

## **AFFORDABLE HOUSING TRUST MEETING AGENDA\***

*Donn B. Griffin Room, Town Hall  
732 Main Street, Harwich, MA  
Regular Meeting 1:00 P.M  
Followed by Executive Session  
Thursday, June 24, 2021*

*\*As required by Open Meeting Law, you are hereby informed that the Town will be video and audio taping as well as live broadcasting this public meeting. In addition, anyone in the audience who plans to video or audio tape this meeting must notify the Chairman prior to the start of the meeting.*

*\*Per the Attorney General's Office: The Affordable Housing Trust 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.*

### **REMOTE AND IN PERSON PARTICIPATION** **OPEN PUBLIC FORUM – PLEASE READ**

1. First, send an email to: [comment@town.harwich.ma.us](mailto:comment@town.harwich.ma.us) (send emails at any time after the meeting agenda has been officially posted)
  - a. In the subject line enter "request to speak, your name"
  - b. In the body of the email please indicate which specific agenda item you wish to speak on. No further detail is necessary.
2. The meeting will close to new attendees promptly at the scheduled start time for the meeting, generally 6:30pm. It will remain closed to new attendees until agenda items with scheduled speakers are reached. This is to minimize interruptions. You may join prior to (6:30) or when the meeting has been opened up. You may participate using your computer and the GoToMeeting interface or simply using your phone. Connection information can be found below.
3. After the Chairman has opened the floor to those wishing to speak callers will be taken in the order the emails are received.

**Use \*6 to mute and unmute your phone**

When you join the meeting by phone you should turn off Channel 18 or your computer if streaming the meeting.

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/624452989>

**You can also dial in using your phone.**

**United States: [+1 \(571\) 317-3122](tel:+15713173122)**

**Access Code: 624-452-989**

#### **I. CALL TO ORDER**

#### **II. PUBLIC MEETING**

- i. Public Comment & Announcements
- ii. Approval of Minutes - May 20, 2021
- iii. Discuss Action Plan next steps
- iv. Vote to approve increase in JM Goldson contract
- v. Discussion and possible vote to authorize the Chair to sign Community Preservation Committee grant award
- vi. Housing Coordinator Update
  1. Sisson Road status
  2. April and May Monthly Reports
- vii. Member reports and agenda building

#### **III. OTHER BUSINESS**

#### **IV. NEXT MEETING DATE**

#### **V. EXECUTIVE SESSION TO DISCUSS LAND ACQUISITION**

VI. **ADJOURNMENT**

\*\*Per the Attorney General’s Office – Boards/Commissions may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following “New Business”.

**Authorized Posting Officer:**

\_\_\_\_\_  
Danielle Delaney, Executive Assistant

**Posted by:** \_\_\_\_\_  
Town Clerk

**Date:** \_\_\_\_\_

Harwich Affordable Housing Trust  
Thursday, May 20, 2021 – 2:00 PM  
This meeting was held VIA REMOTE PARTICIPATION.

## **MINUTES**

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

**MEMBERS NOT PRESENT:**

**OTHERS PRESENT:** Andrea Aldana, Housing Advocacy Program Director, Community Development Partnership (CDP), Pelinda Deegan, Housing Advocacy Program Manager, CDP, Art Bodin, Chair of the Harwich Affordable Housing Committee, Al Eaton, Mid-Cape Church Homes

Meeting was called to order at 2:05 pm by Mr. Howell. Roll Call: Mr. Lowney – Present, Mr. Brophy – Present, Ms. Underwood – Present, Mr. Howell – Present, Mr. Powers – Present

### **Public Comment & Announcements:**

Mr. Bodin will provide comment under the Affordable Housing Committee agenda item.

Mr. Howell indicated that an Executive Session will be held after the meeting. He added that the town is a month away from holding in-person meetings. The department heads have met to discuss accommodating Boards and Committees for their meeting needs after June 21st. The town has not yet received specific guidance on this matter.

