

Affordable Housing Trust
Thursday, September 12, 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 taping as well as live broadcasting this public meeting. In addition, anyone who plans to video or audio tape this meeting must notify the Chairman, prior to the meeting.*

- I. **Call to Order**
- II. **Public Meeting**
 - a. Public Comment & Announcements
 - b. Approval of Minutes – August 15, 2019
 - c. Review and approve Community Preservation Act application
 - i. Authorize Chair to sign the general application
 - ii. Authorize Chair to sign the Deacon’s Folly application
 - d. Discussion and vote on new priority list
 - i. Sisson Road
 - ii. Deacon’s Folly
 - e. Update on Habitat for Humanity resale opportunity, presented by Chris Clark
 - f. Housing Coordinator Report – presented by Andrea Aldana & Pelinda Deegan
 - i. Update on Affordable Housing Trust land inventory
 - ii. Affordable Housing Trust Funds Report
 1. Community Preservation Act funds
 2. Cell tower funds
 3. Balance report
 - iii. Update on Action Plan
 1. RFP
 - iv. Harwich Housing Facebook
 1. Engagement strategy – video on affordable housing residents
 - v. August Monthly Report
- III. **Other Business** – Lower Cape Housing Institute Presentation by Andrea Aldana
- IV. **Next Meeting Date: October 24th 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, August 15th, 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, Town Planner, Charleen Greenhalgh, Vicki Godsmith, Executive Director of Habitat for Humanity, Beth Wade, Land Acquisition and Permitting Manager of Habitat for Humanity

Meeting was called to order at 2:03 PM by Mr. Clark.

Public Comment & Announcements:

Ms. Underwood wanted clarification on Mr. John Gorgio's legal opinion via email regarding who has the authority to award the second year contract to Community Development Partnership. She indicated that the request came from Mr. Clark not from the Trust. Ms. Underwood added a second question involving the June 13th Community Preservation Committee (CPC) meeting specifically on Mr. Clark discussing a \$3 million dollar housing project that was not discussed with the Trust at the CPC meeting. A lengthy discussion ensued on the notion that Mr. Clark may be violating open meeting laws as Mr. Clark indicated that the purpose was to provide various concepts that he has been made aware of, they were potential projects and strictly informational. Mr. Clark stated that the way Ms. Underwood characterized the CPC discussion, was not correct. Ms. Underwood communicated that she is concerned and upset with how Mr. Clark represented the Trust without the Trusts' consent. Ms. Underwood recommended that when any member of the Trust speaks to any other organization, all members should be informed. This discussion will be continued and added to the agenda

Approval of Minutes:

June 28, 2019 – Mr. Brophy makes a motion to approve the minutes for July 18th, 2019. Mr. Lowney seconded the motion and the motion is carried by a unanimous vote.

Discussion and potential vote on Community Preservation Act (CPA) application:

Mr. Clark provided an overview and potential vote on annual request and how much to request for the upcoming Community Preservation Act (CPC) application due October 1, 2019. Mr. Clark stated the amounts requested last year totaling to \$800,000. Mr. Clark requested that to get feedback from the board so that staff can complete an application and be ready for a vote at next month's meeting.

Ms. Charleen pointed out at the CPC application completed last year in the agenda packet. Mr. Clark called a consensus of the board to request \$530,000. In regards to the specific

projects, the Trust discussed the joint application and prioritization of Deacon's Folly. Mr. Clark referred to the Chris Wise project which was on the agenda last meeting. He presented an opportunity to Mr. Wise to speak from the audience. In light of other potential housing projects that have been previously discussed, Mr. Howell noted that this round, the amount requested should be \$530,000.

Ms. Greenhalgh clarified the process in which Deacon's Folly is a joint application with Real Estate Open Space committee. She added that this was a great opportunity since there are no wetland or natural resource related issues. Ms. Charleen confirmed that the housing staff will complete a draft of the CPC application for the Trust, and she will work with Ms. Elaine Shovlin, Chair of Real Estate & Open Space Committee (REOS) to complete the joint application for Deacon's Folly.

Mr. Clark called on a board consensus for the staff to complete the general application and Ms. Greenhalgh to complete a joint application REOS for Deacon's Folly. Mr. Howell makes a motion to pursue both in the applications. Mr. Brophy seconds, unanimous vote.

