

HARWICH AFFORDABLE HOUSING TRUST

TUESDAY, JUNE 18, 2020

2:00 PM MEETING

REMOTE PARTICIPATION ONLY

RECEIVED
TOWN CLERK
HARWICH, MA

2022 SEP 12 P 2:52

MEMBERS PRESENT: Chair Donald Howell, Vice Chair Larry Brophy, Clerk Brendan Lowney, Judith Underwood

MEMBERS NOT PRESENT: Acting Town Administrators Joseph F. Powers

OTHERS PRESENT: Charleen Greenhalgh, Town Planner, Andrea Aldana, Director of Housing Advocacy, Community Development Partnership (CDP), Pelinda Deegan, Housing Advocacy Program Manager, CDP, Laura Shufelt, Acting Director of Community Assistance, Massachusetts Housing Partnership, (MHP), Katie Bosse, Program Assistant MHP

CALL TO ORDER:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, s20, and the governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Harwich Affordable Trust is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the order. A reminder that persons who would like to listen or view this meeting while in progress may do so by logging in or calling in as specified above on this agenda.

The meeting was called to order at 2:00 PM by Ms. Greenhalgh. Roll call: Brendan Lowney, Judith Underwood, Larry Brophy and Don Howell

PUBLIC MEETING

- a. Public Comment/Announcements

None

- b. Approval of Minutes

- i May 21, 2020

Larry Brophy moved to approve the minutes as published, 2nd by Judith Underwood. Vote 4:0 in favor by roll call. Motion carried unanimously.

- c. Sisson Road housing development

- i. Discussion and possible vote on Request for proposal (RFP) - presented by Don Howell

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Mr. Howell commented on the importance of the RFP, he not that there are neighbors in favor and it would be an excellent thing for them to move on.

Laura Shufelt explained that she and Katie Bosse put together the first draft of the RFP and noted next steps. She also noted two conceptional plans that are included in the packet and explained the differences. She asked the Board for feedback.

Mr. Howell expresses concerns about the number of parking spaces the units take as the HJT needs spaces.

Ms. Underwood commented that her understanding is that the residential parking would be separate.

Ms. Shefelt noted that she was told they have maintained the 8 spaces.

Ms. Greenhalgh was also under the assumption that they would be using the parking along the street and a building parking lot.

Mr. Howell will follow up and confirm the parking situation.

Ms. Underwood commented and gave her thoughts on the plans. She prefers Plan B.

Ms. Shefelt needs parameters on the number of units. She asked if the town would continue to lease the land.

Ms. Greenhalgh commented that on what other towns have done leasing would be preferable.

Ms. Shefelt also commented on what information she needs to move forward, the different things they should focus on such as shared property with HJT and what they consider affordability.

Mr. Howell comments that they had talked about all the properties being affordable but there could be different levels.

Discussion followed as to the percentages. Parts of the conversation were inaudible.

Andrea Aldana commented that according to the Cape Cod Commission's data, housing needs for Harwich renters will be at 100% for variant median income.

Ms. Shefelt also asked for suggestions regarding constructions guidelines, historic guideline, energy efficiency, septic system etc. She will send a copy of the Wellfleet RFP out for all to see and possible use as an example.

Conversation continued, members offered opinions and suggestions, some parts of the conversation were inaudible. Topics discussed, how many years' experience the contractor

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would be required to have, whether they will ask for a presentation, who will be present and on the review committee at the presentation, units handicapped and sensory accessible.

- ii. Discuss Community Engagement strategies for the RFP - presented by Donald Howell.

Mr. Howell commented that they are not yet ready for community strategies. They will bring this back. He emphasized the importance of community involvement. There was discussion on options if they cannot meet with the community in person. He expressed concerns of it not being as effective if they are not meeting with the community.

- d. Discuss next steps regarding the Action Plan - presented by Don Howell

Mr. Howell comments that has the same concerns here. He would rather interact with people in person if at all possible.

There was discussion about options if they cannot meet in person. They will wait a few weeks to have a clearer look at their options. Also discussed, notifying abutters, what they would send out i.e.: brochure and what they consider to be abutters.

- e. Discussion and possible vote on Housing Assistance Corporation's Workforce Relief Fund funding request - presented by Don Howell.

Mr. Howell spoke about a new rental program being administered by HAC. The program currently used is in trouble and running out of money at the end of June. Town meeting is not until September. He proposed floating them the money for those three months and gave his reasons.

Mr. Brophy is in favor of doing that to help the families that need the assistance.

Ms. Underwood also agreed. She suggested giving the funds to the Housing Authority since they have the program set up already.

Mr. Howell explained that they are talking about a different type of rental assistance.

Ms. Greenhalgh clarified that HAC is looking for emergency COVID-related need for assistance. The Housing Authority is ongoing rental assistance.

Mr. Howell explained why the funds are being kept separate and why they cannot spend down their funds.

Mr. Lowney is also in agreement and commented that it would add to their resume.

Mr. Howell will get an exact figure and suggested that they will need a meeting next week.

Mr. Brophy suggested a motion to allow the Chairman to investigate the amount of funds required for short term loan and once that figure has been determined, at the call of the chair they can hold another meeting to approve the expenditures.

Ms. Greenhalgh stated that a motion is not necessary as long as there is a consensus of the Board to have the chair go forward. She noted that CC9 is Bill Galvin from the Chronicle and he is on this call.

- g. Housing Coordinator Report - presented by Pelinda Deegan, Housing Coordinator
 - i. Update on Lower Cape Rental Assistance Working Group
 - ii. Monthly Lower Cape Coronavirus Housing Response Meeting
 - iii. April Report

Ms. Deegan reported that there are 2 Habitat for Humanity homes that inquired about refinancing. There is no action needed from the Trust. She has had 3 resident outreach this month about rental assistance and child care. They need a letter of consent from the Town Administrator. Ms. Greenhalgh will draft a letter for him to sign. The Working Group is close to finishing their program guidelines and she explained the emergency fund, the criteria, the benefit caps and other details.

In answer to Mr. Howell's questions: This is not a block grant, it is unrelated. She gave a brief history of the group, how they started and the eight towns wanted to create an emergency rental assistance fund. Each representative in the working group will be requesting money from existing trust funds. The process has not been completely worked out and none of the towns have made a commitment as of yet.

Their next meeting is tomorrow and they have invited developers and property managers to speak about housing development trends. The May report is in the packet.

h. Member Reports and agenda building - July 2020

Art Boden received a letter from an abutter to 265 Sisson Road giving her support for the project. He commented that, he believes the bylaws say that within 500 feet is considered an abutter.

Ms. Greenhalgh clarified when and what is an abutter depending on the situation. For zoning and planning, it's 300 feet.

Mr. Lowney followed up that the Trinity Church project would cost \$200,000, He feels they should use that money to find 4 available and buildable lots.

Mr. Howell will put that on the agenda for next month. He expressed a desire to get into the Griffin Room if possible, for the next meeting. The next regular meeting will be July 23rd by agreement.

Mr. Lowney moved to adjourn, 2nd by Mr. Brophy. Vote: 4:0 in favor by roll call. Motion carried unanimously.

Respectfully submitted,

Judith R. Moldstad
Recording Secretary

June 18, 2020

