature have continued to lure visitors over the years – some who arrive for extended periods in the summer, others who have decided to purchase second homes, and those searching for a place to retire. But like most communities on the Cape, living in Harwich is expensive. While house prices declined somewhat since the recession, the market has been rebounding and values are approaching pre-recession levels with the median single-family house priced at \$350,000, still out of reach for many year-round residents.

B. Summary of Housing Needs Assessment¹

A summary of some of the *demographic characteristics* of Harwich in comparison to Barnstable County and the state is included in Table I-1, highlighting the following major trends:

- *Recent small population losses*
Between 2000 and 2014, there was a 1.5% decrease in total residents involving a loss of 198 residents compared to a 3.2% loss for the county and a 4.9% gain statewide. Population projections from the Metropolitan Area Planning Council (MAPC) estimate that the population will increase to 12,745 by 2020 and then to 13,445 by 2030, a 9.8% increase from the 2010 census count of 12,243 residents. On the other hand, the State Data Center at the University of Massachusetts' Donahue Institute calculates further population losses to 12,032 residents by 2020 and 11,679 by 2030, representing a 4.6% population decrease since 2010.
- *Fewer children and more older adults*
There have been significant losses of younger residents with those under 20 years of age decreasing from 19.9% to 17.7% of all residents between 2000 and 2014 compared to a

¹ This Housing Production Plan provides the most current information available, often offering historical data to demonstrate important demographic or housing trends. The 2010 census data is typically offered when actual counts are available, also providing updated 2014 census estimates from the U.S. Census Bureau's American Community Survey. Some information from the 2010 census also relies on sample data instead of actual counts and the 2014 census estimates may be emphasized in these circumstances.

smaller loss in the county and percentage gains statewide. On the other hand, those 55 to 64 years of age or older increased at relatively the same rate as the county and significantly higher than the state. While the 2014 census estimates suggest some decline of those 65 years of age or older, Harwich's level at 27.7% of all residents is still higher than the 26.4% level for the county and almost twice that of the state's.

MAPC population projections suggest a continuation of these trends with children under age 20 down to 3.7% and those 65 and older up to 42% of all residents by 2030.

- *Growth in smaller households*
Families have decreased somewhat in proportion to all households with corresponding increases in non-family households² at 38% of all households compared to 38% and 36% for the county and state, respectively, based on 2014 census estimates. Demographic trends towards older residents suggest continued increases in smaller households.

Table I-1: Summary of Demographic Characteristics for Harwich, Barnstable County and the State, 2000 and 2014

| Demographic Characteristics | Harwich | | Barnstable County | | Massachusetts | |
|-------------------------------|--------------|--------------|-------------------|--------------|---------------|--------------|
| | 2000 | 2014 | 2000 | 2014 | 2000 | 2014 |
| Total population | 12,236 | 12,205 | 222,230 | 215,167 | 6,349,097 | 6,657,291 |
| % less than 20 years | 19.9% | 17.7% | 20.4% | 18.7% | 23.6% | 24.2% |
| % 20 to 34 years | 11.1% | 13.4% | 13.2% | 13.3% | 21.0% | 20.7% |
| % 35 to 44 years | 13.8% | 10.3% | 15.3% | 9.7% | 16.7% | 12.9% |
| % 45 to 54 years | 14.0% | 14.5% | 14.8% | 15.1% | 13.8% | 15.1% |
| % 55 to 64 years | 11.7% | 16.5% | 11.5% | 16.8% | 8.6% | 12.8% |
| % 65 years or more | 29.6% | 27.7% | 23.1% | 26.4% | 13.5% | 14.4% |
| Median age | 48.8 years | 50.9 years | 44.6 years | 50.8 years | 36.5 years | 39.3 years |
| % non-family households | 36% | 37.8% | 36.0% | 38.0% | 36.0% | 36.4% |
| Average household size | 2.20 persons | 2.24 persons | 2.28 persons | 2.24 persons | 2.51 persons | 2.53 persons |
| Median household Income | \$41,552 | \$67,332 | \$45,933 | \$61,597 | \$50,502 | \$67,846 |
| Individuals in poverty | 5.5% | 7.3% | 7.0% | 9.7% | 9.0% | 11.6% |
| % earning less than \$25,000 | 26.6% | 17.2% | 24.6% | 28.3% | 24.6% | 20.0% |
| % earning more than \$100,000 | 9.7% | 23.1% | 12.4% | 27.0% | 17.7% | 33.2% |

Source: Data for the above table is derived from the 2000 census and the 2010-2014 American Community Survey Five-Year Estimates.

- *Higher incomes*
The median household income, at \$67,332 as of 2014, is higher than the \$61,597 for the county and in line with the statewide median of \$67,846. Income levels were significantly lower than both the county and state medians in 2010 however.

² Non-family households include unrelated household members and single individuals.

- *Increasing poverty*
Those living in poverty increased between 2000 and 2014, growing from 5.5% to 7.3%. This rate is still significantly lower than the 9.7% and 11.6% rates for the county and state, respectively.