### **Approval of Minutes:**

**November 19, 2021**

Mr. Brophy moved to approve the November 19, 2021, minutes. Mr. Lowney seconded. Roll Call vote: Mr. Brophy – Yes, Ms. Underwood – Yes, Mr. Howell – Yes, Mr. Lowney – Yes, Mr. Powers – Yes

The motion passed. (5-0-0)

### **Discussion regarding resumption of community engagement activities**

Mr. Howell provided an update on community engagement activities related to the Action Plan and Sisson Rd. He added that the Housing Coordinator spoke with the consultant, JM Goldson to discuss resuming work and clarify next steps regarding the Action Plan.

Mr. Howell clarified where the Trust left off during the Action Planning process which was paused due to COVID. He asked the members to weigh in on whether community engagement could proceed, including holding a community forum and focus groups. Mr. Howell stated that employers and abutters are critical stakeholders as part of the decision-making process and should be included. Ms. Underwood stated that there are several examples of community input to get ideas from and added that identifying key stakeholders from different backgrounds will provide a diverse consensus. Mr. Brophy added that the consultant should help with mitigating concerns and objections with regard to the project. Ms. Underwood shared a community engagement example from New Hampshire that redesigned their downtown area which was featured in the Boston Globe. She emphasized that the article highlighted the importance of communication during a challenging time. Mr. Howell closed this agenda item by reiterating the goal of including a diverse group of stakeholders that can provide input that is representative of what the town wants.

### **Workshop discussion relative to Sisson Road project**

Mr. Howell provided an update on the Sisson Road development. Mr. Howell shared his priorities with regard to affordability, he would like to see the development serve people who earn 60% to 80% of the Area Median Income (AMI) and for it to look like it is a part of the community.

Mr. Powers said that it is important to get input from the Board of Selectmen. Mr. Powers stated that he would be happy to reach out to them and share their feedback with the Trust. Mr. Howell agreed and noted that it is important to have input from the Board of Selectmen.

Ms. Underwood provided input on the possibility of the septic going across the street to potentially increase the units. Mr. Howell said it might be possible as bonus points. He reminded that the group mentioned wanting to see a three-bedroom unit. Ms. Underwood also asked about accessibility on the ground floor. Mr. Howell confirmed and noted that is a requirement. Mr. Lowney stated that his priority is three tier affordability from 60% AMI to 100% AMI. He notes that the 69-unit development in Yarmouth shows that three-tier affordability really creates a community. Mr. Howell asked if the members are familiar with the Yarmouth Commons development. Mr. Lowney agreed that it was a great project for the amount of \$2.1 million dollars from the town which produced 69-units of affordable housing.

Mr. Howell sought input from the Trust on a rental project compared to homeownership. He added that the biggest need in town is rental and that Habitat for Humanity have ownership housing initiatives underway. Mr. Powers asked if the development is 100% rental, would the units be added to the town's subsidized housing inventory. The Trust confirmed, yes. The members all agreed that the Sisson Road development should be all rentals. Mr. Howell urged for 100% affordability and to not have market rate units, given the small size of the development. Mr. Brophy agreed. Ms. Underwood said 100% affordability would be great.

## **Building Design**

Mr. Howell stated that he likes the look of two quads that fit into the character of the community. Mr. Brophy agreed. Mr. Lowney reminded the members to review the design with the Historical Commission. Ms. Underwood suggested adding porches that gives the overall Cape Cod community look.

## **Amenities**

Mr. Howell asked for input regarding desired amenities. Mr. Lowney liked the idea of the proximity to downtown, Brooks Library and the Farmer's Market. Mr. Brophy stated a storage area may also be a good feature. Ms. Underwood asked if the storage area would be basement shared storage. The Trust agreed that a basement storage area is a great amenity to add.

## **Interior Requirements**

Mr. Lowney explained the basic layout and standard features of interior design. Mr. Howell stated that a laundry facility is a feature he would like to add but may not make sense with an 8 to 10 unit development. Mr. Lowney said that if there is a basement, it could be feasible. Mr. Howell said that this can open up accessibility issues. Ms. Underwood suggested a scenario with the units inside accessible units. Mr. Brophy added that feasibility would depend on the site's topography.

## **Site Design**

The Trust members agreed that landscaping should face Sisson Road and parking should be in the back of the development. All agreed that energy efficiency measures are a preference and not requirement.