Update on Affordable Housing Land Inventory:

Ms. Greenhalgh presented on 1A and 1B property. Based on ongoing communication from Ms. Laura Shufelt at Massachusetts Housing Partnership, 1A being Oak Street has environmental constraints on the two parcels which is not feasible for multi-family home. Ms. Greenhalgh continued with her presentation detailing potential applicable elements such as vernal pool habitats and various buffers. Ms. Greenhalgh continued to state her recommendations along with Ms. Shufelt's recommendation in which the land may only be suitable for a one single family dwelling. Additional engineering is advisable to determine available area for septic and dwelling. Once this is done, Ms. Greenhalgh noted that the Trust can submit a Request for Proposal (RFP) to develop a single family dwelling. Ms. Greenhalgh provided an estimate of \$5000 - \$10,000 to conduct engineering work to determine where and if land is developable.

Mr. Brophy stated that investing in one unit is not worth it. Mr. Howell asked if Habitat for Humanity would be interested. Ms. Goldsmith, Executive Director at Habitat For Humanity stated that they would assess the feasibility of pursuing Oak Street. Mr. Clark added that an RFP should be developed. Ms. Goldsmith did provide a preliminary interest. Mr. Clark questioned the timeframe of an assessment. Ms. Beth Wade, Land Acquisition and Permitting Manager responded to Mr. Clark's question, indicating she would have an assessment of Oak Street within 6 to 8 weeks. Ms. Greenhalgh provided a suggestion that if Habitat for Humanity is able to conduct the assessment, to move forward during the October meeting. Mr. Howell expressed the need to pursue. A discussion continued to assess the opportunities regarding Oak Street. Ms. Greenhalgh suggested to table Oak Street for the October meeting adding "one house is better than no house". Mr. Clark moved to table the agenda for October to see if there is a level of interest from bidders. Mr. Brophy makes a motion to table the Oak Street agenda for the October meeting, Mr. Howell seconded the motion. The motion is

carried by a unanimous vote.

Mr. Greenhalgh provided a presentation on the conceptual site plan for 1B Sisson Road from Harwich Ecumenical Council (HECH) conducted in 2008. The concept includes four units on the first and second floor, totaling 12 units. Ms. Aldana indicated that Ms. Shufelt at MHP is prepared to move forward with Sisson Road and is awaiting approval from the Trust. Mr. Howell confirmed that the site plan in discussion is the Housing Assistance Corporation (HAC) plan. He indicated that there were two plans. He added that there are various concepts to consider. Ms. Greenhalgh confirmed that Sisson Road is located under the Historic District. Mr. Howell makes a motion to move Sisson Road to 1A and ask MHP to move forward with pre-development. Mr. Brophy seconded the motion. The motion is carried by a unanimous vote.

Mr. Clark brought up the prioritization list and suggested to table the discussion for the October meeting adding that he will work with staff to draft concepts for the prioritization list to discuss at the next meeting.

Discussion and vote on renewal of Year 2 Housing Coordinator Contract with Community Development Partnership

Mr. Clark provided an overview and explained a dispute regarding the approval of the Housing Coordinator contract for year two. Mr. Clark spoke with Mr. Gorgio of KP Law to clarify the procedure in awarding the contract. Mr. Howell explained that the Trust never developed an RFP. Mr. Howell is suggesting that the contract should be executed by the Board of Selectmen.

Mr. Howell makes a motion to refer to the Board of Selectmen with recommendation to execute the renewal of the Housing Coordinator contract. Ms. Underwood seconded the motion. The motion is passed by 4 votes in favor and 1 vote against. Mr. Clark added that the Trust needs to act as an independent entity.

Overview and discussion on Harwich Housing Production Plan:

Ms. Greenhalgh provided a summary of the Affordable Housing Trust's housing strategies that was approved in December of 2016. Mr. Clark asked if there are any priority items to deliberate for town meeting. Ms. Greenhalgh replied that family zoning laws that are allowable in certain districts. She continued to discuss by-laws and restrictions in which she plans on discussing with the Planning Board. She called and welcomed input and ideas.

Discussion and possible vote on Habitat for Humanity Resale Opportunity

Ms. Goldsmith provided a description of a resale opportunity involving DHCD and other subsidy agents: County HOME. The resale in discussion is located on Gomes Way. Formal notice went to the Board of Selectmen and then Cape Cod Commission. Ms. Goldsmith indicated that Ms. Gail Kelleher, a licensed Real Estate Broker from Housing Assistance Corporation has a great experience and knowledge on resales of deed restricted homes. Mr. Clark confirmed if in fact Habitat for Humanity has the first position, the Board of Selectmen has the second position and the County HOME has the third position. Ms. Goldsmith

confirmed their position in that Habitat for Humanity is not likely to pursuing the purchase of this property. The discussion continued on capital improvements within the resale process of a deed restricted home. Mr. Clark welcomed Ms. Goldsmith to present at the Board of Selectmen meeting to discuss the scope of the resale process. Ms. Goldsmith deferred to Ms. Kelleher and that she would be a better option to present at the Board of Selectmen meeting. The Trust discussed various scenarios in which the Trust pursue this resale opportunity. Mr. Brophy stated that the Trust should wait to hear insight and recommendation from the Board of Selectmen. Ms. Underwood volunteered to join the potential meeting with Ms. Gail Kelleher from HAC.