Table I-2 summarizes the following major *housing characteristics*, comparing 2000 and 2014 data:

- *Slower housing growth*
Housing growth has been slower in Harwich, at 6.3% between 2000 and 2014, compared to 9.4% for Barnstable County and 7.4% for the state. Most of the new growth has been directed to the higher end second home or retirement market.
- *Significant demo-rebuild activity*
It is important to note that the community has experienced considerable teardown activity. For example, from January 2016 through November 22, 2016, there were 13 single-family homes demolished and replaced involving about a third of anticipated residential building activity. Smaller units, such as cottages, have been particular targets of teardown activity. Consequently actual net housing growth is less than the growth figures indicate.
- *Substantial seasonal housing pressures*
About 44% of the town’s housing stock is comprised of seasonal or occasional residences, up from 38% in 2000, and higher than 37.2% for the Cape as a whole and 4.3% statewide. In the summer months Harwich’s resident population doubles in size, putting enormous pressure on Town services and the long-term, permanent population. This temporary population, however, has bolstered the local economy and employment has increasingly focused on servicing these residents.

Table I-2: Summary of Housing Characteristics for Harwich, Barnstable County and the State, 2000 and 2014

| Housing Characteristics | Harwich | | Barnstable County | | Massachusetts | |
|--|--------------------------------------|-----------|--------------------------------------|-----------|--------------------------------------|-----------|
| | 2000 | 2014 | 2000 | 2014 | 2000 | 2014 |
| Total housing units | 9,450 | 10,045 | 147,083 | 160,953 | 2,621,989 | 2,816,875 |
| % occupied housing (year-round units) | 57.9% | 53.3% | 64.5% | 58.6% | 93.2% | 90.1% |
| % seasonal or occasional use | 38.0% | 44.3% | 32.0% | 37.2% | 3.6% | 4.3% |
| % owner-occupied | 82.3% | 82.3% | 77.8% | 78.7% | 61.7% | 62.3% |
| % renter-occupied | 17.7% | 17.7% | 22.2% | 21.3% | 38.3% | 37.7% |
| % single-family, detached structures | 88.2% | 84.6% | 82.9% | 81.4% | 52.4% | 52.2% |
| Median sales price Banker & Tradesman 2000/August 2016 | \$183,000 | \$350,000 | \$178,800 | \$350,000 | \$185,000 | \$340,000 |
| Median gross rent | \$708 | \$1,161 | \$723 | \$1,101 | \$684 | \$1,088 |
| Housing density 2000 to 2014 | 285.1 to 303.1 units per square mile | | 371.6 to 406.7 units per square mile | | 334.5 to 359.4 units per square mile | |

Source: U.S. Census, 2000 and American Community Survey 5-Year Estimates 2010-2014 unless otherwise noted.

- *Declines in rental occupancy*
The proportion of rental units was proportionately the same in 2000 and 2014, whereas both the county and state experienced decreases. Rental occupancy was also lower in Harwich, at 17.7% compared to 21.3% for the county and 37.7% for the state.
- *Seasonal rental pressures*
It is also important to note that some properties are rented at high seasonal prices during the summer and then involve separate “winter rentals” during the remaining months of the year. This has resulted in some instability in the rental market, causing hardship for renters who must vacate their units during the summer and need to locate alternative units that they can afford in the area.
- *Predominance of single-family homes*
Almost 85% of Harwich’s housing stock is comprised of single-family detached homes, higher in comparison to 81% for Barnstable County and considerably higher than the state level of 52%.
- *Rising housing costs*
Housing values have increased with the median single-family home price rising from \$183,000 to \$350,000 between 2000 and 2014 and comparable to county and state levels. Median rents have also climbed from \$708 to \$1,161 during the same period, higher than median rent levels for the county and state.
- *Lower housing density*
Harwich had a housing density of 303 units per square mile in 2014 compared to 407 and 359 for the county and state, respectively.

The convergence of these trends – a declining year-round population, fewer children and families, an increasingly aging population, increases in poverty, high and growing seasonal and second home market pressures, and rising housing costs – all point to significant changes in the Harwich community and a growing affordability gap. This gap is confirmed by census data that estimates about 41% of Harwich’s households were living in housing that was by common definition beyond their means and unaffordable as they were spending more than 30% of their income on housing costs, of which 20% were spending more than 50% of their incomes on housing. If these demographic and housing trends continue, Harwich will lose ground on its ability to be a place where individuals and families across a full range of economic and social strata can call home.

The state currently lists 333 affordable housing units in Harwich’s state-approved Subsidized Housing Inventory (SHI), 5.4% of the total year-round housing stock of 6,121 units, up from 261 units at 4.5% in 2009. The town still would need to produce at least 279 more affordable units to reach the state’s 10% goal based on the existing housing stock. Because the number of year-round units is based on the decennial census figure, it will change when the 2020 census figures are released and thus the 10% state threshold is a moving target.

Based on these trends and further documentation in the Housing Needs Assessment (Section III.C), this Housing Plan suggests the following priority housing needs:

1. *Households with very limited incomes*

Priority Need #1: Given the high costs of rental housing and high cost burdens (43% of all renters earning at or below 80% of area median income were spending more than half of their income on housing), more subsidized rental housing is necessary to make living in Harwich more affordable. Goal of about 80% of all affordable units created.

2. *Widening affordability gaps and exodus of younger residents*

Priority Need #2: Create a wider range of affordable housing options including first-time homeownership opportunities, particularly for younger households entering the job market and forming their own families and some empty nesters. Goal of about 20% of all affordable units created.

