

Affordable Housing Trust  
Thursday, November 19, 2020 /1:00 PM  
Virtual | Go To Meeting  
**AGENDA**

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- I. Call to Order**
- II. Public Meeting**
  - a. Public Comment & Announcements
  - b. Approval of Minutes
    - i. June 29, 2020
    - ii. October 22, 2020
  - c. Sisson Road housing development update – Don Howell, Chair
  - d. Sisson Road Community Engagement update – Don Howell, Chair
  - e. Community Preservation Application update and possible vote – Don Howell, Chair
  - f. Discussion on Town Planner, Charleen Greenhalgh’s retirement – Joe Powers, Interim Town Administrator
  - g. Updates on Housing Coordinator and consulting services contracts
  - h. Housing Coordinator Report – presented by Pelinda Deegan, Housing Coordinator
    - i. November Lower Cape Coronavirus Housing Response Meeting
    - ii. October Report
  - i. Member Reports and agenda building
    - i. Legal representation for Trust – by Larry Brophy
- III. Other Business**
  - a. Correspondence
- IV. Next Meeting Date**
- V. 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”.

Harwich Affordable Housing Trust  
Thursday, June 29, 2020 – 2:00 PM  
Griffin Room, Town Hall, 732 Main Street, Harwich  
This meeting will be held VIA REMOTE PARTICIPATION.  
Access is available through GoToMeeting.com and live broadcast on Channel 18

## MINUTES

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

**MEMBERS NOT PRESENT:** Joseph Powers, Acting Town Administrator.

**OTHERS PRESENT:** Charleen Greenhalgh, Town Planner, Andrea Aldana, Director of Housing Advocacy, Community Development Partnership (CDP), Pelinda Deegan, Housing Advocacy Program Manager, CDP

Meeting was called to order at 2:00 pm by Ms. Greenhalgh. Roll Call: Mr. Lowney – Present, Mr. Brophy – Present, Ms. Underwood – Present, Mr. Howell - Present.

### **Public Meeting:**

#### **Discussion and possible vote for funding for the Housing Authority Rental Assistance Program until their CPC funding can be acted upon – presented by Don Howell**

Mr. Howell clarified that funding for the Housing Authority Rental Assistance is not a loan or contribution. Mr. Howell provided information on how the funds are distributed. The funds are received every three years for one family and would need increments of \$12,600. Ms. Greenhalgh clarified and read an email correspondence included in the agenda packet which stated that there are a total of 7 current applicants. The maximum is \$350 per month for a maximum of 3 years. To cover funding for all 7 applicants, the total funding is \$88,200.00.

Mr. Brophy suggested a funding amount of \$37,800.

Mr. Howell made the motion to grant the Harwich Housing Authority \$37,800 for the 3 rental subsidies for 3 years along with a letter from the Harwich Affordable Housing Trust to the Harwich Housing Authority to consider partial funding for all 7 applicants after the Fall Annual Town Meeting.

Roll Call: Mr. Lowney – Yes, Mr. Brophy – Yes, Ms. Underwood – Yes, Mr. Howell - Yes.  
Motion carried by a unanimous vote. (4-0-0)

**Discussion and possible vote on authorizing Town Staff to solicit a Request for Proposal for Housing Coordinator Services – presented by Charleen Greenhalgh, Town Planner and/or Don Howell**

Mr. Howell indicated that there has been a discussion between Ms. Greenhalgh and the Acting Town Administrator, Joseph Powers to set up a draft for the Request for Proposal for the Housing Coordinator position. Mr. Howell also indicated an issue with item “D” on the RFP which states, “Develop a plan for future collaboration in housing production and preservation among the towns of Brewster, Harwich, Harwich and Orleans.” Mr. Brophy and Mr. Lowney recommends striking the item. Ms. Greenhalgh provided examples on other towns collaborating on projects. Mr. Brophy and Mr. Howell agreed to change the language to, “Develop opportunities for future collaboration in housing production and preservation among the towns of Brewster, Harwich, and Orleans”.

Mr. Brophy moved for the Chair of the Trust to change the language on item “D” in the Housing Coordinator Request for Proposal and forward the changes to Mr. Bob Lawton and copy Ms. Greenhalgh in order to issue it. Ms. Underwood seconded.

Mr. Howell clarified that he had a discussion with Jay Coburn, Chief Executive Officer at Community Development Partnership and Ms. Aldana. The Trust will be moving forward with the Housing Coordinator under a purchase order basis at the same rate the Housing Coordinator was contracted for, for 3 months.

