

Affordable Housing Trust  
Thursday, August 15<sup>th</sup>, 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 13<sup>th</sup> 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 18<sup>th</sup>, 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 12<sup>th</sup> 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.