3. *Special needs housing*

Priority Need #3: Harwich has a higher proportion of residents with disabilities at 14.4% of all residents claiming a disability as opposed to 11.3% for the state. Some amount of new housing should be built handicapped-adaptable or accessible to the disabled, including increasing numbers of seniors, and more supportive housing services should also be integrated into new development. Goal of 10% of all new family units created, 20% for senior housing units or those for individuals.

4. *Housing conditions*

Priority Need #4: About 64% of Harwich’s housing stock was built before 1980 and is more likely to include units with lead-based paint that is hazardous to children, septic system problems, as well as deferred maintenance issues. Programs to support necessary home improvements that correct code violations for units occupied by low- and moderate-income households should be reintroduced if possible, particularly the elderly living on fixed incomes and properties tenanted by qualifying households. Goal of about half of the ownership units.

The Town of Harwich has established the following targeted affordable housing production goals based on priority housing needs over the next five years, the term of this Housing Production Plan.

Table I-3: Summary of Priority Housing Needs and Targeted Production Goals

| Type of Housing | Seniors + Single Persons/ One Bedroom Units @ 40% | Small Families/2 Bedrooms @ 50% | Large Families/3+ Bedrooms @ 10% | Total/5-Year Goals |
|--|--|---------------------------------|----------------------------------|--------------------|
| Rental @ 80% | 50 | 62 | 12 | 124 |
| Ownership @ 20% | 12 | 16 | 3 | 31 |
| Total | 62 | 78 | 15 | 155 |
| Special Needs* (a % of total units) | (12) 20% | (8) 10% | (2) 10% | (22) 14% |

Source: 2013 HUD SOCDs CHAS and Karen Sunnarborg Consulting

* Represents 10% of all units created in family housing and 20% in senior and single-person housing. For example, of the total 62 projected 5-year total one-bedroom units produced, 20% would involve handicapped accessibility and/or supportive services.

C. Summary of Development Challenges

Continuing a proactive housing agenda to promote affordable housing remains a significant challenge in Harwich. First, the town's resources for absorbing growth are limited given significant physical constraints. In addition to the considerable extent of the town's preserved open and recreational space and sensitive environments, Harwich has no sewer services at this point and a few areas are still without municipal water, making denser development more costly and difficult.³ This raises concerns among residents about water supply and water quality impacts of any new development

Second, local zoning provides substantial obstacles to workforce housing development, and current regulations would have to be reformed or in many cases overridden through "friendly" comprehensive permits to overcome these barriers. Zoning for accelerated growth raises local questions concerning capacity and changing the very nature of the community with its small coastal town distinctions.

Third, the Town needs to continue to promote more affordable development by effectively managing the Town's limited assets as a whole and directing growth for the overall environmental and social health of the community. Besides Community Preservation Funds, Harwich has established a Housing Trust Fund that has been creatively capitalized from rental proceeds of a cell tower on Town property and the sale of a Town-owned property. Because the Town has limited commercial and industrial uses, it relies predominantly on property taxes raised through its residential base. While tax revenues are increasing based on rising property values, Harwich, like other nearby communities, has a relatively low tax rate of \$9.07 per thousand⁴ as opposed to more than \$15.00 per thousand in quite a few other communities in the Boston region.

D. Summary of Production Goals

The state administers the Housing Production Program that enables cities and towns to adopt an affordable housing plan that demonstrates production of .50% over one year or 1.0% over two-years of its year-round housing stock eligible for inclusion in the Subsidized Housing Inventory (SHI). If this is accomplished in any calendar year, the town will have 12 months or 24 months, respectively, when it will have the likely ability to deny Chapter 40B comprehensive permit applications that it deems do not meet local needs.⁵ Harwich would have to produce at least 33

³ While the Town currently has no sewer services, its Comprehensive Wastewater Management Plan (CWMP) was recently approved and the Town will now be considering its implementation.

⁴ For fiscal year 2016.

⁵ If a community has achieved certification within 15 days of the opening of the local hearing for the comprehensive permit, the ZBA shall provide written notice to the applicant, with a copy to DHCD, that it considers that a denial of the permit or the imposition of conditions or requirements would be consistent with local needs, the grounds that it believes have been met, and the factual basis for that position, including any necessary supportive documentation. If the applicant wishes to challenge the ZBA's assertion, it must do so by providing written notice to DHCD, with a copy to the ZBA, within 15 days of its receipt of the ZBA's notice, including any documentation to support its position. DHCD shall review the materials provided by both parties and issue a decision within 30 days of its receipt of all materials. The ZBA shall have the burden of proving satisfaction of the grounds for asserting that a denial or approval with conditions would be consistent local needs, provided, however, that any failure of the DHCD to issue a timely decision shall be deemed a determination in favor of the municipality. This procedure shall toll the requirement to terminate the hearing within 180 days.

affordable units annually to meet these annual production goals, a formidable challenge. Production goals over the next five (5) years include the creation of 180 affordable units.

The state's subsidizing agencies have entered into an Interagency Agreement that provides more guidance to localities concerning housing opportunities for families with children and are now requiring that at least 10% of the units in affordable production developments that are funded, assisted or approved by a state housing agency have three (3) or more bedrooms with some exceptions (e.g., age-restricted housing, assisted living, supportive housing for individuals, SRO's, etc.).