Roll Call: Mr. Lowney – Yes, Mr. Brophy – Yes, Ms. Underwood – Yes, Mr. Howell – Yes.  
Motion carried by a unanimous vote. (4-0-0)

**Other Business:**

**Adjournment:**

Mr. Brophy moved to adjourn at 2:27 pm. Roll Call: Mr. Lowney – Yes, Mr. Brophy – Yes, Ms. Underwood – Yes, Mr. Howell – Yes. Motion carried by a unanimous vote. (4-0-0)

Harwich Affordable Housing Trust  
Thursday, October 22, 2020 – 1:00 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, Interim Town Administrator.

**MEMBERS NOT PRESENT:**

**OTHERS PRESENT:** Pelinda Deegan, Housing Advocacy Program Manager, Community Development Partnership, Art Bodin, Chair of the Harwich Affordable Housing Committee

Meeting was called to order at 1:00 pm by Mr. Howell. Roll Call: Mr. Lowney – Not Present, Mr. Brophy – Present, Ms. Underwood – Present, Mr. Howell – Present, Mr. Powers – Present

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

#### **Approval of Minutes:**

**June 29, 2020**

Approval pending changes.

**July 23, 2020**

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

The motion passed with 4 votes in favor. (4-0-1)

### **Presentation by Chris Wise for his proposed development on Route 137**

Mr. Powers made a comment related to ongoing procedures related to potential Chapter 40B projects. He advised not to have presentations before the Chapter 40B application. Mr. Powers elaborated and indicated that documents presented by Mr. Wise at the Harwich Affordable Housing Committee meeting on September 14<sup>th</sup> and the Harwich Affordable Housing Trust meeting were incomplete. Mr. Powers stated that the Town of Harwich and the Harwich Affordable Housing Trust have received numerous documents and petitions against Mr. Wise's proposed project. Mr. Powers reiterated that there is currently no Chapter 40B project before the Town of Harwich. He also indicated that there is no project formalized with the Massachusetts Housing Partnership (MHP). Mr. Powers added that if Mr. Wise wishes to make presentations to any board or committee, he should do so in accordance to the

process required under Chapter 40B regulations.

Mr. Howell asked if the application was filed with the Massachusetts Housing Partnership, what will be the town's next step. Mr. Powers stated that concurrent with the application to MHP, the applicant is required to notify the Board of Selectmen on a pending project eligibility letter for their review. Mr. Powers recognized the community's concern and reiterated that at this time, there is no project to be concerned about.

Mr. Howell called on Mr. Wise. Mr. Wise stated that this is not the first project he has done and the community is aware of his previous projects. He added that his intentions with the early presentations to the Affordable Housing Trust and other boards including the Planning Board was to be transparent and to show his project that is in process. Mr. Wise said that during such presentations, he noted that his project was incomplete and that the goal was to seek input from the boards and community. He added that he wanted to avoid any shock with the state application and wanted the community to be familiar with the project. Mr. Wise apologized for any anxiety he might have caused and noted that he will continue to get input from various boards and departments.

Mr. Powers stated that he has never met Mr. Wise and that they have never had a discussion with regard to Mr. Wise's project which he noted can be problematic due to his relationship with the Board of Selectmen. He said that the Board of Selectmen will have a regulated process and to be mindful of such process moving forward.

Mr. Howell referenced Mr. Wise's comments during his presentation at the July 2019 Affordable Housing Trust meeting, with the previous Chair, Chris Clark in which Mr. Wise stated that project was a recommendation and that Mr. Wise would be reaching out to the community. Mr. Howell also pointed out that the current petition has 689 signatures opposing the project that "does not exist". Mr. Howell encouraged Mr. Wise to conduct community outreach as there is great concern from the community. Mr. Howell clarified that there was an approved site plan for what Mr. Wise and is legally zoned for 10 lots which was submitted and approved while the proposed Route 137 project requires more steps in order to have a discussion about it.

Mr. Wise stated that prior to Mr. Powers, he met with the previous Town Administrator, Chris Clark on three occasions and town staff several times. Mr. Powers said that he would love an opportunity to have a discussion with Mr. Powers. Mr. Wise stated that the application is ready but his understanding was to get input first from various town committees. He indicated that he will now change direction; file the application and conduct community outreach.

Mr. Powers encouraged Mr. Wise to leverage the office administration and in doing so he can communicate with the various departments and boards and keep them informed. He also clarified that the Affordable Housing Committee and the Affordable Housing Trust, the Board of Selectmen or any other entity, is a subset of the body politic known as the Town of

Harwich and is not necessarily “the community”. He emphasized that the general public is the community and that residents of the community are looking for opportunities to speak on Mr. Wise’s proposed project and that if Mr. Wise was to file an application, there is a regulatory process to follow.

Mr. Howell asked if Mr. Wise filed for a Community Preservation Act application. Mr. Wise said no. Mr. Howell recognized Elaine Shovlin to comment. She stated that the Cape Cod Chronicle article indicated there were applications and that Mr. Wise plans to seek a Chapter 40B permit. Mr. Howell reiterated the article written was premature and that as Mr. Powers mentioned, there is no project until it follows the Chapter 40B regulatory procedures. Mr. Powers expressed concern that there is information in the public sphere which hinders the general public to provide input and encouraged Mr. Wise to have a broader opportunity for public input. Mr. Powers emphasized the importance of several opportunities for an informal public outreach and input along with a formal and regulated process that are required.

Mr. Powers indicated that appropriate course moving forward at this time is for the Affordable Housing Trust to take no action. Ms. Underwood recommended adding information about what Chapter 40B is in the Affordable Housing Trust’s town webpage. Mr. Howell agreed and requested to add it to the next agenda.

### **Discuss and potential vote on FY22 Community Preservation Act application**

Mr. Howell provided an overview of the preliminary Community Preservation Act application and specified the Affordable Housing Trust’s priorities and goals. Mr. Howell stated that there is a request of \$50,000 for the Housing Coordinator and indicated that balance of the request is to aggregate money for a buy-down on slated projects.

Mr. Bodin commented on behalf of the Affordable Housing Committee that they are not aware of what is in the application besides the funding request for the Housing Coordinator. He indicated that the Affordable Housing Trust should be working on more than one project. Mr. Howell clarified that the goal has always been to showcase what the Trust is able to accomplish and build affordable housing that the community can be proud of.

A discussion ensued between Mr. Howell and Mr. Bodin with regard to past discussions about potential Affordable Housing Trust projects.

Ms. Deegan provided clarity on why the \$30,000 request for the Housing Coordinator increased to \$50,000 which is 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.

Mr. Powers shared his screen to show the Community Preservation Committee application

and Mr. Howell requested to add more details about the Housing Coordinator activities. Mr. Powell made a motion to change the application title to read, “Expand on Housing Production Plan / Part-time Housing Coordinator”. Mr. Howell agreed and suggested to add language about capability of buying down projects. Mr. Powers recommended that the title of the application reflect the Housing Coordinator and the Housing Production Plan. Mr. Howell requested to add “expand housing production plan outcomes”.

Mr. Powers made a motion to approve and amend the CPA application title to “To Explore and Expand Housing Production Plan Opportunities / Part-time Housing Coordinator”.

Mr. Brophy seconded. Roll Call: Mr. Lowney – Yes, Mr. Brophy – Yes, Ms. Underwood – Yes, Mr. Howell – Yes, Mr. Powers – Yes. Motion carried by a unanimous vote. (5-0-0)

### **Sisson Road housing development**

With regard to the discussion on engineering studies, Mr. Howell stated that there is a queue of activities and reiterated that there is a backlog of Request of Proposals. He added that the Harwich Affordable Housing Trust is not a priority at this time but will work on prioritizing the Trust moving forward. Mr. Powers indicated that the Housing Coordinator has reached out to him and the Town Engineer with regard to the proposed engineering studies.

Mr. Powers shared a screen of an update provided by the Town Engineer. Mr. Howell mentioned that he will allow Mr. Powers to share the document with the understanding that there is no action to take as it was not included in the packet. Mr. Powers shared the update which identifies recommended next steps aligned with the Massachusetts Housing Partnership’s Housing Toolbox guidelines for the engineering studies on Sisson Road.

Mr. Howell agreed with Mr. Powers to share the memo with the Housing Coordinator and coordinate a meeting to discuss further.

Mr. Howell talked about the Housing Coordinator contract and decided to have an offline discussion with Mr. Powers.

### **Sisson Road Community Engagement update**

Mr. Howell stated that there is no new update with the Sisson Road community engagement. He reiterated that the Harwich Affordable Housing Trust’s intention is to be inclusive and get input from the community following the process Mr. Powers mentioned earlier in the meeting.

Mr. Bodin added that there abutters that responded positively and asked if the abutters in the condominium behind the property were contacted. Mr. Howell added that he would like to do so in a formal way, when the time is right.

## **Housing Coordinator Report**

Ms. Deegan shared information on six available applications for Habitat for Humanity homes slated to be built on Murray Lane. Mr. Howell requested that the flyer and application information is posted on the Harwich Affordable Housing Trust's webpage.

## **Updates on Housing Coordinator and consulting services contracts**

Mr. Howell mentioned that there will be a meeting to discuss the Housing Coordinator contract.

## **Member Updates**

Mr. Powers reiterated that there will be a meeting to discuss the engineering studies with HAHT and the Housing Coordinator. He commended the work that the Harwich Affordable Housing Committee has been doing.

