

**MINUTES
MEETING OF THE BOARD OF TRUSTEES
HARWICH AFFORDABLE HOUSING TRUST FUND
MONDAY, APRIL 24, 2023 - 1:00PM
GRIFFIN ROOM, TOWN HALL
732 MAIN STREET**

MEMBERS PARTICIPATING: Joseph Powers, Chairman, Larry Ballantine and Brendan Lowney

ALSO PARTICIPATING: Brianna N. Powell, Housing Advocate

CALL TO ORDER:

Chairman Powers called the meeting of the Board of Trustees, Harwich Affordable Housing Trust Fund to order on April 24, 2023 just after 1:00PM. He began the meeting with a moment of silence in honor of Larry Brophy and sent condolences to Nan Brophy and her four sons. Mr. Lowney and Mr. Ballantine also shared their thoughts and especially noted how much Mr. Brophy had done for the Town of Harwich and how very much he will be missed.

NEW BUSINESS:

A. Update from Housing Advocate

Mr. Powell gave an update on the monthly document that she distributed, it will be posted on the Town's website. She also spoke of RP's that she distributed, the seminars that are available to the public and a flyer with the registration information.

B. Approve meeting minutes from March 20, 2023

Mr. Lowney moved to approve the Minutes of the March 20, 2023 meeting with one comment stricken, made by Mary Anderson as she did not recall making the comment, seconded by Mr. Ballantine. Vote 3:0 in favor.

OLD BUSINESS:

A. Discussion on the status of expanded site plan for property adjacent to Pleasant Lake (Marceline)

Chairman Powers noted that he expects to hear from Katie Klein on the additional parcel, after Town Meeting and before the next proposed meeting on May 22, 2023.

Mr. Ballantine requested a copy of the request for work on that property.

April 24, 2023

Mr. Powers gave a brief description and will send a copy.

B. Discussion and possible vote on Request for Proposal (RFP) for property engineering at Marceline property

Chairman Powers noted that they had discussed environmental assessments. A preliminary environmental site assessment that was done for the Trust in 2021 has been located. It had been done by Green Seal Environmental, LLC. He will share the document with Trustees. The executive summary of the document noted that there were certain areas (piles) that were not assessed. He noted what the piles are described as and noted the acronyms in the document which he explained. Also noted was an anecdotal reference to the expectation that there may be a human body buried in the northwest corner of the property.

Paul Halkiotis, Director of Planning and Community Development, has worked with Green Seal Environmental in the past. He is interested in seeing the assessment and described what he and Ms. Powell saw on the property. He also asked if the town had contracted to have a preliminary conceptional design done.

Mr. Powers replied that to his recollection the only engineering done was for the filing of the Approval Not Required Plan. He will have the documents relating to the Marceline property posted under Housing Advocacy and on the Trust's webpage as well as distributing to Trustees. He asked Mr. Halkiotis what a Phase One Site Assessment entails.

Mr. Halkiotis replied with an answer and a description of the phases. He offered to work with Ms. Powell and Mr. Powers to prepare a Scope of Work for getting a conceptual design of the property and how it could be developed. He noted next steps once the Scope of Work is completed. He feels a conceptual plan will help the Trustees make a series of decisions that should be made before the RFP is written and he gave detailed examples. Also noted was that the dollar amount will determine what the procurement process is for creating a conceptual plan. Another option is to begin the RFP and ask the developer to give a couple of different design scenarios and design options.

Mr. Lowney suggested having a meeting with Jen Goldson and starting to write the RFP.

Mr. Ballantine agreed with Mr. Lowney's suggestion.

Mr. Powers commented on the procurement/RFP/sealed bid process and noted the importance of the language in the RFP saying that, it can be broad but with specific criteria. He also noted that JM Goldson is under contract to build an action plan, there is no language for a general consultant. He explained the procurement process for a general contract if it falls between \$10,000 and \$50,000.

April 24, 2023

Mr. Halkiotis suggested an option to be a minor contract amendment for general contract services for a specific number of hours.

Mr. Powers replied that he feels it's better and cleaner to do the request for quotes and do a separate agreement assuming that the Trustees are agreeable to using funds available to the Trust, on that contract. He referred back to the preliminary site assessment, under the heading of Site Reconnaissance and the discussion of the "piles" and suggested an additional step of analysis. He asked Mr. Halkiotis for suggestions on potential next steps.

Mr. Halkiotis suggested that they ask Green Seal what they would have been done if they'd had more time. He also suggested reaching out to the Police Chief regarding the possibility of a human body on the property.

Mr. Powers commented that this is a public document and available for everyone to read. He understood the reference to be of the burial of a family member. His next step would be to reach out to the Burial Agent/Town Clerk to see if there is material or a record on file. An exhumation can only occur with the approval of the Burial Agent. He will also have a conversation with the individuals who wrote the report.

C. Discussion on Community Preservation Committee to approve Affordable Housing Trust application to \$500,000 from \$250,000.

Chairman Powers noted that this was an effort that the Board of Selectmen initiated, Mary Anderson and Michael MacAskill specifically went to CPC.