E. Summary of Housing Strategies

The strategies summarized below are based on previous plans, the Housing Needs Assessment, local housing goals, other community input, and the experience of comparable communities in the area and throughout the Commonwealth. Many of the strategies reflect a continuation of efforts that have proven effective in promoting affordable housing in Harwich over the past decade or so. The strategies are grouped according to the type of action proposed – Building Local Capacity, Planning and Zoning Strategies, Housing Development, and Direct Assistance to Qualifying Households – and categorized according to priority as those to be implemented within Years 1 and 2 and those within Years 3 to 5. The strategies also reflect state requirements that ask communities to address a number of major categories of strategies to the greatest extent applicable:⁶

It should be noted however, that while a major goal of this Plan is to eventually meet the state's 10% goal under Chapter 40B, another important goal is to serve the range of local housing needs. For example, this includes the promotion of accessory apartments and opportunities to produce workforce units for those earning above 80% of area median income but still priced out of the local housing market. Consequently, there are instances where housing initiatives might be promoted to meet community needs that will not necessarily result in the inclusion of units in the Subsidized Housing Inventory (SHI).

Within the context of the compliance issues, local needs, existing resources, affordability requirements, and the goals listed in Section II of this Plan, the following housing strategies are offered for consideration. *It is important to note that these strategies are presented as a package for the Town to consider, prioritize, and process, each through the appropriate regulatory channels.* Moreover, the proposed actions present opportunities to judiciously invest limited Community Preservation funding and the Affordable Housing Fund.

1. Capacity Building Strategies

Specific actions to help build local capacity to meet local housing needs and production goals are listed below. While these strategies do not directly produce affordable units, they provide the necessary support to implement a proactive housing agenda and build local support for new affordable housing initiatives.

⁶ Massachusetts General Law Chapter 40B, 760 CMR 56.03.4.

- *Conduct ongoing educational campaign (public hearings, print media, events, etc.)*
Continue to engage the community in discussions on affordable housing to present information on the issue needed to dispel myths and negative stereotypes and to help galvanize local support, political and financial, for new production.
- *Hire a part-time Housing Coordinator*
Hire the necessary expertise to provide ongoing support to effectively coordinate the implementation of various components of the Housing Plan.

2. **Zoning Strategies**

Housing production is contingent not only on actual development projects but on the regulatory tools that enable localities to make well informed decisions to strategically invest limited public and private resources on housing creation. To most effectively and efficiently execute the strategies included in this Plan and meet production goals, greater flexibility will be needed in the Town's Zoning By-law, and new tools will be required to capture more affordable units and better guide new development to specific "smarter" locations. The Town of Harwich should consider the following regulatory strategies to provide appropriate incentives and guidance to promote the creation of additional affordable units.

- *Integrate affordable housing in the Open Space Residential Development (OSRD) by-law (cluster development)*
Consider density bonuses for the integration of some amount of affordable housing into the by-law and allow some multi-family dwelling types as well. More incentivized density bonuses and affordability requirements should encourage mixed-income development and support project feasibility.
- *Adopt inclusionary zoning*
Adopt inclusionary zoning *with incentives* to ensure that any new residential development in Harwich provides a percentage of affordable units or cash in-lieu of units to be invested in the town's special Affordable Housing Fund.
- *Promote affordable housing in mixed-use development*
Integrate affordable housing in the Village Commercial Overlay District and Harwich Center Overlay District mixed-use by-law, allowing the density that will make high quality development economically feasible. The Town should also explore extending higher density and second story, "Above the Shop" zoning to all villages.
- *Modify the accessory apartment by-law*
Amend the existing accessory apartment by-law to better promote new accessory units that meet a range of local needs and help diversify the housing stock without significant impacts on the surrounding neighborhood.
- *Revise Local LIP Regulations and Procedures*
Revise the Town's "Regulations and Procedures for Accepting Comprehensive Permit Applications Under the Local Initiative Program (LIP)", which were adopted by the Board of Selectmen in May 2000, to make them more consistent with current needs, priorities, resources and market conditions.

- *Adopt a Motel Conversion By-law*
Explore what other communities are doing to incentivize the redevelopment of increasingly antiquated and uneconomic motel properties. The Planning Board should explore other by-laws, adopt one for Harwich, and obtain necessary approvals.

3. *Housing Production Strategies*

The Town of Harwich has made considerable progress in producing affordable housing during the decade, but to accomplish the actions included in this Housing Plan and meet production goals, it will be essential for the Town to continue to reach out to the development community and sources of public and private financing to secure the necessary technical and financial resources to create additional affordable units.

- *Continue to make publicly-owned land available for affordable housing*
Convey suitable, surplus publicly-owned properties to selected developers through a Request for Proposals (RFP) process that includes some amount of affordable housing.
- *Continue to partner with developers*
Continue to work effectively with area non-profit and for profit developers who have been active in producing affordable housing to produce affordable or mixed-income housing in line with local needs and priorities.
- *Convert existing housing to long-term affordability*
Continue to administer and fund the Buy Down Program that provides opportunities to enable qualifying first-time homebuyers to buy a home in Harwich.

4. *Housing Assistance and Preservation*

Housing production is critical, but the Town also needs to be concerned that it does not lose units already counted as part of its Subsidized Housing Inventory and provides resources to support the deferred home maintenance needs of lower income residents, including seniors.