Housing Coordinator Report

Ms. Deegan provided information on the Trust balance for August: \$885,163.83. Ms. Aldana provided information on the final draft Housing Trust Scope of Work as well as consultants to solicit for action plan. Ms. Aldana provided five individuals for the Trust to consider for solicitation with a deadline of three weeks to be able to report responses for the October meeting. Ms. Deegan provided updates regarding the Trust's Facebook Page and guidelines.

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

Ms. Underwood suggested to schedule Affordable Housing Trust meetings in the evenings giving access to the general public. She proposed that on the even months to meet on the evenings and the odd months meet at 2 pm. Mr. Brophy added that with Ms. Greenhalgh, sat through several evening meetings, and indicated that no matter what time of the day the meetings are, there is still low attendance. Mr. Brophy stated that he is content with the current schedule of the Trust meeting. Mr. Lowney agreed with Mr. Brophy and added that he enjoyed the Housing Forum stating that it makes sense to have evening meetings where there is a call to action and it is information to the public. Mr. Howell strongly agreed with Ms. Underwood. Ms. Underwood makes a motion to schedule the Affordable Housing Trust meetings in the evenings for six months. Mr. Howell seconded the motion. The motion failed with 2 in favor and 3 opposed. Mr. Lowney makes a motion to schedule the Affordable Housing Trust meeting every third Thursday of the month at 2 pm. Mr. Brophy seconded the motion. The motion is carried with 3 in favor and 2 opposed.

Other Business:

Ms. Aldana provided information on the upcoming Lower Cape Housing Institute by Community Development Partnership. She provided a flyer and provided information on how to register.

The Trust will be attending a luncheon at Pine Oaks Village on September 12th at 12:00 pm which will be posted as a meeting.

Next Meeting Date: September 12, 2019 at 2 pm.

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

Meeting adjourned at 3:53 pm.

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 of Harwich

Town Committee, Board or Organization: Harwich Affordable Housing Trust

Legal Mailing Address: 732 Main Street, Harwich Center, MA 02645

Phone: (508) 430 – 7514 Email Address: administrator@town.harwich.ma.us

Project Manager: Chris Clark, Town Administrator

Legal Mailing Address: 732 Main Street, Harwich Center, MA 02645

Phone: (508) 430 – 5713 Email Address: administrator@town.harwich.ma.us

Second Contact Person: Charleen Greenhalgh, Town Planner

Legal Mailing Address: 732 Main Street, Harwich Center, MA 02645

Phone: (508) 430 – 7511 Email Address: cgreenhalgh@town.harwich.ma.us

PROJECT INFORMATION

PROJECT TITLE: Harwich Affordable Housing Trust Fund / Part-Time Housing Coordinator

PROJECT AMOUNT REQUESTED: \$550,000

PROJECT DESCRIPTION:

Based on the 2010 census data, data demonstrates the following major trends: recent small population losses, loss of younger residents with projections suggesting a continuation of this trend, slower housing growth where new growth is directed to second or retirement homes, seasonal rental pressures and rising housing costs are major factors in families leaving Cape Cod.

At the 2018 ATM, the Town approved the creation of the Affordable Housing Trust and funding for a Housing Coordinator. Starting in December 2018, the Affordable Housing Trust awarded the housing coordinator contract to Community Development Partnership. The Trust identified four vacant town parcels and two other town properties for consideration. At the 2019 ATM, the Town approved to designate five parcels under the jurisdiction of the Trust, amend a zoning by-law to permit accessory dwelling units by-right as well as approve general funds for the Trust and the housing coordinator. These additional funds, \$500,000 for the Trust and \$50,000 for the Coordinator, would continue the efforts to create, support and preserve safe

and decent housing affordable to our residents, while maintaining the quality of life for all residents. The additional \$20,000 is for specialized work that is beyond 10 hours per week. Such tasks include: planning a community forum, developing engagement strategies and potential housing development related tasks.