## **Developer Experience**

Mr. Lowney indicated that 20 years of experience would be ideal and stated that 5 years simply would not be enough. Mr. Howell stated that he is not aware of any local developers with 20 years of experience. Mr. Howell suggested that looking at their experience and successful projects might be more valuable rather than years of experience.

## **Management**

Mr. Lowney suggested that the developer should be the manager themselves. A discussion ensued on whether or not the developer chooses the management company and if there is a need for the town to have a say if the developer contracts out for a management company. Mr. Howell stated that there is review and oversight on choosing the management company. With regard to a 99-year lease, Mr. Howell stated that he does not want to be in a position that compromises the financial equity and he is not certain if there is an advantage with conveying the property. Mr. Brophy stated that he has seen many great examples of 99-year leases. Ms. Underwood asked how building maintenance will be addressed related to a 99-year lease.

## **Review Committee**

Mr. Howell indicated that 3 to 4 people can make up the Review Committee for the evaluation process. Mr. Brophy said that ideally it would be the Town Engineer, Town Planner along with the Town Administrator. Mr. Powers stated that he will reach out to Laura Shufelt at Massachusetts Housing Partnership to get clarification on requirements and review threshold.

## **Housing Coordinator Update**

Ms. Aldana shared that virtual office hours continue during COVID to assist residents with general housing resources and referrals. She added that Mr. Howell has made the Housing Coordinator team available to the Affordable Housing Committee for potential community engagement projects.

Mr. Bodin provided his public comments on Sisson Road. He announced that the Affordable Housing Committee distributed a letter with their input. He urged that the Affordable Housing Committee should be a part of the Sisson Road development review process. Mr. Howell stated the Affordable Housing Committee is tasked with policy work and the Trust is paying for this project to be developed. It will go to the Board of Selectmen for review. He advised the Trust to look at other towns and examples of successful projects to identify pros and cons such as Nauset at Village Green in Eastham. With regard to the community engagement project, the Affordable Housing Committee developed a list to incorporate within the community engagement process including updating the Housing Production Plan (HPP). Mr. Howell indicated that with the new Town Planner, updating the HPP is doable. Mr. Howell requested that the Affordable Housing Committee schedule a joint meeting to discuss further.

## **Member Updates and agenda building**

There were no member updates.

## **Establish monthly meeting schedule**

Third Thursdays, 1:00 pm

## **Other Business:**

Mr. Howell stated that the Trust will adjourn to Executive Session.

## **Next Meeting Date:**

Thursday, June 24, 2021 at 1:00 pm

# J M GOLDSON

EMPOWERING PEOPLE. CREATING COMMUNITY.

17 June 2021

Donald F. Howell  
Board of Trustees  
Harwich Affordable Housing Trust  
732 Main Street  
Harwich Center, MA 02645

## RE: Harwich Housing Trust Action Plan

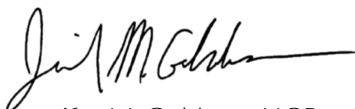
Dear Don:

Thank you for reaching out regarding the Board of Trustee's (Board) interest in resuming our work with them on the Action Plan project. The following summarizes our discussion about next steps to resume the process for the Board's consideration:

- Based on the contract, the Action Planning process will resume towards the end of Task 3, under Visionary Interviews. My team completed a draft summary of the Visionary Interviews, but it was not presented to the Board prior to the pandemic emergency. The next immediate step is for me to meet with the Board to present findings of the Visionary Interviews, anchor back on the scope of work / timeline, get feedback from Board to flesh out community engagement plan. Perhaps we could attend a meeting with the Board in July, dependent on the schedule.
- The Background Chapter of the Action Plan, which we wrote in early 2020, has outdated data from the prior Housing Production Plan that dates to 2014. We recommend updating the data in the "Understanding Housing Needs in Harwich" section of the report to the most recent available data. We can update all data on pages 5-8 to be the most current data and estimate that we would spend roughly eight hours collecting the data and updating the text on these pages of the report for a total budget amendment of \$1,000.
- The project timeline will be revised pending Board decision on in-person community engagement. I propose that the Board consider one of two different strategies:
  - A. The original scope included four focus groups with a variety of community stakeholders (up to 7 people in each group). We could hold these focus groups virtually this summer (July-Aug). Additionally, the original scope included one community workshop, which we could hold in-person in the early fall (Sept-October).
  - B. Alternatively, we could run a short planning activity with a six town boards/committees or other organizations at their regularly scheduled virtual meetings this summer and into the early fall. We have used a variety of online tools to help facilitate interactivities at virtual public meetings throughout the pandemic including multiple choice, word clouds, and open-ended questions through PollEverywhere, Zoom polling, and Miro Board activities with virtual sticky notes. We could include board/committee members as well as any members of the public in attendance to participate in the interactive planning activities to glean public feedback on the Trust's goals and priorities for the action plan.