- *Monitor Subsidized Housing Inventory (SHI)*
Insure that all affordable units, current and future, remain a part of the Town's Subsidized Housing Inventory (SHI) to the greatest extent possible.
- *Help qualifying homeowners access housing assistance*
Continue existing local initiatives, such as the Rental Assistance Program, and disseminate information regarding local, regional and state programs that provide technical and financial assistance to help qualifying residents with housing needs.

Table I-4 summarizes these strategies.

Table I-4: Summary of Housing Strategies

| Strategies | Priority for Implementation | | # Affordable Units | Responsible Party** |
|---|-----------------------------|--------------|--------------------|---------------------|
| | In Years 1-2 | In Years 3-5 | | |
| Capacity Building Strategies | | | | |
| 1. Conduct ongoing community education | X | | * | HC |
| 2. Hire a part-time Housing Coordinator | X | | * | BOS/HC |
| Zoning Strategies | | | | |
| 1. Integrate affordable housing in the OSRD by-law (cluster development) | X | | * | PB/HC |
| 2. Adopt inclusionary zoning | X | | * | PB/HC |
| 3. Promote affordable housing in mixed-use development | | X | * | PB/HC |
| 4. Modify accessory apartment by-law | | X | * | PB/HC |
| 5. Update local LIP regulations and Procedures | | X | * | BOS/ZBA//PB/HC |
| 6. Adopt a Motel Conversion By-law | | X | * | PB/HC |
| Housing Production Strategies | | | | |
| 1. Continue to make suitable public land available for affordable housing | X | | 80 | BOS/HC |
| 2. Continue to partner with private developers | X | | 90 | HC |
| 3. Convert existing housing to affordability | X | | 10 | HC/HA |
| Housing Preservation and Assistance Strategies | | | | |
| 1. Monitor Subsidized Housing Inventory (SHI) | X | | * | HC |
| 2. Help qualifying residents access housing assistance | X | | * | HC/HA/COA |

**Indicates actions for which units are counted under other specific housing production strategies, have an indirect impact on production, do not add to the Subsidized Housing Inventory, or cannot be counted towards production goals.*

** Abbreviations

Housing Committee = HC

Housing Authority = HA

Board of Selectmen = BOS

Planning Board = PB

Council on Aging = COA

ZBA = Zoning Board of Appeals

Charleen Greenhalgh

From: Christopher Clark
Sent: August 7, 2019 3:48 PM
To: Charleen Greenhalgh
Subject: FW: Aff Home resale Harwich with County HOME Deed Rider
Attachments: Granquist Deed and Full Rider.pdf; Declaration of Trust - recorded.pdf; COVENANTS Recorded.pdf; Granquist Common Wall Agreement.pdf

FYI

From: Vicki Goldsmith [mailto:vg@habitatcapecod.org]
Sent: Wednesday, August 07, 2019 11:38 AM
To: irene.hamman@barnstablecounty.org; Christopher Clark <cclark@town.harwich.ma.us>
Cc: pelinda@capecdp.org; Elizabeth Wade <Land@habitatcapecod.org>; Beth Albert <balbert@barnstablecounty.org>
Subject: Aff Home resale Harwich with County HOME Deed Rider

Greetings, Renee (County) and Chris (Town), cc to Pelinda (Town) and Beth (County) ---

This note is to let you know that I recently received informal notice, and have now been notified that formal notice was sent today to Town of Harwich, County HOME and Habitat that Dawn Granquist of 6 Gomes Way, Harwich wishes to sell her home. This resale is governed by a County HOME deed rider (NOT DHCD), which put Habitat, then Town, then the County in successive line to either purchase the home and then resell it to an eligible purchaser, or simply locate an eligible purchaser to purchase from current owner.

I have attached pertinent documents to save you the time of searching for them.

This is a 2 bedroom home, approximately 10 years old, with solar panels. There is a home owners association, and was construction in a two-family building – so there is a common wall agreement.

This is my quick and dirty computing on max sale price – to be confirmed (info I gave to Dawn): **The maximum resale price will be set** by multiplying the current Area Median Income – which is \$91,300 by the multiplier factor on page 2 – which is 1.35. The result is \$123,255– unless you went through a process of having any capital improvements approved – in which case please let me/us (the parties listed) know right away.

That maximum may (or may not be) be offset by factors such as condition of the house, or what a buyer is willing to pay (i.e. it is a maximum price, not a guaranteed price).

My strong recommendation is that we have a short meeting soon (of conference call) of the named parties – with designated reps from Town and County to confirm who is going to take responsibility for managing the resale. In my own experience, it has gone smoothly in the past utilizing Gael Kelleher from HAC as the affordable home broker. Habitat homes are priced VERY affordably, so it is not particularly challenging to find income qualified candidates who can qualify for a bank mortgage. I am available next week, and on vacation the last week in August.

Habitat's evolved perspective is this: Our organizational sweet spots are as a home/subdivision DEVELOPER, marketer of ORIGINAL sale and mentor/homebuyer educator of the FIRST purchaser. Admin and Compliance, we believe, are more in the bandwidth of Towns and County, and resales – either are, or should be, part of what is done by those entities. In other words, it is likely that we will decline our option to handle this with the hope and expectation that the Town or County will take responsibility for the oversight of the process. We are happy to support this process in various ways. (And Beth Wade is my back up to this).