Over the past year, the Affordable Housing Trust (AHT) has moved forward on several initiatives:

- Affordable housing development
 - Identified 4 parcels of municipal land with potential for housing
 - Parcels were approved at 2019 ATM for affordable housing and placed under the jurisdiction of the AHT.
 - The AHT secured a technical assistance grant from Mass Housing Partnership to assess the feasibility of housing on one priority site.
 - Parcels were prioritized and work has begun on predevelopment for two of the parcels – Oak Street and Sisson Road.
 - The AHT partnered with the Harwich Conservation Trust to explore the possibility of jointly acquiring a parcel for both housing and open space.
 - The AHT is working with the Real Estate/Open Space Committee to identify new parcels for 2020 ATM.
- Education
 - Held a Housing Forum to educate voters about the parcels and strategy
 - Established a Harwich Housing Facebook page to share housing information and AHT activities
 - Participated in interviews, panels etc. to update the public on housing activities.
- Action Plan
 - Released a solicitation to housing specialists to assist the AHT in creating a community-engaged Action Plan for the AHT outlining short-term and long-term strategy. This Action Plan will include a Housing Development Strategy and related 5-Year budget.

ESTIMATED START DATE: July 1, 2020

ESTIMATED COMPLETION DATE: The intent is for this to be an ongoing project.

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 reviewed 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?

The Local Comprehensive Plan, the Housing Production Plan and the Cape Cod Commission’s Regional Policy Plan all highlight the dire need to promote and create affordable housing. The best way to reach the State’s mandate 10% goal is to use a range of housing strategies. Increasing the Affordable Housing Trust’s capacity to acquire land and support housing initiatives, along with hiring a part-time Housing Coordinator would increase and expedite the ability to allow the Town to create affordable housing. Please see Attachment A for additional information.

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

The state of Massachusetts requires each community to have at least 10% of their housing stock be restricted as affordable. Currently, Harwich’s level of affordable housing is 5.40%. Please see Attachment B for additional information.

The Affordable Housing Trust’s mission and on-going projects will support a vital community by working towards creating sustainable housing solutions, both rentals and homeownership.

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
Board of Selectmen	
Planning Board	
Affordable Housing Committee	

Describe their response, or provided written comments/input:

Please refer to attached letters of support – Appendix C

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): \$ 550,000 _____

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 _____



community development partnership

Creating opportunities for people to live, work, & thrive on the Lower Cape

September 5, 2019

To: Harwich Affordable Housing Trust

From: Andrea Aldana, Director of Housing Advocacy, Community Development Partnership

RE: Notice of availability of additional contract hours

While the Affordable Housing Trust considers a Housing Services contract with the Community Development Partnership (CDP) for FY21 (7/1/2020 – 6/30/2021), I offer additional information that may inform the discussion.

The FY19 contract was executed halfway through the fiscal year but included 12 months of contractual hours at a rate of ten hours per week. Since the CDP was being paid for 12 months of services to be delivered over a six-month period, we exceeded the ten hours per week in order to ramp up efforts and establish a working relationship with the town and the Trust. However, since July 1st 2019, when our year two performance period began, the CDP has kept to the limit of ten hours per week called for in the contract.

This memo is a reminder that we are limited in the tasks that we can accomplish as they must be completed within a ten hour per week schedule, including office hours from 8:30am – 4pm on Thursdays (7.5 hours). In order to maximize the tasks that can be accomplished through the contract, we have identified meeting minutes as an area that we can spend less time on in order to increase efficiency and focus on other projects. The CDP recommends either significantly reducing the specificity and length of meeting minutes or exploring other options to remove minute taking from our Scope of Work.

In addition to freeing up hours from minute taking, there are several other activities that the CDP can be taking on if the town is interested in purchasing additional hours at a rate of \$100 per hour. The Trust is currently making progress on three sites for affordable housing development that fit within the CPA requirement of serving residents up to 100% of area median income. It is also about to embark on a lengthy, community-engaged Action Planning process which will involve a comprehensive outreach and community education strategy. In order for the CDP to support the town in its various concurrent housing initiatives, the contract will require an increase in hours. Below are examples of potential activities that the CDP can engage in through an expanded contract:

❖ Allow for better communication across boards and committees

- Centralize and coordinate communication between municipal boards and committees such as: Board of Selectmen, Finance Committee, Community Preservation Committee, Conservation Commission, Council on

Aging, Housing Authority, Housing Committee, Historic District & Historical Commission, Real Estate & Open Space Committee

- Attend meetings regularly to communicate Affordable Housing Trust project updates and establish opportunities to collaborate in raising public visibility on housing issues

❖ Community Outreach (Housing Production Plan Strategy #1.1: Conduct ongoing community education)

- Public presentations on Harwich housing initiatives, services and programs to local non-profits addressing housing needs, and residents.
- Create resource sheets/flyers for housing programs and services.