Ms. Underwood requested to review available town-owned land. Mr. Brophy agreed and indicated that related to past Trust discussions about looking at town-owned land, he questioned whether it would be possible to get connected with an experienced professional qualified to assess land, conduct reviews and answer any questions the Trust may have. Mr. Brophy indicated he has identified a few firms and reviewing their qualifications. He would like to review further with the Trust. Mr. Howell confirmed that he has had related conversations with KP Law in the past and indicated he did not wish to go further as it is not related to the agenda.

Ms. Underwood mentioned that Cape Cod Commission awarded the Housing Assistance Corporation \$150,000 to support towns in their environmental review for affordable housing. Mr. Howell requested the Housing Coordinator to find more information about the award. Mr. Howell asked if members are available to meet at a 1:00 pm time slot and everyone agreed.

## **Other Business:**

## **Next Meeting Date:**

November 19th at 1 pm

Mr. Brophy moved to adjourn at 2:14 pm. Mr. Lowney seconded the motion. Roll Call: Mr. Lowney – Yes, Mr. Brophy – Yes, Ms. Underwood – Yes, Mr. Howell – Yes, Mr. Powers. Motion carried by a unanimous vote. (5-0-0)





# MEMO

TO: Joseph F. Powers, Interim Town Administrator  
FROM: Griffin Ryder, <sup>GJR</sup> Town Engineer  
CC: Donald F. Howell, Harwich Affordable Housing Trust Chairman  
RE: Harwich Affordable Housing Trust – Sisson Road Proposed Development  
DATE: October 21, 2020

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As requested, please find the following preliminary review of the information required to advance the pre-development phase of the Proposed Affordable Housing Development located at 265 Sisson Road.

The following Engineering Department Comments are based on the attached available documents:

- The Massachusetts Housing Toolbox (including the Site and Building Assessment Checklist);
- “Site Plan”, Prepared by Brown Linquist Fenuccio & Raber Architects, Inc., dated July 21, 2008;
- “Conceptual Septic System Sizing and Layout” Site Plan, Prepared by Bohler, dated January 16, 2020.

## SITE SURVEY

Per the Massachusetts Housing Toolbox (Toolbox) the Municipality is responsible for the development of a site survey of the property. The site survey is required to include the following information:

- A comprehensive inspection/field survey of the property;
- A historical assessment of the property going back 100 years (including specific elements);
- Other regulatory information that may affect the site plan.

The Site Plan, dated July 21, 2008 appears to be a field survey of the site however it is not clear what land surveyor developed the plan as it is not stamped and signed. The Site Survey will likely need to be updated as it appears to be 12+ years old.

## **PHASE I/21E**

Per the Toolbox the Developer is responsible for the examination for potential soil contamination, groundwater quality, surface water quality, and issues related to hazardous substances.

Has this work been completed?

## **SITE ENGINEERING**

Per the Toolbox the Municipality is responsible for testing of soil samples to provide information on soil erosion and soil-bearing strengths – Geotechnical Engineer will likely be required to perform these services.

The following are the needs for the solicitation of Geotechnical Engineering Services to perform a study to determine the suitability of the development of the proposed building(s) and the associated septic system:

Proposed Development Program – requires coordination between architect and geotechnical engineer;

Proposed Building location and size – location, footprint & number of stories;

Proposed Construction Type – wood construction?

Proposed Foundation Type – full basement, footing type;

Shared septic system needs to be reviewed;

Drainage infiltration location doesn't appear to meet DEP Stormwater setback/separation requirements. The site layout may need to be revised to achieve the required setbacks;

Information available on previous soil tests conducted?

Please let me know if you have any questions.

# MASSACHUSETTS TOOLBOX

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ENGINEERING TASKS	RESPONSIBLE PARTY	PROJECT PHASE
Site Survey	Municipality	Pre-development

A comprehensive inspection of the property, including location of:

- trees
- other vegetation
- unusual or unnatural soil or ground conditions
- underground pipes
- soil and land discoloration

A historical assessment of the property going back 100 years, using information from:

- recorder of deeds
- title companies
- realtors
- local court records
- water regulatory agencies
- news reporting agencies
- environmental protection agencies

Answers to questions that affect site plan:

- Are there flood plain boundaries?
- Is the site in a Natural Environmental Heritage Area?
- What are the land dimensions and other measurements?

Phase I/21E	Developer	Pre-development
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Examination for potential soil contamination, groundwater quality, surface water quality, and issues related to hazardous substances.

The examination of a site may include:

- finding chemical residues within structures
- identification of asbestos-containing building materials
- inventory of hazardous substances stored or used on site
- assessment of mold and mildew
- evaluation of other indoor air quality parameters

Site Engineering	Municipality	Pre-development
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Tasks include testing of soil samples to provide information on soil erosion and soil-bearing strengths.