I look forward to further communications to ensure this goes as smoothly as possible for Dawn – AND – most importantly – that another family in our community soon as the wonderful opportunity to gain permanence, affordability, stability through the purchase of this home!

Best regards,

Vicki

Victoria Goldsmith, Executive Director
Habitat for Humanity of Cape Cod
411 Main St. (6A), Yarmouth Port, MA 02675

Phone - 508 362 3559 x15

Fax – 508 362 3569

vg@habitatcapecod.org

Building homes, changing lives, preserving community.

Harwich Affordable Housing Trust

Action Plan Scope of Work

Purpose: The overall intention of the Action Plan is to establish a deliberate focus to the work of the Trustees and the use of Trust resources. The Action Plan will guide initiatives funded by the Harwich Affordable Housing Trust (AHT) and establish the AHT's goals, priority initiatives, and estimated five-year budget.

Objectives:

- To establish a vision and mission for the Affordable Housing Trust
- To establish a clear role for the AHT Board of Trustees
- To establish how the AHT will coordinate with other boards
- To provide guidelines and parameters regarding priority uses of Trust funds
- To establish a specific implementation plan and corresponding budget
- To gain support from municipal officials and other stakeholders through internal and external community engagement

Task 1

- a. Kickoff meeting and community tour with the Trust to review project scope, approach, and schedule.
- b. Review background materials, including Trust revenue and expenditures, as well as other relevant planning reports and studies pertaining to the community's housing needs, goal and priorities.

Task 2

- a. Design and facilitate a working meeting with the Trust to review community housing priorities and possible eligible initiatives eligible for trust funding.
- b. Prepare written summary of main themes/issues to help inform next steps.

Task 3

- a. Survey members to help inform vision, goals, and potential initiatives to explore further. Survey other town officials, as needed.
- b. Prepare summary of findings and draft goals and potential initiatives for further consideration. Meet with Trust to review results and next steps.

Task 4

- a. Prepare detailed outline of plan including options for priority initiatives. Meet with Trust to review detailed outline and determine direction for draft plan.

- b. Prepare preliminary draft plan and meet with Trust to review and determine any revisions and discuss possible budget considerations.

Task 5

- a. Prepare complete draft plan including draft budget and meet with Trust to review and determine revisions.
- b. Revise as necessary and prepare final draft plan.
- c. Present final draft plan at meeting of trust or other town board/committee/public meeting. Revise, as necessary, and finalize plan for Trust adoption. Attend final meeting with Trust for plan adoption.

Task 6

- a. Facilitate a community engagement forum to conduct public education efforts and develop strategies in support of housing initiatives.
- b. Work with the community and residents to facilitate a discussion about the need for housing development and how it benefits the community.

Action Plan Solicitation: List of qualified consultants

1. Judi Barrett, Principal, Barrett Planning Group

www.barrettplanningllc.com

Barrett Planning Group LLC is committed to helping communities create thriving town centers and great neighborhoods. Led by a veteran planner with applied community development experience, Barrett Planning Group is ideally qualified to help address a community's planning and development challenges. They offer comprehensive planning solutions to help cities and towns and their non-profit partners and affiliates manage growth and change.

2. Jennifer M. Goldson, AICP, Founder and Managing Director, JM Goldson

www.jmgoldson.com

Jennifer M. Goldson, a certified professional planner, formed JM Goldson community preservation + planning in 2006 to help communities create successful community visions and master plans, community preservation programs, and address affordable housing needs. Her 20+ year professional background blends affordable housing, comprehensive planning, historic preservation, open space conservation, community engagement, and implementation of the Massachusetts Community Preservation Act. Jennifer is certified by the American Institute of Certified Planners and is a member of the International Association of Facilitators.

3. Karen Sunnarborg, Consultant

Services focus on the planning, preservation and development of affordable housing including comprehensive housing studies and more than 60 Housing Production Plans. Work in more than 70 communities has involved the implementation of housing strategies such as preparing Requests for Proposals, program development for housing services, draft zoning language, unit marketing and monitoring, affordable housing data bases, HOME Program and other funding reports, Housing Trust documents and guidelines, organizational analysis, funding applications, special research, etc.

4. Lynne Sweet, Principal, LDS Consulting

www.ldsconsultinggroup.com

LDS provides specialized housing services to a range of clients, including developers, investors, land owners, municipal and state governments, local partnerships, operators,

and non-profit organizations. They are accomplished in responding to the challenges of affordable and senior housing. Services and attributes include:

- Comprehensive real estate advisory firm
- Wide range of housing needs assessment and planning experience (Site specific, campus, town-wide, regional)
- Understand the complex concerns of municipalities, developers and funding sources.
- Understand the market for different types of housing at various income levels and are up to date as market conditions change.
- Areas of specialty include: Multifamily, Workforce, Senior, Affordable, Mixed Income and Mixed-Use housing.

5. Leedara Zola, Consultant

Community development consultant specializing in affordable housing. She works on project funding and implementation with a background in business and law (both JD and an MBA) and brings creativity, focus and precision to projects. Leedara is the recipient of the Caroline Herron housing award and is recognized statewide for her ability to effectively move projects from concept to completion.