❖ Support the Affordable Housing Trust

- Research and assist in the development of
 - high impact revenue streams for the Trust
 - direct assistance programs for to residents (ex: rental assistance, buy-down and down payment & closing cost programs)
 - initiatives to support the year-round, low-to-moderate income residents
- Provide administrative and logistical support to selected consultant in creating an Action Plan for the Trust.
- Assist with predevelopment activities regarding
 - Oak Street site
 - Sisson Road site.
 - Deacon's Folly site.
- Plan and design public housing forums to build community trust through meaningful engagement. (HPP Strategy #1.1)
 - Capture resident information, ideas and interest related to housing and the community.
 - Provide regular updates and collect feedback regarding affordable housing developments

Our Chief Executive Officer, Jay Coburn, will be present at the September 12th Affordable Housing Trust meeting and available to answer questions during Public Comment.

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

Submission Date: _____

APPLICANT INFORMATION

Applicant: Real Estate & Open Space Committee (REOS) & Affordable Housing Trust (HAHT)

Town Committee, Board or Organization: REOS & HAHT

Legal Mailing Address: 732 Main Street, Harwich, MA 02645

Phone: 508-430-7538 Email Address: ausowski@town.harwich.ma.us

Project Manager: Amy Usowski, Conservation Administrator

Legal Mailing Address: : 732 Main Street, Harwich, MA 02645

Phone: 508-430-7538 Email Address: ausowski@town.harwich.ma.us

Second Contact Person: Charleen Greenhalgh, Town Planner

Legal Mailing Address: 732 Main Street, Harwich, MA 02645

Phone: 508-430-7511 Email Address: cgreenhalgh@town.harwich.ma.us

PROJECT INFORMATION

PROJECT TITLE: Deacon's Folly Road Acquisition

PROJECT AMOUNT REQUESTED: \$ 1,200,000 (Asking Price...awaiting appraisal)

PROJECT DESCRIPTION: This is a joint application between REOS and HAHT. A priority goal for the Town of Harwich is to create, support and preserve safe and decent housing affordable to our residents, while maintaining the quality of life for all residents including the preservation of open space. The property located at 0 Deacon's Folly Road contains 6.6 acres. The property is located adjacent to Town owned open space as well as Harwich Conservation Trust (HCT) land. The entire parcel has frontage on Deacon's Folly Road, which contains utilities. The upper half of the property, just off Main Street, would be ideal for affordable housing, while the lower half, directly abutting HCT land which includes an active cranberry bog, would be ideal for passive conservation open space. This property is not designated as Priority or Estimated Habitat by the Natural Heritage and Endangered Species Program. The upper half of the property is outside the 100' buffer zone to the wetlands. A 7 lot Definitive Plan has been submitted for this property.

ESTIMATED START DATE: July 1, 2020

ESTIMATED COMPLETION DATE: June 30, 2021

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 reviewed 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?

The Local Comprehensive Plan, the Housing Production Plan and the Cape Cod Commission’s Regional Policy Plan all highlight the dire need to promote and create affordable housing. The best way to reach the State’s mandate 10% goal is to use a range of housing strategies. Creating an Affordable Housing Trust along with hiring a part-time Housing Coordinator would increase and expiate the ability to allow the Town to create affordable housing.

Harwich’s Local Comprehensive Plan: (Page 29- Objective 6.2) identifies “affordable housing projects, funding sources” as a goal. The plan also encourages public and private workforce housing (defined as housing for those earning between 80% and 120% of area median income) and other low-cost housing regardless of eligibility for the Subsidized Housing Inventory.

Harwich’s Housing Production Plan: (Page 8) recommends hiring a part-time Housing Coordinator that has the necessary expertise to provide ongoing support to effectively coordinate the implementation of various components of the Housing Plan. Additionally, the Housing Production Plan states that (Page 50) “The town needs to produce at least 269 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.” The Housing production plan recommends a multi-tier approach so that the town to reach the required 10%.

The Cape Cod Commission’s Regional Policy Plan: has identified the following as a goal “To promote the provision of fair, decent, safe, affordable housing for rental or purchase that meets the needs of present and future Cape Cod residents. At a minimum, each town should seek to raise its affordable housing stock to 7.5 percent of all year-round units by 2010, and 10 percent of all year-round units by 2015.” Harwich’s level of housing stock restricted as affordable is 5.40%.