# HOUSING TOOLBOX

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## Structural Engineering

## Municipality

## Pre-development

Physical inspection of existing building(s) to identify:

- structural flaws
- pollutants (e.g., asbestos, lead-based paint, PCBs), which must be removed or encapsulated in accordance with federal laws and regulations

Structural flaws may include:

- crumbling sidewalks
  - tilted buildings
  - damaged block, bricks and mortar
  - bulges in the building structure
  - sagging roofs
  - evidence of water damage
  - signs of termite damage
  - problems with the operating system (e.g., electrical, plumbing, air conditioning)
- 

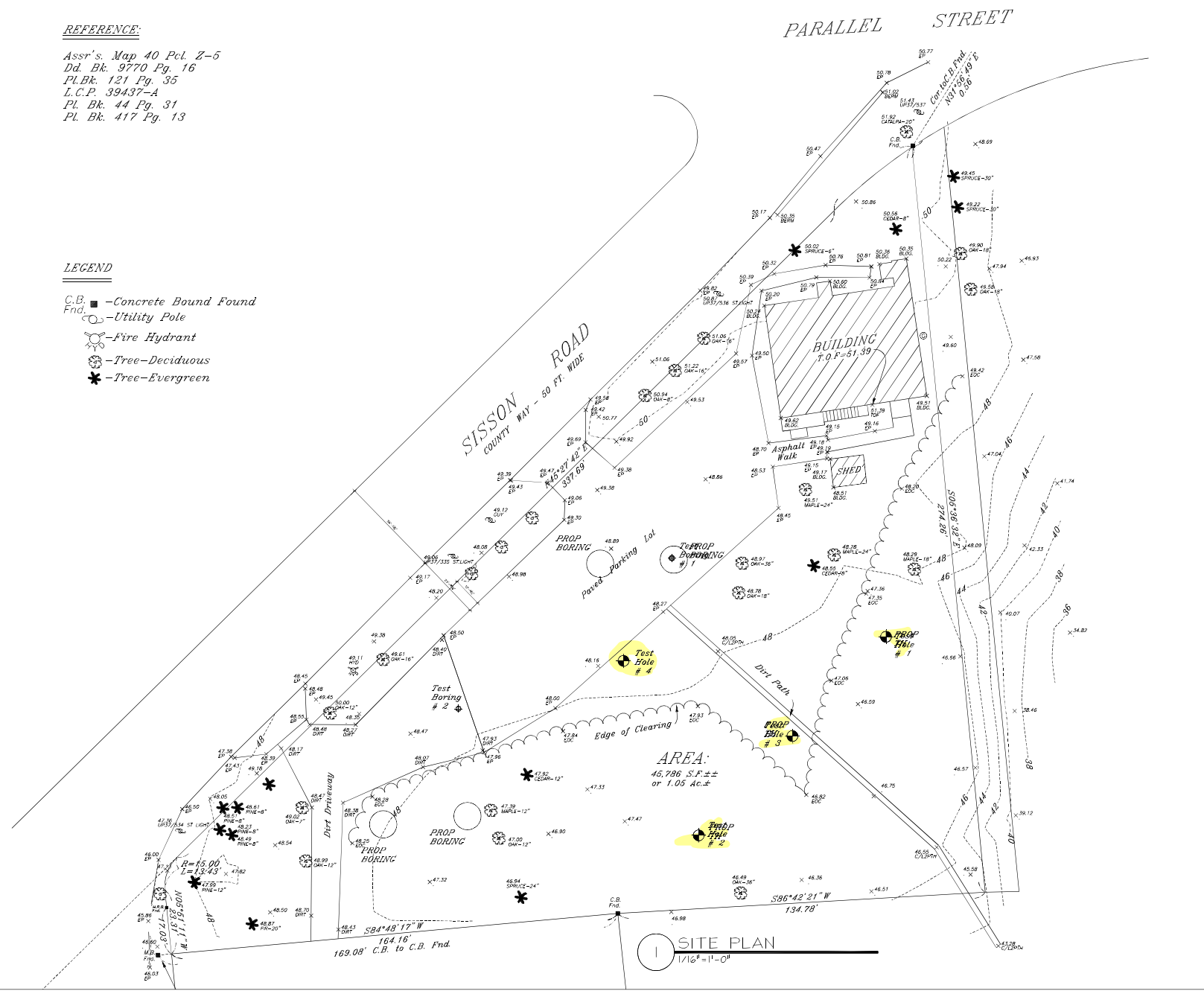
**Please Note** | Effort has been made by the author and sponsoring organizations to provide current and accurate information. However, readers should not rely on the information and are urged to review source material and consult with appropriate funding sources, practitioners and legal counsel before embarking on a particular course of action.