Harwich Affordable Housing Trust (AHT) Facebook Guidelines – Draft

Purpose:

A Facebook page is one component of the Harwich Affordable Housing Trust's Community Engagement strategy. The goal is to build a strong social connection to the residents the Trust serves and represents. A Facebook page will be a useful tool to help the Trust reach an audience and inform the community on housing related issues and events.

General Guidelines:

1. Administration Policies

- a. Disable comments
- b. How many posts per week?
- c. Pelinda Deegan will administer the AHT Facebook Page
- d. Content authorization and protocol

2. Content

- a. Meeting Videos
- b. Informative videos and/or Marketing Visuals
 - i. Property Highlights
 - ii. Resident Profiles
 - iii. Housing Data
 - iv. Trust Member Profiles
- c. Regional Housing Issues
 - i. Housing Opportunities
- d. Housing Events / Forums
 - i. Harwich
 - ii. Other Towns



community development partnership

July 2019 Monthly Report Town of Harwich

1. Office Hours

- a. Held weekly office hours on Thursdays, 8:30 am – 4:00 pm: Wednesday, July 3rd, July 11th, July 18th and July 25th
- Standing meeting with Chris Clark, Don Howell and Charleen Greenhalgh on Thursdays at 9am.
 - 8/1/19: Completed June monthly report.

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

- a. Provide staff support to Affordable Housing Trust (AHT)
- 7/1/19: Contacted and held discussions with: Caleb Ladue, Information Specialist, Jamie Goodwyn, Station Manager and Cyndi Williams, Executive Director of Harwich Chamber of Commerce to get insight on how they manage their Facebook page for their department.
 - 7/11/19: Attended a Board of Directors' meeting for Mid Cape Home Churches with Chris Clark. Held a meeting with Art Bodin, Chair of the Affordable Housing Committee to discuss a site plan and map for Sisson Road.
 - 7/12/19: Completed and submitted agenda and agenda packet for the 7/18/19 AHT meeting. Completed updates of the Land Inventory Tracker.
 - 7/18/19: Contacted Carol Coppola for the AHT fund balance. Completed a Facebook Page. Staffed the Affordable Housing Trust meeting.
 - 7/22/19: Organized and completed follow-up items from the 7/18/19 AHT meeting.
 - 7/28/19: Drafted Facebook Page Guidelines. Conducted on-going correspondence with AHT member, Brendan Lowney to coordinate video project.
- b. Pre-development tasks
- 7/2/19: Held a phone meeting to discuss updates on Oak Street.
 - 7/3/19: Mailed receipt of technical assistance award letter to Laura Shufelt, Mass Housing Partnership.

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

- 7/22/19: Met with Donna Molino, Town Assessor, to discuss SHI list and establish working relationship.

4. Building relationships and gathering information

- 7/11/19: Attended a tour of the affordable housing development, Village at Nauset Green in Eastham.
- 7/22/19: Reached out to Mary Waygan, Yarmouth Housing Coordinator, to discuss Community Preservation Act funds and funds transfer process.
- 7/28/19: Reached out to Shirley Smith, Chair of Affordable Housing Committee (AHC) and Karolyn McClelland, Vice Chair of AHC to discuss housing videos.
- 7/26/19: Held a phone meeting with Mary Waygan; a follow-up conversation regarding the transfer of CPC funds.
- 7/28/19: Reached out to Melanie Bach, Residential Coordinator at Hallkeen Property Management to discuss potential Pine Oaks resident interviews.

5. Community Outreach & Response

- 7/12/19: phone discussion with Maggi Flanagan, Program Director at Homeless Council Prevention about a resident inquiry.
- 7/13/19: on-going phone and email correspondence with Jonathan Sproul, Chief Executive Officer at Cape Abilities to discuss housing development for the disabled population.

Harwich Affordable Housing Trust – Interview Questions for Pine Oaks Residents

Purpose:

To feature Harwich residents residing in affordable housing and highlight a sense of community in which people that need affordable housing are our neighbors, our family members and vital members of our year-round community. As the Harwich Affordable Housing Trust embarks on housing developments, it is important to build public support and illustrate the housing crisis that impacts us all.

What:

Up to 2 minute video compiling scenes of Harwich community, affordable housing properties, affordable housing residents with Harwich Housing data points from the housing production plan.

Who:

1. Housing Consulting Team: Andrea Aldana, Pelinda Deegan
2. Brendan Lowney
3. IT Specialist Team: Caleb Ladue, Jamie Goodwyn

Questions:

1. Name and how long have you lived in Harwich?
2. Describe your neighborhood and Harwich?
3. What do you love about living in Harwich?
4. What do you love about living in Pine Oaks?
5. Describe the people that live in Harwich?
6. How has living in Pine Oaks benefited you?

Harwich Housing Data Points from the Housing Production Plan: TBD

1. Positive data on benefits of affordable housing
2. Data on demographics and the need to address them



Local Initiative Program

Local Initiative Program (LIP) is a state program that encourages the creation of affordable housing by providing technical assistance to communities and developers who are working together to create affordable rental opportunities

LIP was established by the Legislature in 1990 in response to a report by a special legislative commission which found that state law defined low and moderate-income housing as "any housing subsidized by the federal or state government under any program to assist the construction of low or moderate-income housing."