Please let me know if you or the Board members have any questions or need additional information. I look forward to talking soon.

Best,



Jennifer M. Goldson, AICP  
Founder and Managing Director

**TOWN OF HARWICH, MASSACHUSETTS**

**COMMUNITY PRESERVATION ACT**

**GRANT AGREEMENT FOR**

**Harwich Affordable Housing Trust**

This GRANT AGREEMENT made this 21 day of June, 2021, by and between the Town of Harwich, a municipal corporation duly organized under the laws of Massachusetts and having its usual place of business at Seven Thirty-two Main Street, Harwich, MA 02645, acting by and through its Board of Selectmen (hereinafter the “TOWN” or “Board of Selectmen”, as applicable), and the Town of Harwich Affordable Housing Trust, established pursuant to Chapter 44, Section 55C of the Massachusetts General Laws, and under Declaration of Trust recorded with the Barnstable Registry of Deeds in Book 31507, Page 299, #43476 (hereinafter, the “TRUST”), having its usual place of business at: Seven Thirty-Two Main Street, Harwich, MA 02645:

WITNESSETH:

WHEREAS, the Harwich Community Preservation Committee (hereinafter, the “COMMITTEE”), invited the submission of proposals for grants of funds for purposes consistent with the Community Preservation Act (“CPA”), G.L. c.44B; and

WHEREAS, in response thereto, the TRUST submitted a proposal for funding for purposes of pursuing affordable housing opportunities in Harwich, hereinafter referred to as the “Project”, and the COMMITTEE reviewed and approved the Project and recommended that the May 8, 2021 Annual Town Meeting appropriate the funds herein described for the purposes of the Project; and

WHEREAS, Town Meeting on May 8, 2021 pursuant to Article 33 (the “Article”) voted to appropriate Fifty Thousand Dollars (\$50,000) from the Community Preservation Fund Community Housing Reserves Account (the “Funds”); and

WHEREAS, the purpose of the within Grant Agreement is to ensure that the Funds are used for the acquisition, creation, preservation and support of community housing as defined by the Community Preservation Act, G.L. c.44B; and

WHEREAS, the Board of Selectmen has conferred with the COMMITTEE concerning the terms of this Agreement, and both have approved the terms of this Agreement, as evidenced by their signatures attached hereto;



NOW THEREFORE, the TOWN and the TRUST agree as follows:

1. Contract Documents. The Contract Documents consist of this Grant Agreement, the CPA application approved by the COMMITTEE dated October 30, 2021 (the "Application"), a certified copy of the Article and all documents attached thereto. The Contract Documents constitute the entire Agreement between the parties concerning the Application, and all are as fully a part of this Agreement as if attached hereto.

2. Term. The Work shall be completed within three years of the execution of this Grant Agreement (the "Completion Date"), unless the COMMITTEE grants an extension for good cause shown.

3. The Work. The Work consists of the Project, as described in the Application attached hereto as Attachment A and the following additional conditions:

a) Notwithstanding the TRUST's bylaws, all funds expended pursuant to this Grant Agreement shall be limited to the allowable spending purposes as defined under M.G.L. c.44B.

b) Every six months until the Completion Date, the TRUST shall provide the COMMITTEE with a written update on the progress toward completion of the Work. A final report, including digital photo documentation of the project where appropriate, is due within 30 days of the Completion Date.

c) No more than ten percent (10%) of Funds can be used for expenses related to the administration and operation of the TRUST.

