

## Harwich Housing Advocate Update April 2023

Brianna Powell

### Ongoing Activities/ Projects

1. Community Education
  - Meeting with Realtor and Mortgage officer. Information discussed related to our Homebuyer Seminar scheduled for late Spring.
2. RFP Research
  - RFP research to collect information from surrounding towns in relation to a trust owning land or has previously sold/partnered with a developer.
3. Housing Trusts on Cape Cod
  - Routinely meeting with the individuals responsible for housing associated with towns. Report in the works and will be provided to Town Administrator and Committees upon completion.
4. Subsidized Housing Inventory (SHI) List maintenance
  - Updating all documents for each property currently on the SHI List
  - Converting files to a digital file system
5. Attending Lower Cape Peer Meeting Group – Community Development Partnerships
6. Participating in Cape Cod Commission's Lower Cape Subregional Stakeholder Working Group for the Regional Housing Strategy.
7. JM Goldson Consulting
  - Met with JM Goldson to discuss possible dates for a meeting as well as possible dates for community engagement forum with Harwich Affordable Housing Trust.
8. Weekly Housing meeting with Town Administrator, Joe Powers
9. Weekly Housing meeting with Town Planner, Paul Halkiotis

### Committee Updates

- **Harwich Affordable Housing Trust:** Meeting on Monday, 4/24/23 at 1:00pm. The committee is focusing on the property adjacent to Pleasant Lake (aka Marceline) and working on the discussion of an RFP to conduct an engineering study of the property to move forward with determining which type of RFP they would like to put out for the development of the property.
- **Housing Committee:** Met Wednesday, 4/12/23 at 6:00pm. The Housing Committee is diligently working on updating their charge and figuring out how they can best serve the community along with the other committees dedicated to housing.

**MINUTES**  
**MEETING of the BOARD OF TRUSTEES of the**  
**HARWICH AFFORDABLE HOUSING TRUST FUND**  
**MONDAY, MARCH 20, 2023 - 12:30 PM**  
**GRIFFIN ROOM, TOWN HALL**  
**732 MAIN STREET**

**MEMBERS PARTICIPATING:** Joseph F. Powers, Town Administrator and Chairman, Larry Ballantine, Brendan Lowney

**MEMBERS NOT PARTICIPATING:** Judith Underwood and Larry Brophy

**ALSO PARTICIPATING:** Brianna Powell, Housing Advocate, Mary Anderson, Vice Chair of the Board of Selectmen, Art Boden, Housing Committee and Paul Halkiotis, Director of Planning and Community Development

**CALL TO ORDER:** Chairman Powers called the meeting of the Harwich Affordable Housing Trust Fund to order at 12:30PM on Monday, March 20, 2023.

**NEW BUSINESS:**

A. Introduce Larry Ballantine as Board of Selectmen Representative on Board of Trustees

Mr. Powers introduced Mr. Ballantine and noted the correction of his name.

Mr. Ballantine is happy to be on the Board and to keep moving forward.

B. Vote to approve the following minutes:  
1. December 12, 2022

Mr. Lowney moved to vote to approve the minutes of December 12, 2022, seconded by Mr. Ballantine. Vote 2:0:1 with Mr. Ballantine abstaining.

C. Update from Housing Advocate on study of Affordable Housing Trusts on Cape Cod

Ms. Powell has compared Housing Trust for various Cape towns and is working on a detailed report which she will distribute upon completion. She shared information worth noting including low income housing, work force and funding sources. The report will be a complete comparison of what other towns are presently doing and what programs they are using for Affordable Housing, to determine which if any are appropriate for Harwich.

Mr. Ballantine had attended an Affordable Housing conference, noted some information and some creative ways of funding housing.

March 20, 2023

## **OOOLD BUSINESS:**

### **A. Discussion of 2022 Affordable Housing Program Income and Rent Limits Document from Commonwealth of Massachusetts**

Chairman Powers gave a detailed explanation of the Comm of MA document that they will be relying on.

Mr. Lowney commented on how helpful all the information in the document is for them moving forward. It is a great tool for the Board but also for the public to see.

Mr. Ballantine agreed and added that it's a good start but they also have to look at other funding sources.

Bob Spencer from Harwich noted that he spoke to a representative of the Wellfleet AHT and noted what they had done in their town.

### **B. Discussion of Trust Document and potential amendments**

Mr. Ballantine commented on the difference between sources of funding and how funding is spent. He suggested having a discussion on making the Trust document broader regarding other sources and not just CPA funds. Discussion followed regarding CPA funds and percentages.

Chairman Powers noted specific Articles in the Trust document and noted the heading on the Agenda, Board of Trustees of the Harwich Affordable Housing Trust Fund and that they are the Board of Trustees that oversee the Fund itself. He suggested that the documents they put out have that heading.

### **C. Discuss of Cell Tower revenue and process of requesting fund**

Chairman Powers described the Cell Tower revenue and that it is first identified as a Board of Selectmen Fund. He described the process of requesting funds. He noted how much money is in the fund for FY23, previous years and what the funds could be used for.

### **D. Discussion of engineering study on property adjacent to Pleasant Lake Avenue**

Chairman Powers distributed a document, the Housing Toolbox for Massachusetts Communities. He gave an update on the Pleasant Lake Avenue property, what needs to be done and where who has specific responsibilities.

Mr. Ballantine commented on what has been done and what next steps should be including suggesting a site survey.

Mr. Lowney has some survey information that he will forward to other members.

March 20, 2023

Mary Anderson, BOS asked about the survey information and how long KP Law needs to complete their list.

Chairman Powers replied with answers and approximate timelines and that they are ready to move forward with an RFP.

Mr. Halkiotis described a 21E/Phase 1 Environmental Assessment which a lender generally requires and suggested having that completed.

Mr. Powers asked questions regarding the town doing the site survey and the developer doing Phase one, the programs, the liabilities and what can be done if contamination or something negative is discovered.

Mr. Halkiotis replied with answers and details including who the responsible party would be if contamination is found.

Mr. Lowney commented that an RFP on 13 acres of land is a comprehensive document that could total 50-60 pages and will take time to write.

Mr. Boden offered a suggestion of what next steps should be.

Marvin Parker of Harwich asked about the cost of the survey being deducted from the price of the property.

Mr. Powers replied and suggested that the language would be in the RFP and they would be looking to council for guidance on that.

#### E. Discussion of disposition of 70 Willow St.

Chairman Powers offered an update of 70 Willow St. and noted that counsel has recommended a more in-depth tax title search and that is presently underway. He noted topics that will be discussed at the next meeting. The next meeting was set for Monday, April 3rd at 1:00 PM in the Griffin Room.

#### **ADJOURN**

Mr. Lowney moved to adjourn, seconded by Mr. Ballantine. Vote 3:0 in favor.

Respectfully submitted,

Judith Moldstad  
Recording Secretary

March 20, 2023