**REFERENCE:**

Assr's Map 40 Pct. Z-5  
 Dd. Bk. 9770 Pg. 16  
 Pl. Bk. 121 Pg. 35  
 L.C.P. 39437-A  
 Pl. Bk. 44 Pg. 31  
 Pl. Bk. 417 Pg. 13

**LEGEND**

- C.B. ■ - Concrete Bound Found
- Fnd. ○ - Utility Pole
- ☀ - Fire Hydrant
- 🌳 - Tree-Deciduous
- 🌲 - Tree-Evergreen



PARALLEL STREET

SISSON ROAD  
 COUNTY WAY - 50 FT. WIDE

BUILDING  
 T.O.P.=51.39

PAVED PARKING LOT

AREA:  
 45,786 S.F. ±  
 or 1.05 AC. ±

1 SITE PLAN  
 1/16" = 1'-0"

STAMP:

BROWN LINDQUIST FENUCCIO & RABER ARCHITECTS, INC.  
 203 WALTON STREET, SUITE A  
 WINDHURST, MA 01075  
 PH: 508-562-8362  
 FAX: 508-562-2928  
 www.brownlindquist.com

PROPOSAL FOR:  
 HOUSING ASSISTANCE CORPORATION  
 TOWN OF HARWICH  
 265 SISSON ROAD  
 HARWICH, MA

TITLE:  
 SITE PLAN

DATE ISSUED: JULY 21, 2008

REVISIONS:  
 -

DRAWN BY: CLS

PROJECT #: PROJECT NO.

DRAWING NO.:  
**SP1**

1. Date: 07/21/08  
 2. Drawn: CLS  
 3. Checked: JLR  
 4. Title: SP1  
 5. Project: HOUSING ASSISTANCE CORPORATION  
 6. Location: 265 SISSON ROAD, HARWICH, MA  
 7. Scale: 1/16" = 1'-0"  
 8. Drawing No.: SP1  
 9. Project No.:  
 10. Date Issued: 07/21/08  
 11. Revision: -  
 12. Drawn By: CLS  
 13. Checked By: JLR  
 14. Title: SITE PLAN  
 15. Project: HOUSING ASSISTANCE CORPORATION  
 16. Location: 265 SISSON ROAD, HARWICH, MA  
 17. Scale: 1/16" = 1'-0"  
 18. Drawing No.: SP1  
 19. Project No.:  
 20. Date Issued: 07/21/08  
 21. Revision: -