Open Space the Recreation Plan: Goal III and Goal IX in the OSRP are to identify future open space purchases and preserve and enhance opportunities for passive and active recreation to meet the needs of both residents and visitors. An objective of this plan is to acquire open space property that is contiguous with existing open space. This property abuts town and trust-owned open space, where there are existing trail systems that could be expanded to include this property.

How does this project benefit the citizens of Harwich? If appropriate, has the application sought public opinion or input? If not, why? This truly is a win-win opportunity for the Town of Harwich. The state of Massachusetts requires each community to have at least 10% of their housing stock be restricted as affordable. Currently, Harwich’s level of affordable housing is 5.40%. It will also provide for additional passive recreation opportunity by expanding on already-existing Town and Trust-owned open space with walking trails.

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, other 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. As stated above, 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.

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
Board of Selectmen	
Planning Board	
Affordable Housing Committee	
Conservation Commission	

Describe their response, or provided written comments/input:

Please see the attached letter – Appendix A

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): \$ 1,200,000 (\$600,000 from Open Space & \$600,000 from Community Housing) This is based on the asking price. Awaiting the appraisal.
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: Please find as Appendix B

- 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** _____

Signature - Chief Executive Officer or Board Chair **Title** _____

Printed Name _____ **Date** _____

DRAFT

Harwich Land Inventory Prioritization Matrix

Parcel		Potential # of units	Strategy	Description & Status
Town-Owned				
1A	0 Oak Street	1	The Harwich Affordable Housing Trust was established in 2018 and identified five town-owned properties with affordable housing development potential which were brought to 2019 Annual Town Meeting to approve 1) transfer from general municipal use to affordable housing use and 2) bringing them under the jurisdiction of the Affordable Housing Trust. In 2019 the Trust selected two priority sites on which to explore the feasibility of a housing development. Priority 1A was Oak	Mass Housing Partnership provided \$10,000 to begin feasibility studies on Oak Street. After a wetlands delineation was completed, the firm determined that a bog on the site is certified as a vernal pool, which brings with it mandatory buffers. The Oak St site is not likely to support more than one single family home due to extensive wetlands and septic capacity. At the August Trust meeting, Habitat for Humanity indicated preliminary interest in developing the site. Given existing interest, the Trust will consider whether to move forward with releasing a Request for Proposals for developers to develop the site. Due to the impossibility of developing multifamily on the site, MHP will not commit additional funding for predevelopment activities on this site. In order to develop an RFP that will attract high quality developers, the town must complete predevelopment work on the site to collect additional information for the RFP. Such work may cost \$5,000 - \$10,000 and could include a survey which will be needed for a building permit.
1B	265 Sisson Road	12 - 16 units based on existing conceptual plans	Street and Priority 1B was Sisson Rd. The Trust then secured a Technical Assistance grant from Mass Housing Partnership (MHP) to assist with predevelopment activities for sites that have potential for multifamily. The Trust is focused on supporting sites with a high likelihood of success.	The Sisson Rd site has been studied for affordable housing development in the past by both Housing Assistance Corporation and the Harwich Ecumenical Council for Housing and both resulted in conceptual plans that indicate potential for a small-scale development while preserving the Harwich Junior Theater on the site. When Oak St lost potential for multifamily housing, the Trust switched focus to Sisson Rd. The Trust approved that MHP move forward with a feasibility study and is currently awaiting preliminary results.
	70 Willow Street	Unknown		No activity to report.

Harwich Land Inventory Prioritization Matrix

Parcel		Potential # of units	Strategy	Description & Status
	Depot Road	Less than 33 units based on		This site was identified in the town's most recent Housing Production Plan. The site includes vernal pools which will restrict development to the northern portion. No activity to report.
	Depot Street	Unknown		No activity to report.
	Earle Road	Unknown	Earle Rd was originally part of the site identified by the Trust in 2018, however, there was insufficient clarity regarding its current approved use to bring it to town meeting.	No activity to report.
Privately Owned				
	Chloe's Path	Unknown	Not applicable	A private developer is expected to address the Trust at their October meeting.
	Deacon's Folly	Unknown	Not applicable	The Harwich Conservation Trust approached the Affordable Housing Trust and Real Estate & Open Space Committee about jointly acquiring a site for both affordable housing (north side, closer to the road) and open space purposes (south side). An acquisition recommendation was sent to the Board of Selectmen and the town is awaiting an appraisal. The Affordable Housing Trust and Real Estate & Open Space Committee are submitting a joint application for Community Preservation Act funding to acquire the site. The Town Planner confirmed Lots 5, 6, 7 would be under conservation and Lots 1 through 4 would be potential development. 6.65 acres.

Harwich Land Inventory Prioritization Matrix

Parcel		Potential # of units	Strategy	Description & Status
	Wise Living	96 - 120 units	Not applicable	A private developer approached the Affordable Housing Trust to indicate interest in developing unsubsidized market rate housing for residents with moderate incomes. They have submitted plans for a subdivision with the Planning Department as a last resort but do not intend to follow through with the plans as long as they are able to work with the town on an affordable housing development. The developer has indicated to the Town Planner that certain accommodations regarding sewer capacity may be requested of the town to ensure the feasibility of the project. The site is 12 acres and he is interested in 1 to 3 bedroom duplexes, 8 to 10 units per acre, rental housing under 40B.



GUIDANCE IN CONSIDERING LAND FOR HOUSING DEVELOPMENT

Key considerations when determining the feasibility of land for housing development.

1. PUBLIC ROAD ACCESS

Does the parcel have access over a public or private road, or could access be acquired?

2. SEWER OR SEPTIC CAPACITY

If the parcel is not on public sewer and ledge is visible, it may be difficult to introduce septic to the site.

3. PUBLIC WATER OR WELL CAPACITY AND WATER QUALITY

4. ACCESS TO UTILITIES

5. ENVIRONMENTAL REVIEW

If there are environmental constraints (e.g., steep slopes, wetlands or ledge) is there enough buildable land to accommodate these concerns?

6. ENDANGERED SPECIES: PRIORITY & ESTIMATED HABITATS CLEARANCE

<https://www.mass.gov/service-details/regulatory-maps-priority-estimated-habitats>

7. ZONING DESIGNATION

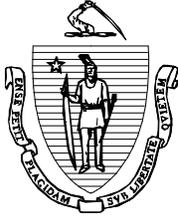
Multi-family housing in most of our communities requires Chapter 40B for permitting, yet understanding the zoning can help in assessing the project complexity in town.

8. ACCESS TO PUBLIC TRANSIT

While this does not have to be a “deal breaker,” locating affordable, multi-family housing near public transit follows smart growth planning principles and ultimately makes the housing more affordable for low income people.

9. PROXIMITY TO SERVICES AND COMMERCE

Similar to public transit, locating affordable, multi-family housing near services and commerce makes the housing more affordable to low income people.



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Janelle L. Chan, Undersecretary

SELLING YOUR LOCAL INITIATIVE PROGRAM HOME

Dear Local Initiative Program (LIP) Homeowner:

The following is a summary on how to sell your home under the LIP program. *We wish to emphasize that before you may begin the process of selling your LIP unit, your town/city and the Department of Housing and Community Development (DHCD) must review your written request to sell, and issue a written response.*

To begin the review process, please mail the following information to both your town/city **and** DHCD:

- Written notice of your intent to sell (Conveyance Notice).** Your written notice should include your name, the property address and a phone number where you can be reached during the day.
- A copy of the **Deed Rider** for your LIP Mortgage. If you did not keep a copy, you can obtain one at your local Registry of Deeds.
- A clear **color photograph** of the exterior of your LIP unit for posting on the DHCD Affordable Units for Sale web page.
- A copy of the completed **Property Information Form** (attached).

The above documents should be mailed to the following address:

The Department of Housing and Community Development
100 Cambridge Street, Suite 300
Boston, MA 02114
Attn: Division of Housing Development – LIP Program

Please contact your town or city hall for information on who will handle your resale request. You may inquire at the Board of Selectmen's office, the Housing Authority or the Planning Department.

MAXIMUM RESALE PRICE

After receiving the Conveyance Notice, DHCD will send a written response to you stating the price for which you may sell your home. This price is called the *Maximum Resale Price*, and is determined based on the formula in your Deed Rider. The maximum resale price of your home is calculated by multiplying the appropriate current median income by the maximum resale price multiplier factor listed in the deed rider.

For a period of 90 days, the local community and DHCD reserve the right to restrict the sale of the home to a buyer who is income-eligible under the LIP program. If an eligible buyer is located, but is unable to secure financing within the 90-day period, DHCD has an additional 60 days to locate another eligible buyer.

MARKETING THE UNIT

During the 90-day period, the local community will market the unit to its list of eligible buyers. For communities that do not maintain such a list, DHCD will assign a resale agent for marketing and qualifying applicants.

DHCD will post information about your property on its "Units For Sale" web page as well.