d) Consistent with the provisions of M.G.L. c.44B Section 5(b)(2), under no circumstances shall the Funds be used to rehabilitate existing community housing units.

e) Consistent with the provisions of M.G.L. c.44B Section 5(b)(2), when creating community housing the TRUST shall, wherever possible, reuse existing buildings or construct new buildings on previously developed sites.

f) Consistent with the provisions of M.G.L. c.44B Section 6, the Funds shall not replace existing TOWN operating funds nor reimburse the TOWN for services provided to the TRUST.

g) If the Funds are the sole funding source for the acquisition of real property, the property shall only be used for Community housing as defined in M.G.L. c.44B Section 2. In all other cases, the Funds may be used to cover a share of the project expenses proportionate to the part of the project that will qualify as Community housing as defined in M.G.L. c.44B Section 2. The TRUST shall track the cost of the allowable scope through a reasonable means of cost estimating, and only use the Funds for the allowable portion of the project cost.

4. Contact. The TRUST shall identify in writing a contact person responsible for the administration of the Project.

5. Restriction. With respect to any real property purchased using the Funds or housing created or preserved using the Funds, the TRUST shall execute or obtain a perpetual affordable housing restriction meeting the statutory requirements of G.L. c.184 and G.L. c.44B, §12, and running to the benefit of the TOWN. The deed restrictions executed for each unit of housing created or preserved pursuant to this grant must be approved and accepted by the TOWN.

6. Funding. The TOWN shall pay the TRUST the Funds within 30 days of the execution of this Grant Agreement. The TRUST shall manage the Funds in accordance with its Declaration of Trust and related by-laws.

7. Liability of the TOWN. The TOWN's liability hereunder shall be to make the payment specified in Paragraph 6 of this Grant Agreement and the TOWN shall be under no further obligation or liability. Nothing in this Grant Agreement shall be construed to render the TOWN or any elected or appointed official or employee of the TOWN, or their successors in office, personally liable for any obligation under this Grant Agreement.

8. Independent Status. The TRUST acknowledges and agrees that it is acting in a capacity independent of the TOWN.

9. Indemnification. The TRUST shall indemnify, defend, and hold the TOWN and its departments, committees, officers, employees, and agents harmless from and against any and all claims, demands, liabilities, actions, causes of actions, costs and expenses, including attorneys' fees, arising out of or directly from the TRUST's performance of the Work that is the subject of this Grant Agreement or the negligence or misconduct of the TRUST or its agents or employees.

10. Record Keeping. The TRUST shall keep such records with respect to the utilization of the Funds as are kept in the normal course of business and such additional records as may be required by the TOWN. Should the TRUST have multiple funding sources, the TRUST shall track specific expenditures of the Funds separate from other funding sources. The TOWN shall have full and free access to such records and may examine and copy such records. The TRUST further agrees to meet from time to time with the COMMITTEE or its designee(s), upon reasonable request, to discuss expenditures of the Project Funds.

11. Successors and Assigns. This Grant Agreement is binding upon the parties hereto, their successors, assigns, and legal representatives. The TRUST shall not assign or otherwise transfer this Grant Agreement, in whole or in part without the prior written consent of the TOWN.

12. Termination. This Grant Agreement shall terminate upon the TRUST's final disbursement of all Project Funds and the delivery of copies of any restrictions recorded pursuant to paragraph 6 hereof. In the event that the TRUST fails to fulfill its obligations under the terms of this Grant Agreement as determined by the TOWN, the TOWN shall have the right, in its sole discretion, to terminate this Grant Agreement upon written notice to the TRUST. Upon receipt of such notice, the TRUST shall refund all undisbursed Project Funds to the TOWN, and such funds shall be returned to the CPA account from which the Funds were appropriated.

13. Compliance with Laws. The TRUST shall comply with all Federal, State and local laws, rules, regulations and orders applicable to the Work undertaken pursuant to this Grant Agreement. The TRUST or its designees shall be responsible for obtaining any necessary licenses, permits, and approvals required for the performance of such Work.