# CONCEPTUAL SEPTIC SYSTEM SIZING AND LAYOUT

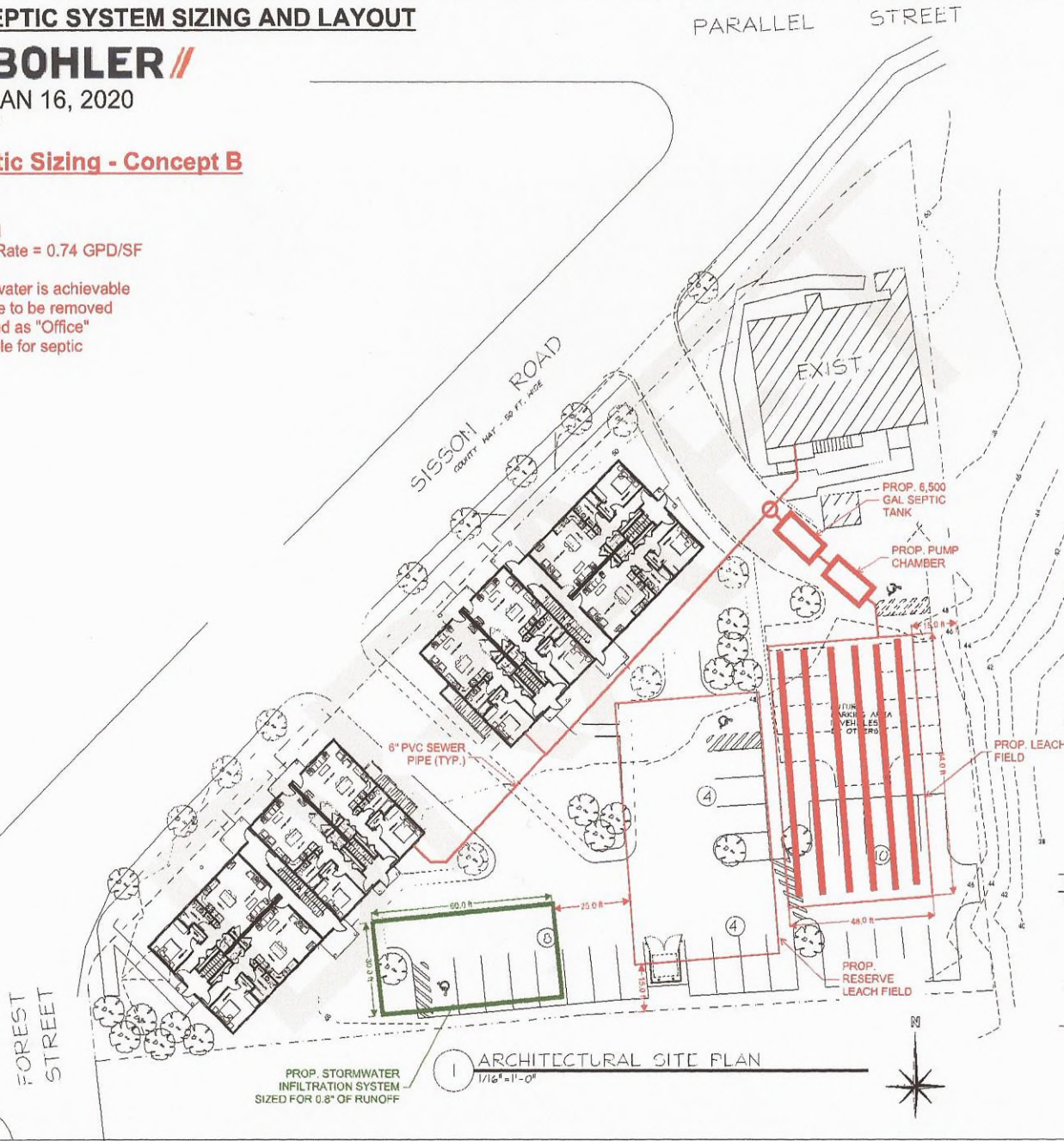
PREPARED BY: **BOHLER** //

DATE: JAN 16, 2020  
PAGE 2 OF 2

## Preliminary Septic Sizing - Concept B

### Assumptions:

- Percolation Rate = 2 MPI
- Long-Term Acceptance Rate = 0.74 GPD/SF
- 16 Proposed Bedrooms
- 5' Separation to Groundwater is achievable
- Ex. Septic System on site to be removed
- Existing building classified as "Office"
- Soil Conditions acceptable for septic

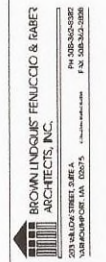


**PROPOSED AREA CALCULATIONS:**

DESIGN CONCEPT SUMMARY:	
16 ROOMS PROPOSED FOR PLUMBING	
1000 GPD DESIGN FLOW RATE	
TYPICAL INFILTRATION RATE 2.0 MPI	
DESIGN INFILTRATION RATE 0.74 GPD/SF	
PROPOSED LEACH FIELD AREA	14,400 SQ. FT.
PROPOSED STORMWATER INFILTRATION SYSTEM	26 SQUARE FEET
PROPOSED CONCRETE LEACH FIELD	11 SQUARE FEET
TOTAL PROPOSED INFILTRATION AREA	37 SQUARE FEET

1 ARCHITECTURAL SITE PLAN  
1/16" = 1'-0"

STAMP:



PROPOSAL FOR:  
HOUSING ASSISTANCE CORPORATION  
TOWN OF HARTFORD  
265 SISSON ROAD  
HARTFORD, MA

TITLE:  
CONCEPTUAL  
ARCHITECTURAL  
SITE PLAN

DATE ISSUED: JULY 21, 2008

REVISIONS:  
-

DRAWN BY: CLS

PROJECT #:

DRAWING NO.:

AS1.1



## community development partnership

# Town of Harwich October 2020 Monthly Report

### 1. Virtual Office Hours

- a. Held virtual office hours on Monday – Friday, 9 am to 3 pm.
- b. Bi-weekly call-in meetings check-ins with Trust Chair as needed:
  - 10/1: Check-in with regard to the agenda
  - 10/8: Discussion about the Community Preservation Committee application
  - 10/28: Trust meeting follow-up discussion

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

- a. Provide staff support to Affordable Housing Trust(AHT)
  - 10/2: drafted the CPC application and CPC report
  - 10/5: coordinate with Griffin Ryder with regard to engineering studies
  - 10/8: edited the CPC application
  - 10/9: outreach to JM Goldson regarding outstanding invoice
  - 10/10: outreach to Town Planner, Charleen Greenhalgh to confirm October 22<sup>nd</sup> meeting materials
  - 10/22: submitted FY22 CPC application
  - 10/22: staffed Trust meeting
  - 10/28
    - follow-up tasks in preparation for November meeting
    - sent a calendar invitation to the Trust for the November 19<sup>th</sup> meeting
- b. Pre-development tasks
  - 10/1: Ongoing correspondence with Laura Shufelt, Acting Director of Community Assistance, MHP, regarding engineering studies on Sisson Road site.
  - 10/5: Ongoing correspondence with Griffin Ryder, Town Engineer and Joe Powers, Acting Town Administrator

### 3. Monitor existing units on Town's Subsidized Housing Inventory (SHI)

- 10/1: conduct ongoing outreach about applications for six Habitat for Humanity homes at Murray Lane

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

- 10/2: ongoing correspondence with Danielle Delayne, Selectmen / Administrative Secretary to coordinate meetings
- 10/1: ongoing correspondence with Chris Wise, Wise Living with regard to presentation materials
- 10/1: correspondence with Beth Wade, Director of Land Acquisition & Project Management with regard to six available Habitat for Humanity applications on Murray Lane
- 10/14: correspondence with Art Bodin, Chair of the Affordable Housing Committee

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

- 10/8: resident outreach about general housing information
- 10/23: resident outreach about rental assistance







**JM Goldson LLC**  
 236 Huntington Ave., Suite  
 Boston, MA 02115 US  
 jennifer@jmgoldson.com

# Invoice

BILL TO
Harwich 732 Main Street Harwich, MA 02645

INVOICE #	DATE	TOTAL DUE	DUE DATE	ENCLOSED
181	03/24/2020	\$1,300.00	03/24/2020	

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
<b>Task 1</b>	Kick off Meeting, Review Background	0	3,020.00	0.00
<b>Task 2</b>	Design and facilitate working meeting, prepare summary of findings	0	2,820.00	0.00
<b>Task 3</b>	Survey Members to help inform vision goals, prepare summary of findings  Includes: Complete visionary interviews and prepare summary	0.24752	4,040.00	1,000.00
<b>Task 4</b>	Prepare detailed outline of plan. Meet with Trust Prepare preliminary draft plan and meet with Trust to review	0	3,160.00	0.00
<b>Task 5</b>	Prepare complete draft plan Revise as necessary and prepare final draft plan. Present final draft plan Revise, as necessary, and finalize plan for Trust adoption. Attend final meeting with Trust for plan adoption	0	4,600.00	0.00
<b>Task 6</b>	Facilitate a community engagement forum. Work with the community and residents to facilitate a discussion about the need for housing development: Hold four (4) 1-hour focus groups over one day with residents and other stakeholders as identified by the client.  Includes: Focus Groups coordination	0.05226	5,740.00	300.00
<b>Project Expense</b>	Not-to-Exceed Expense Budget (out of pocket expenses including printing, workshop supplies, and meeting materials as needed, and the like)	0	500.00	0.00

Jenn is working from home these days! So, please send payment to her home at:  
 217 Beech Street  
 Roslindale, MA 02131

**BALANCE DUE**

**\$1,300.00**

Thanks!

October 13, 2020

To: Art Bodin, Chair Harwich Housing Committee

Don Howell, Chair Harwich Housing Trust

Please accept my letter as public comment for your respective next meetings. I am unable to join either to deliver these thoughts myself, but feel that they are important.

Dear Members of the Housing Committee and Housing Trust,

First, thank you for the work you do on behalf of Harwich residents. Now more than ever, the housing crisis that we face on the Lower Cape should be on the forefront of our efforts. After attending Harwich town meeting, it was apparent to me that there is a lack of understanding and education around the different types of housing initiatives, housing laws and entities within the Town that work on housing. A basic knowledge of housing is very helpful to our residents when we try to change zoning, create new housing or promote programs that support existing housing. As the Housing Committee and Housing Trust, you can both play an important role in ensuring that our community is informed on the ABC's of housing. We have a unique opportunity in Harwich with the update of the Local Comprehensive Plan on the horizon and the Harwich Housing Production Plan needing a refresh at the end of 2021. All of these plans require a component of community engagement that helps the community define who they want to be and where they want to incorporate housing, instead of reacting to projects that might be brought forward.

I would also encourage each of you to review some of the workshops and material that is produced by Citizen's Housing and Planning Association (CHAPA) around building the case and having conversations about affordable housing. You would be surprised how many people do not know the difference between big "A" and little "a" housing, but they are willing to learn and by creating common vocabulary, we can have more productive conversations around housing. Secondly, I would encourage all of the groups within Town to work together on housing; you each have an important role to play and not one of you, can do it alone. You need a village; the Board of Selectmen, the Trust, the Housing Committee, the Planning Board, the ZBA, Community Preservation Committee and most importantly, your residents to help find solutions and work to a common goal.

Thank you for your time and dedication.

Sincerely,

Donna Kalinick

Harwich Resident