

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

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

**MEMBERS NOT PRESENT:**

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

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

**Public Comment & Announcements:**

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

**Approval of Minutes: October 24, 2019**

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

**Reorganization of officers – presented by Don Howell**

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

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

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

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

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

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

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

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

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

### **Planning discussion**

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

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

### **Housing Coordinator Report**

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

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

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

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

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

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

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

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

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

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

#### **Agenda Building – January meeting**

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

**Discussion and possible vote, on home located on the Grounds of Holy Trinity Church, Rte. 28**

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

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

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

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

**Other Business:**

None

**Next Meeting Date:**

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

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

Respectfully Submitted,  
Pelinda Deegan

Adopted: