

Affordable Housing Trust
Friday, January 17th, 2020 – 1:00 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,

MEMBERS NOT PRESENT: Joe Powers, Interim Town Administrator

OTHERS PRESENT: Director of Housing Advocacy, Community Development Partnership, Andrea Aldana, Town Planner, Charleen Greenhalgh, Managing Director, JM Goldson Community + Planning, Jennifer Goldson, Planning Assistant, JM Goldson Community + Planning, Avery Wolfe, Assistant Director, Community Assistance, MA Housing Partnership, Laura Shufelt, Bohler Engineering, Mark Wixted, Mid-Cape Church Homes, Al Eaton, and Art Bodin, Chair of the Affordable Housing Committee.

Meeting was called to order at 1:00 PM by Mr. Howell.

Public Comment & Announcements:

None

Approval of Minutes: December 5, 2019

Ms. Underwood moved to approve the minutes. Mr. Lowney seconded, carried by a unanimous vote. (4-0-0)

Discussion with Jennifer Goldson of JM Goldson Preservation + Planning, and possible vote regarding the Action Plan

Ms. Aldana introduced Jennifer Goldson and Avery Wolfe from JM Goldson Preservation + Planning. They responded to a solicitation by the Affordable Housing Trust to develop an Action Plan for the Trust which is a planning document that would provide strategic guidance regarding the Trust's housing initiatives.

Mr. Howell emphasized the importance of an Action Plan and that the public understand the process. He added that the Community Preservation Committee approved half of what the Trust applied for in part due to the Trust not having a plan. The Action Plan timeline projects a completed document by summer of 2020.

Ms. Goldson provided a brief background about her firm JM Goldson. Ms. Goldson has been active in the development community on Cape Cod, most recently in Eastham and Provincetown, for 13 years. Prior to starting JM Goldson, she was a Planner for the Town of Brookline and the city of Newton. She also managed the Community Preservation Act (CPA) program in the city of

Newton. She stated that this experience allows her to look at Trusts and their relationship with Community Preservation Committees and understand the mechanisms of CPA funds. Ms. Goldson indicated that through the Action Plan, the Trust will gain a flexible plan that will provide guidance for the Trust's priorities and how to fund those priorities.

Ms. Wolfe requested that Trust members introduce themselves. After introductions, Ms. Wolfe provided an explanation of the proposed scope and schedule for the Action Plan planning process. Over the next few weeks, Ms. Wolfe will be reviewing previous projects and other planning documents that identify Harwich housing goals. For the February Trust meeting, she will bring a draft summary of her findings to help start the discussion on priorities and goals. In March, Ms. Wolfe stated that they will begin to conduct visionary interviews involving key stakeholders. Community engagement sessions are slated for the month of April which will include focus groups and workshops with key stakeholders. These community engagements will result in strategies to support priorities which will then help to develop an outline of the Action Plan. For the month of May, the plan is to discuss the outline of the Action Plan and provide opportunities for in-depth discussion and revisions. The Action Plan will also include a corresponding five-year budget.

Mr. Howell stated that the public will want to understand how outreach will be done and how stakeholders and priorities will be identified. Ms. Goldson replied by explaining the objectives of each of the scheduled tasks. The project timeline will be included in the January meeting minutes. She suggested engaging with CPC members and other key stakeholders to receive diverse feedback.

Ms. Avery asked the Trust members what their hopes are and what they would like to see in this planning process. Ms. Underwood stated the importance of including community members that may have difficulty attending meetings. She suggested the possibility of an electronic dialogue. Mr. Lowney mentioned the importance of the actual planning process itself, so that when opportunities come up for the Trust, the Trust has the capacity to look at different criteria and make decisions. Mr. Brophy would like to see a variety of housing programs. Mr. Howell is interested in seeing what the community absolutely needs which is affordable and workforce housing. He feels that it is very important to have transparency and input from the community so that the community has ownership of the Action Plan.

Ms. Goldson stated that at the next meeting in February, they will do a Housing 101 presentation to ensure that all members have a baseline understanding of housing initiatives. Ms. Underwood inquired about a policy or a mechanism in which towns limit "mcmansion" developments. Ms. Goldson recommended looking at how zoning regulates dimensional requirements and other zoning mechanisms.

Mr. Howell emphasized the importance of collaboration between other committees such as the Planning Board, the Affordable Housing Committee and the Zoning Board of Appeals.

Presentation from Bohler Engineering and Laura Shufelt, Mass Housing Partnership, on engineering results of Sisson Road

Laura Shufelt, Assistant Director of Community Assistance at Mass Housing Partnership, introduced Mr. Mark Wixted from Bohler Engineering. Ms. Shufelt provided a procedural background on the 265 Sisson Road site, a parcel under the Trust's jurisdiction and being considered for affordable housing. Ms. Shufelt stated that there are existing site plans and an old proposal for this parcel that never progressed. This existing plan included 16 units. She added that the Harwich Junior Theater is to remain as it is and the previous site plan required that the theater have their own parking. Using this existing site plan as a starting point, Bohler Engineering conducted due diligence. Ms. Shufelt emphasized that the 16 units are not finalized number but just a starting point.