14. Notice. Any and all notices, or other communications required or permitted under this Grant Agreement, shall be in writing and delivered by hand or mailed postage prepaid, or by other reputable delivery service, to the parties at the addresses set forth on page 1 hereof or furnished from time to time in writing hereafter by one party to the other party. Any such notice or correspondence shall be deemed given when so delivered by hand, or if so mailed, when deposited with the U.S. Postal Service or if sent by private overnight or other delivery service, when deposited with such delivery service.

15. Severability. If any term or condition of this Grant Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Grant Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

16. Governing Law. This Grant Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts and the TRUST submits to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Grant Agreement.


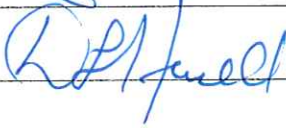
IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above.


TOWN OF HARWICH

TOWN OF HARWICH

BOARD OF SELECTMEN

AFFORDABLE HOUSING TRUST

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TOWN OF HARWICH

COMMUNITY PRESERVATION COMMITTEE

*David J. Meyer*

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**TOWN OF HARWICH - COMMUNITY PRESERVATION COMMITTEE**  
**2020 CPA PROJECT FUNDING REQUEST APPLICATION**  
**FISCAL YEAR 2021-2022**

Submission Date: 10/30/20

**APPLICANT INFORMATION**

**Applicant:** Town of Harwich

Town Committee, Board or Organization: Harwich Affordable Housing Trust

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

Phone: (508) 430-7514 Email Address: dhowell@townofharwich.us

**Project Manager:** Don Howell, Chair of the Harwich Affordable Housing Trust

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

Phone: 508-430-7513 Email Address: dhowell@townofharwich.us

**Second Contact Person:** Pelinda Deegan

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

Phone: (508) 240-7873 x15 Email Address: pelinda@capecdp.org

**PROJECT INFORMATION**

PROJECT TITLE: Funding for the Part-Time Housing Coordinator

PROJECT AMOUNT REQUESTED: \$50,000

**PROJECT DESCRIPTION:**

On September 26, 2020 the Town of Harwich voted to appropriate \$250,000 of Community Preservation Act funds to create and preserve affordable housing in the Town of Harwich in the amount of \$200,000 for the Trust and to fund a part-time Housing Coordinator in the amount of \$50,000.

The \$30,000 request for the Housing Coordinator increased to \$50,000 to anticipate increased work hours to engage in educational outreach and building public support, such as community forums, administer the Trust Facebook social media page, create marketing materials and engage in the Action Plan process.

**BACKGROUND:**

The Trust is actively engaged in providing housing and a range of housing services for the residents of Harwich. The Trust is composed of five volunteer members that meets once a month, with the ability to explore projects and opportunities. The CPA request to fund a Part-Time Housing Coordinator Staff presents a cohesive presence in-between meetings, acts as a liaison between the town and town housing-related committees to coordinate efforts and Trust activities.

ESTIMATED START DATE: July 2021, when the additional funds would be available

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

Three years from the release of funds (July 2021) 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:

*Please note that this will be provided as required by 12/1/2020*

<u>Commissions/Boards/Committees/Organizations</u>	Please have them initial here after their review
Board of Selectmen	
Affordable Housing Committee	
Conservation Committee	
Real Estate Open Space Committee	
Finance Committee	

**Describe their response, or provided written comments/input:**

**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.

Program	Housing Coordinator Office Hours	Funding Requested
<b>Part-Time Housing Coordinator</b>	<ul style="list-style-type: none"> <li>• Refer residents to housing providers, housing services and housing programs and resources</li> <li>• Provide support to town housing-related committees: attend meetings, manage follow-up tasks, develop materials and documents for Trust meetings</li> <li>• Monitor town's SHI: resales and preservation</li> <li>• Identify and procure consultants as needed</li> </ul>	\$30,000
	<b>Community Engagement &amp; Outreach Activities</b>	<b>Funding Requested</b>
	<ul style="list-style-type: none"> <li>• Educational Outreach               <ul style="list-style-type: none"> <li>○ Plan and design: gather information, define audience, identify stakeholders and partnerships</li> <li>○ Marketing: develop and create flyers, manage social media</li> </ul> </li> <li>• Facilitate alignment among town officials regarding project goals and progress to date               <ul style="list-style-type: none"> <li>○ Conduct Outreach to town boards &amp; committees</li> <li>○ Hold joint meeting to ensure that all municipal bodies understand current status of the project and get their</li> </ul> </li> </ul>	\$20,000

feedback on who to engage in CE process

- Community Engagement
  - Community forums
  - Conduct Outreach
  - Content: provide overview of housing needs, housing production goals & strategies
  - Provide update on site work done to date
  - Provide forum for clarification of information

**COST ESTIMATE(S):** \$50,000

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.