This definition had previously been interpreted to mean financial subsidies only. Cities and towns had little incentive to undertake housing initiatives which did not require direct state or federal assistance but which are otherwise within the intent of M.G.L. Ch. 40B. LIP allows the Department of Housing and Community Development to provide technical assistance that qualifies as a "subsidy." The LIP may also issue a site eligibility letter for a project, a prerequisite for a developer to apply for a Comprehensive Permit.

Unlike conventional housing subsidy programs, in which a state or federal agency must approve every aspect of financing, design and construction, LIP allows most of these decisions to be made by the municipality. LIP regulations and guidelines address those program components that must be reviewed and approved by DHCD. For example, incomes of households served, fair marketing, profit limitation and establishing long-term affordability for the units which are built.

How It Works

Developers seeking to build single or multi-family homes, condos or apartments where a certain percentage of the units are proposed to be affordable work with town officials to obtain approval. Such units must serve households below 80% of the area median income; the units must be subject to use restrictions to ensure that they remain in a community's affordable housing stock, and must be sold or rented on a fair and open basis.

DHCD provides technical support to both the town and the developer. If a development cannot be built under existing zoning, the developer may seek a comprehensive permit allowing the development to be built at a higher density than allowed under existing zoning.

LIP projects are subject to profit limitations. For homeownership projects, profit and developer fees to all partners and owners are limited to no more than 20 percent (20%) of the total development costs. For rental and cooperative housing projects, the LIP regulatory agreement, signed by the community, developer, and DHCD, limits distribution of return to all partners and legal or beneficial owners to a maximum of 10 percent (10%) equity per year during the time when the affordability restrictions are in place.

Who Is Eligible

Both for-profit and non-profit developers may use the LIP program in concert with a city or town, as the town and developer jointly submit the application.

Application Process

LIP applications are available on the DHCD website, or by calling the LIP staff at 617-573-1351. Information to be provided in the application includes the following:

1. Documentation of developer's interest in the site (ownership, option purchase, etc.)
2. Description of current site conditions
3. Site plan

4. Sample floor plans of the proposed units, units identified by size, type and proposed cost
5. A financial pro forma of the project
6. Appraisal of the site

LIP staff review the application, conduct a site visit and evaluate the application. If the project as proposed is approved, DHCD will issue a site eligibility letter so that the developer may apply to the local Zoning Board of Appeals for a Comprehensive Permit.

For more information:

Please click [here](#) or call the Division of Housing Development at (617) 573-1300.

Additional Information

[Local Initiative Program Sample Deed Rider \(/files/documents/2017/10/16/lipdeedrider_0.pdf\)](/files/documents/2017/10/16/lipdeedrider_0.pdf)

[Accessory Apartment Application \(/files/documents/2017/10/16/accessoryapartmentapp.doc\)](/files/documents/2017/10/16/accessoryapartmentapp.doc)

[Comprehensive Permit Application as a fillable form](/doc/comprehensive-permit-application-as-a-fillable-form/download)

[\(/doc/comprehensive-permit-application-as-a-fillable-form/download\)](/doc/comprehensive-permit-application-as-a-fillable-form/download)

[Local Action Units Application \(/doc/local-action-units-application-0/download\)](/doc/local-action-units-application-0/download)

[Handbook: Approach to Chapter 40B Design Reviews](/files/documents/2017/10/16/handbook-approachtoch40b-designreviewa.pdf)

[\(/files/documents/2017/10/16/handbook-approachtoch40b-designreviewa.pdf\)](/files/documents/2017/10/16/handbook-approachtoch40b-designreviewa.pdf)

[2010 Minority Percentages by Metropolitan Statistical Area](/files/documents/2017/10/16/percentracialethnicminority.pdf)

[\(/files/documents/2017/10/16/percentracialethnicminority.pdf\)](/files/documents/2017/10/16/percentracialethnicminority.pdf)

[LIP Policy Regarding Restrictions on Children in 55+ Housing](/doc/lip-policy-regarding-restrictions-on-children-in-55-housing/download)

[\(/doc/lip-policy-regarding-restrictions-on-children-in-55-housing/download\)](/doc/lip-policy-regarding-restrictions-on-children-in-55-housing/download)

CONTACT

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Please listen for phone menu options for DHCD divisions

TTY (617) 573-1140 (tel:6175731140)

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2019 LOWER CAPE HOUSING INSTITUTE

WHEN:

WEDNESDAYS

OCT 2ND -

NOV 6TH

6:00 PM -

8:30 PM

SESSIONS:

OCT 2ND

THE LOWER CAPE
HOUSING LANDSCAPE

OCT 9TH

MUNICIPAL PLANNING FOR A
SHARED COMMUNITY VISION

OCT 16TH

ZONING FOR HOUSING TO
PROTECT OPEN SPACE

OCT 23RD

SETTING YOUR TOWN
UP FOR SUCCESS

OCT 30TH

ANALYZING OPTIMAL
LOCATIONS FOR DEVELOPMENT

NOV 6TH

CROSSING THE FINISH LINE

WHERE:

EASTHAM PUBLIC LIBRARY
190 SAMOSET ROAD,
EASTHAM, MA 02642



community development partnership

WHO:

FREE TRAINING FOR
ELECTED & APPOINTED
MUNICIPAL LEADERS &
TOWN STAFF