Mr. Wixted presented details of the due diligence memo which will be included in the January meeting minutes. There is a zoning summary in the documents he provided. They evaluated resource areas and water protection areas prior to looking at the septic system. There is a wetland 300 feet from the site which does not impact development. They looked at utilities and did not find any issues. Mr. Wixted indicated that the existing septic system for the Harwich Junior Theatre was installed in 1990 and confirmed that it predates Title V. Mr. Howell inquired about the need to meet Title V criteria. Mr. Wixted said it was not necessarily required and provided two scenarios. One is a separate septic option for the theater or a combined septic system which would depend on the lease requirements and the condition of the existing system.

Mr. Wixted referred back to the 16 units and stated that it would have a flow of 1760 gallons per day. The total for the entire site would be over 2000 gallons per day. Mr. Wixted mentioned installing a filtration system for storm water to ensure proper setbacks from the septic and abutting properties. Bohler Engineering was also able to pull records from the septic system that was installed in 1990 and looked at soil and ground water information. Mr. Wixted concluded that the report indicated that there was no ground water within 12 feet of the surface.

Ms. Shufelt indicated that based on the engineering report, the Trust is able to discuss how to move forward with drafting a Request for Proposals, goals for the site, financing and other conceptual considerations. Mr. Howell reiterated that a different previous plan consisted of having two quads as an option. A discussion ensued on parking for the Harwich Junior Theater and the site.

The discussion continued on the financing prospects related to the number of units being considered. Ms. Shufelt added that there are other considerations such as who will own the development and who will manage the development, which could trigger procurement laws and prevailing wages depending on the course of action.

Discussion regarding Chloe's Path – presented by Don Howell

Mr. Howell provided a brief background on the privately-owned lot known as Chloe's Path. He explained that as the Trust embarks on the Action Plan process, any engagement with Chloe's Path would be premature. Without the Action Plan, there is no mechanism to guide the Trust about how to assess projects and disperse funds.

Update and possible vote on Holy Trinity Church – presented by Don Howell

Mr. Lowney recused himself. Mr. Howell provided an update on the Holy Trinity Church. The Trust submitted letters as approved in last month's meeting and the church is on a demolition delay. Mr. Howell explained that the concern at this time is to assess the viability of the building. The vote would be to authorize the Chair to expend funds to conduct an inspection and request information from house lifting companies. Since the Trust was unable to vote, this agenda was postponed until the next meeting.

Member Updates

None

Housing Coordinator Report

Ms. Aldana confirmed that Mr. Howell continues to establish a formal process with the Finance Director to receive Trust fund reports on a monthly basis. The Finance Director is currently meeting with the Interim Town Administrator, Mr. Joseph Powers, and going over the budget.

According to their charter, the Trust must meet with the Affordable Housing Committee (AHC) on an annual basis. Mr. Bodin, Chair of the AHC, provided possible dates for the meeting to discuss delineation of roles. Mr. Howell confirmed that the first two Tuesdays in February after 6 pm is best and that an invitation would be sent out.

Ms. Aldana stated that the Pine Oaks Village video was revised and since Mr. Caleb Ladue, the Town's Information Technology Coordinator was not at the meeting, it was not uploaded. Mr. Howell also clarified the regulatory procedure of "tabling an agenda item" which requires a vote. Mr. Howell agreed to postpone video review to next month.

Ms. Aldana provided a brief overview of the recent training "Zoning to Protect Open Space" that was presented by Judi Barrett in Harwich. Ms. Aldana recognized Mr. Bodin's attendance at the training. Ms. Aldana offered the presentation slides if the Trust is interested. Mr. Howell commented about a previous discussion related to developing an undeveloped parcel, specifically on Earle Road. He added that people may confuse a stand of trees on a lot with open-space. Mr. Howell emphasized that there should be a better case for protecting space that needs protection and build on land that you can build on.

Ms. Aldana provided a rescheduled date for the Post-Institute Wrap-Up for the Town of Harwich, a program provided through the Lower Cape Housing Institute. She provided examples of what other towns focused on. Ms. Aldana also provided an update related to the Town's

Subsidized Housing Inventory (SHI). The task this month was to submit documents to the Department of Housing and Community Development to preserve Pine Oaks Village II due to the affordability expiring. Ms. Aldana and Ms. Greenhalgh provided a brief explanation of how units get added to the SHI. Mr. Eaton of Mid Cape Church Homes commented and provided information on the renewal contract and expiration dates on Pine Oaks Village I, II, and III.

Other Business:

None

Next Meeting Date:

February 13th at 2:00 pm

Meeting adjourned at 2:37 pm.