Ms. Anderson was at the CPC meeting in place of Mr. Ballantine, who was unable to attend. She and Mr. MacAskill made a respectful pitch requesting that CPC increase the amount. Her take away from that meeting was that the Trust has to communicate better with CPC and she made suggestions on how to achieve that.

Mr. Powers noted that the original request was for the \$500,000 and CPC restored that request. He thanked the BOS members for their efforts.

D. Discussion on creation of a Summary Sheet covering what the Harwich Affordable Housing Trust has accomplished to date and to be posted on website

Mr. Lowney distributed a draft document which he described in detail noting the information that is included.

Mr. Powers thanked Mr. Lowney for compiling the information.

E. Discussion of all properties owned by the Trust

April 24, 2023

Chairman Powers noted the correction: Zero Depot Road and Zero Orleans Road, Maps 63 parcels J1, J2 and J3. Referring to the page, Properties to be Discussed, Depot Road, J4 and J6, and noted that J4 and J6 were removed prior to Town Meeting. He asked Ms. Shovlin to speak to those properties.

Elaine Shovlin, Chair of the Real Estate and Open Space Committee, commented that the concern with J3 was the proximity to vernal pools.

There was discussion to the different scenarios and possibilities for those properties. For J4 and J6, if they are not used, she recommended using them as Open Space or turning them over to the care and custody of the BOS.

Chairman Powers noted that J1, J2 and J3 are in the care, custody and control of the Board of Trustees. Parcels J4 and J6 are controlled by the BOS. Nothing would prevent the BOS and the Trustees from working on them together. He referred to March of 2019 and what happened to change the parcels from 5 parcels to the 3 parcels.

Discussion followed regarding the different combinations of the properties and how that determines density.

Chairman Powers noted an amendment to Article at the 2019 Town Meeting that J3, because of the vernal pools, there was language put on that caused restrictions. That information is reflected in the town Meeting Minutes.

Discussion followed regarding the different combinations and uses of the properties.

Chairman Powers suggested they assess what the reasons were in 2019 that J4 and J6 were pulled.

Mr. Halkiotis suggested using what Mr. Lowney has done and put together a portfolio of all the properties in standard form with all the pertinent information and include it on the website.

Ms. Anderson asked about 265 Sisson Road. The status says landlord issued a clarified legal opinion and she asked for an update on that situation.

Mr. Lowney replied that the Trust wasn't meant to be a landlord. The only questions is, is it in their purview or is it not?

Chairman Powers clarified that it is Map 40 Parcel Z5, better known as the Harwich Junior theater. He explained the town, ownership of typer property, the lease situation at that property and options for the lease. His understanding is that what was discussed at the 2019 Town Meeting, was that part of the parcel, separate from the building, was being contemplated for an additional building that would house affordable housing. The Trust owns the parcel and

April 24, 2023

everything on the parcel. The unresolved issue is what to do with the tenant and who would be the landlord if the tenant relationship exists.

Ms. Anderson commented that she didn't know why they wouldn't want to pursue the RFP for that property and suggested possibly changing the lease.

Mr. Lowney suggested having the Director of the theater at a meeting to discuss options and ideas before they make any decisions.

Ms. Shovlin asked how many apartments could be put in that house if they could get someone to maintain the historical integrity of that building and renovate it.

Mr. Lowney replied and noted some restrictions, zoning and historic or other issues that could pop up.

Chairman Powers suggested that the initial conversations can be at the staff level and then report out afterwards.

Mr. Ballantine encouraged talking with the Junior Theater in the initial stages and getting their input.

Art Boden Housing Advocate, asked how the Trust would go about selling the property, would it be the highest bidder or would there be a preference on it? He emphasized the need for housing.

Mr. Powers replied that it could be either scenario and described the different situations which would determine which it would be.

F. Discussion and possible vote to sell Oak Street property

Chairman Powers noted the reference to Oak Street is Zero Oak Street which was another property under Article 61 at the 2019 Town Meeting, Map 61 Parcel B1-A and B1-B.

Mr. Lowney noted that it is a property that is not meant for multiple units of any kind. He commented that it could be a property that they sell.

Chairman Powers noted the assessment values combined of over \$600,000. If they contemplate selling and the Trust merged the two parcels, it could be done through the Approval Not Required Process. He went on to note options for selling the properties, separately or merged.

Trust members agreed that if they were to sell, it should be sold to the highest and best offer and use the proceeds to impact upon affordable housing.

Mr. Ballantine suggested looking into options of how to best sell the property.

April 24, 2023

Chairman Powers explained that the property would have to go through the procurement process. Because of the value it would be either Invitation for Bids or a very complex RFP. He commented that he would not be comfortable with 3 of a 5 member Board making the decision to sell but the BOS will be able to take action on membership with two seats coming due at the end of June. He also suggested having a public hearing or public discussion on the issue as well as if there is a need or desire for the BOS to discuss it.

Mr. Ballantine asked if it would be more valuable if the Trust takes the step to combine them and go to the Planning Board for the ANR.

Mr. Halkiotis replied that it could be more valuable but it may not make a difference and he explained why.