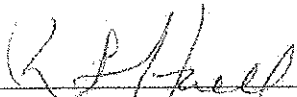
\*\*\*\*\*

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



Trust Chair

Printed Name Donald E Howell

Date 10/30/20



**APPLICATIONS MUST BE RECEIVED BY OCTOBER 30, 2020 NO LATER THAN 4 PM**

**Must submit eight (8) paper copies and if possible, a thumb drive (USB memory stick) containing a digital copy of the Application in a PDF file format.**

# Town of

Anita N. Doucette, MMC/CMMC  
Town Clerk



# Harwich

732 Main Street  
Harwich, Massachusetts 02645  
Tel. 508-430-7516

**A TRUE COPY, ATTEST:**

**TOWN CLERK OF  
HARWICH, MASS.**

## ANNUAL TOWN MEETING MAY 8, 2021

### FUND A PART-TIME HOUSING COORDINATOR

ARTICLE 32: To see if the Town will vote to appropriate from Community Preservation Act Funds - \$50,000.00 from the estimated annual revenue for Fiscal Year 2022 to fund the Harwich Affordable Housing Trust Housing Coordinator. Any funds left unspent from this Article are to be returned to the Community Preservation Act Funds-Housing Reserve, and to act fully thereon. By request of the Community Preservation Committee and the Affordable Housing Trust. Estimated Cost: \$50,000.00.

*Explanation: Annual request to fund a part-time housing coordinator to support the Affordable Housing Trust.*

**FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED. VOTE: YES-4, NO-1**

### **ROLL CALL VOTES:**

#### Finance Committee:

To accept and adopt:

Yeas: 4 (number): Jon Chorey, Dan Tworek, Mary Anderson, Brian Weiner

Nays: 1 (one): Angelo LaMantia

#### Board of Selectmen:

To accept and adopt:

Yeas: 4 (four): Larry Ballantine, Don Howell, Michael MacAskill, Ed McManus

Nays: 0 (zero): none

### Article 32: Fund a Part-Time Housing Coordinator

**MOTION:** (Jon Chorey, Chairman – Finance Committee) I move that this article be accepted and adopted as printed in the warrant. Duly seconded

**The Moderator, Michael D. Ford, had stated that he had been apprised that the CPC committee was in support of this article, as presented to the Town Meeting.**

**ACTION:** It was a unanimous vote, so declared.



## community development partnership

# Town of Harwich April 2021 Monthly Report

### 1. Virtual Office Hours

- a. Held virtual office hours on Monday – Friday, 9 am to 3 pm.
- b. Call-in meetings / check-ins with Trust Chair, Don Howell as needed:
  - 4/1: establish weekly check-in protocols, preparation tasks for May Trust meeting and considerations in proceeding work with regard to contract renewal on 7/1/2021, evaluation process for contract work and regular Trust updates to the Community Preservation Committee (CPC)
  - 4/8: discuss CPC presentation and develop CPC talking points for verbal report and April Trust meeting agenda
  - 4/19: discussed cancellation of April Trust meeting in order to gather more information, work on CPC talking points and confirmed attendance at the CPC meeting for any questions to the Chair
  - 4/22: confirmed that the Housing Coordinator will present the HAHT Talking Points at the CPC meeting, confirmed meeting date with Laura Shufelt on May 3<sup>rd</sup>, reach out to Trust members about May Trust meeting date