THE NEW BUYER

The new buyer must be income eligible under the LIP program. The local community or resale agent will verify eligibility. When the buyer's eligibility has been verified and has been approved for financing, both the seller and the buyer should retain legal counsel and sign a purchase and sale agreement. DHCD must receive a copy of the purchase and sale agreement, and the loan commitment for the buyer, in order to prepare the closing documents.

If an eligible buyer is not located during the 90-day period (or subsequent 60-day period), you may sell your home to an ineligible buyer, although preference must be given to a household earning between 80% and 120% of area median income. The price to the ineligible buyer is the Maximum Resale Price. The new buyer must sign a deed rider identical in form and substance to the seller's deed rider, and they are subject to the same rights and restrictions.

For more information, please contact Rieko Hayashi of DHCD's Division of Housing Development at 617- 573-1426 or rieko.hayashi@mass.gov

RESALE PROPERTY INFORMATION FORM

Please complete this form and return with your letter of intent to sell

Seller Name: _____

Address: _____

Phone: Day: _____ **Evening:** _____

Email: _____

Primary Contact: _____

Phone: Day: _____ **Evening:** _____

Seller's Attorney: _____

Name of Development: _____

of Units/Homes in Development: _____ **Size of Home:** _____ **sq. ft.** **Age of Home:** _____

Style of Home: (Check One)

- Single Family **Condominium/Association Fee, if applicable:** \$_____ per month
- Town Home **Estimated Annual Taxes:** \$_____ per year
- Detached Condominium **Town Water** **Septic System**
- Garden Style Condominium

Condo Association: _____

Contact Name: _____

Address: _____

Phone: Day: _____ **Evening:** _____

- About the Unit:**
- # of Bedrooms:** One Two Three
 - # of Bathrooms:** 1 1½ 2 2½
 - Garage:** Yes, # of cars 1 or 2 (circle one) No
 - Basement:** Yes No
 - Heat (check one):** Gas Electric Oil Forced Hot Air Forced Hot Water

Appliances included in home sale:

- Refrigerator Yes No - Not Sure
- Stove/Oven Yes No - Not Sure
- Microwave Yes No - Not Sure
- Dishwasher Yes No - Not Sure
- Garbage Disposal Yes No - Not Sure
- Washer/Dryer Yes No - Not Sure

Central Air Conditioning: Yes No

Hard Wood Floors: Yes No

Please list any other applicable description of the unit:



community development partnership

August 2019 Monthly Report Town of Harwich

1. Office Hours

- a. Held weekly office hours on Thursdays, 8:30 am – 4:00 pm: August 1st, August 8th, August 15th and August 29th.
 - Standing meeting with Chris Clark, Don Howell and Charleen Greenhalgh on Thursdays at 9am.
 - 8/31/19: 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)
 - 8/1/19: Drafted agenda and minutes. Held introductory meeting with Al Eaton and Bob Doane from Mid Cape Church Homes. Completed updates of the Land Inventory Tracker.
 - 8/8/19: Completed and submitted agenda, agenda packet and minutes. Administrative work and correspondence with the following: Melanie Bach, Residential Coordinator at Pine Oaks Village, Vicki Goldsmith, Habitat for Humanity, Carol Coppola, Harwich Finance Director and Jamie Goodwyn, IT Specialist.
 - 8/15/19: Held a meeting with Caleb Ladue, IT Specialist to discuss Facebook video project involving Pine Oaks resident. Attended and staffed AHT meeting. Submitted post for AHT Facebook.
 - 8/29/19: Draft agenda for the September 12th meeting. Completed and submitted minutes from 8/15/19 meeting to the AHT trust for review.
- b. Pre-development tasks
 - 8/1/19: Ongoing correspondence with Laura Shufelt, Massachusetts Housing Partnership for Oak Street and Sisson Road updates.

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

- 8/15/19: Met with Patti Macura, Town Administrator Assistant to discuss files and folders for SHI monitoring.

4. Building relationships and gathering information

- 8/8/19: Phone meeting with Al Eaton at Mid Cape Church Homes to introduce him to George Connelly, VP Business Development at Williams Building Co. Held one-on-one meeting with Mark Kelleher to discuss housing programs.
- 8/15/19: Phone meeting with Gael Kelleher, Real Estate Broker at Housing Assistance Corporation to discuss Gomes Way and deed restricted resale process.
- 8/18/19: Reached out to Michelle Jarusiewicz and Jill Scalise to get insight on resale process and SHI inventory.

5. Community Outreach & Response

- 8/26/19: Held meeting with Beth Wade, Land Acquisition Manager at Habitat for Humanity to discuss Gomes Ways resale opportunity.