### 2. Provide support to Town housing-related committees as directed by Town Administration

- a. Provide staff support to Harwich Affordable Housing Trust (HAHT)
  - 4/9: contacted Jennifer Goldson to connect on the Action Plan and next steps on resuming community engagement work
  - 4/10: reach to Trust members to coordinate April meeting date
  - 4/14: contacted Daniel Delaney to get support for Trust meeting logistics including Executive Session language, protocol for posting and setting up HAHT meetings and IT administration
  - 4/19: submitted April Trust agenda for review
  - 4/21: submitted HAHT CPC Talking Points to the Chair for review in preparation for the CPC meeting
  - 4/22: drafted a HAHT meetings with protocol sourced from Daniel Delaney
  - 4/22: participated at the CPC meeting and presented HAHT CPC report
- b. Pre-development tasks

- 4/9: contacted Laura Shufelt for an update on Sisson Rd. and discuss what she needs from the HAHT to move forward
- 4/21: correspondence with Laura Shufelt, MHP to schedule a meeting with the Chair
- 4/22: correspondence with the Chair to confirm a meeting date with Laura Shufelt

### **3. Building relationships and gathering information**

- 4/5: correspondence with Art Bodin, Chair of the Affordable Housing Committee to schedule a meeting to discuss community engagement
- 4/5: submitted FY21 HAHT CPC Report
- 4/22: correspondence with Al Eaton, Mid-Cape Church Homes about the status of Trust meetings and Sisson Road updates

### **4. Community Outreach & Response**

- 4/14: follow-up resident outreach and referral to Homeless Prevention Council







## community development partnership

# Town of Harwich May 2021 Monthly Report

### 1. Virtual Office Hours

- a. Held virtual office hours on Monday – Friday, 9 am to 3 pm.
- b. Call-in meetings / check-ins with Trust Chair, Don Howell as needed:
  - 5/13: reviewed HAHT May meeting and Executive Session protocol

### 2. Provide support to Town housing-related committees as directed by Town Administration

- a. Provide staff support to Harwich Affordable Housing Trust (HAHT)
  - 5/6: submitted follow-up items to the CPC: financial report and Trust meeting minutes
  - 5/6: reached to Trust members to coordinate a May Executive Session meeting
  - 5/6: submitted HAHT May agenda, November 2020 meeting minutes and March 2021 monthly report to the Chair for review
  - 5/9: correspondence with Trust members to confirm attendance for the May Trust meeting
  - 5/10: held a meeting with JM Goldson Community Preservation and Planning to discuss the next steps on the Action Plan
  - 5/12: submitted HAHT May Agenda and Agenda Packet to [agenda@town.harwich.ma.us](mailto:agenda@town.harwich.ma.us)
  - 5/13: follow-up correspondence with JM Goldson Community Preservation and Planning on who will be facilitating a potential community engagement
  - 5/19: staffed May Trust meeting
  - 5/20: correspondence with Trust members and provided immediate follow-up tasks following the May Trust meeting
    - MHP's Housing Institute registration link
    - Next meeting date: June 24<sup>th</sup> at 1 pm
    - Regular meeting schedule after June: 3<sup>rd</sup> Thursdays of the month at 1 pm
  - 5/26: Draft HAHT June meeting agenda, finalize HAHT May meeting minutes, draft May 2021 monthly report

- b. Pre-development tasks



- 5/3: held a meeting with Laura Shufelt to work on a set of questions for HAHT members regarding RFP criteria on Sisson Road
  - Provided an update about Bohler Engineering in communication with the Town Engineer
  - Next steps include: conducting soil test, collecting feedback from the Trust, MHP and HAHT will discuss and determine financial feasibility
- 5/6: correspondence with Laura Shufelt, MHP about RFP Sisson Road questions and considerations
- 5/13: correspondence with Trust members about their feedback on Laura Shufelt's guided questions on the Sisson Road RFP
- 5/26: begin draft of the HAHT June meeting agenda

### **3. Monitoring existing units on Town's Subsidized Housing Inventory**

- 5/26: review SHI list

### **4. Building relationships and gathering information**

- 5/6: correspondence with Beth Wade, Director of Land Acquisition & Project Development, Habitat for Humanity regarding Murray Lane Virtual Kick Off event
- 5/13: correspondence with Art Bodin, Chair of Affordable Housing Committee about community engagement and May Trust meeting

### **5. Community Outreach & Response**

- 5/11: follow-up with Homeless Prevention Council regarding a client