Mr. Powers suggested and members agreed that they have staff evaluation of it and then bring this topic back at the next meeting. As the member of Housing Committee and Housing Authority indicated, if they are going to have discussions about selling they need to have their partners in Town government be aware of that as well.

G. Discussion on Housing Committee progress

Mr. Lowney noted that he had attended Housing Committee meetings and they appear to be making great progress. He noted that the Trust could be a direct funding source for them for the 80% or less.

Elizabeth Harder, member Housing Committee reported that they have been working on their Mission Statement and noted that they also need to focus on above the 80%, working work force housing and market rate housing. She also offered other ideas that would work in conjunction with the Trust.

Mr. Lowney commented that the term workforce housing should be put aside and that there is no funding above that. He asked that the Housing Committee help the Trust and put all efforts to 80% AMI or less.

Ms. Harder commented that she disagrees and noted that the funding doesn't come from the town and the Committee has other funding sources for above 80%. She feels the Committee should focus on the 80% and over AMI and the Trust should focus on the 80% and under AMI.

Mr. Powers noted that under the General Bylaw that gives further structure to the Affordable Housing Trust, it indicates that the Affordable Housing Trust shall work with the Harwich Housing Committee to develop an Affordable Housing Plan which shall be updated each year and a copy presented to the BOS.

April 24, 2023

Ms. Harder replied that the Committee would be happy to help create a Plan.

Mr. Powers clarified that an Affordable Housing Plan is separate and distinct from an Action Plan.

Mr. Boden commented that the Housing Committee's Charge never was changed to separate them from the Trust. He explained that there is no ceiling for them, they are advocates for all housing.

Mr. Powers asked if there has been a joint effort between the Affordable Housing Trust Fund of Harwich and the Housing Committee on a Plan that was presented to the BOS.

Mr. Boden replied that there had been attempts that never came to fruition.

Recognizing there are people present on behalf of the Housing Committee talking about changing the Charge, Mr. Powers stated that they would have to go to the BOS for their approval. Notwithstanding that, the Trust has an obligation under their General Bylaws where they must work with the Housing Committee to develop an Affordable Housing Plan which they must then present to the Selectmen and it is to be done annually. Given that they haven't done that, the two parties should start working on a schedule to do something so this could be the year that the BOS is presented with something. He suggested that they can agenda that at the Trust level to discuss in the coming weeks.

Ms. Harder stated that it will be on their agenda at the next meeting.

H. Update on Jenn Goldson and discussion on meeting and community engagement forum event schedule

Mr. Powers noted that Jenn Goldson is the principal, the firm is JM Goldson and Associates.

Ms. Powell stated that Ms. Goldson will be at the Trust's meeting on May 22nd to review the site tour and that she has a tentative date for the Community Forum which is the evening of Tuesday, June 27th.

Mr. Powers noted that the next meeting is May 22, 2023 at 1:00PM in the Griffin Room. He announced that the Cape Cod Commission is having several sub-regional stakeholder meetings this week and the Lower Cape sub-regional stakeholder working group will be in Harwich in the Community Center, Activity Room #3, this Wednesday at 1:00 PM.

ADJOURN

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

April 24, 2023

Respectfully submitted,

Judith Moldstad
Board Secretary

April 24, 2023

CHAPTER X: BACKGROUND

This chapter provides a summary of background information, including details about the Trust, state and local affordable housing contexts, and an overview of housing conditions and needs based on an updated analysis performed by the consultant team.

HARWICH AFFORDABLE HOUSING TRUST

In May 2019, Town Meeting approved the creation of the Harwich Affordable Housing Trust (HAHT), per Massachusetts General Laws Chapter 44 Section 55C (MGL c.44 s.55C). The Trust is charged with the responsibility to preserve and create affordable housing to serve the needs of low-and-moderate-income (LMI) households within the community.

BOARD OF TRUSTEES

The Board of Trustees (Board) – comprising at least five appointed community members, including at least one member of the Board of Selectmen – makes recommendations to the Board of Selectmen regarding the use of Trust funds. Members serve two-year terms at a maximum of five consecutive terms. Harwich General Bylaws Chapter 140 grants the HAHT all powers and authority outlined in MGL c.44 s.55C. Chapter 140 also stipulates that the HAHT Board shall maintain an affordable housing plan in collaboration with the Harwich Affordable Housing Committee. This plan fulfills this requirement as it guides the Board in its funding priorities and decisions over the next five years.

REVENUES AND EXPENDITURES

As of May 2022, the Trust's total revenue totaled \$1,437,082 and included \$1,140,000 of Community Preservation Act (CPA) funding, \$293,207 of cell tower funding, and \$3,875 of investment revenue.¹ Total expenses included \$970,181 including a land purchase of \$800,000 in addition to predevelopment work (legal, closing costs, survey, and testing), and payment for professional consulting and technical assistance services. The Trust's balance was \$511,074.

PURPOSE OF THE TRUST

To provide for the preservation and creation of affordable housing in the Town of Harwich for the benefit of low-and-moderate-income households as defined by the Massachusetts Department of Housing and Community Development (DHCD) and furtherance of this purpose, to acquire by gift, purchase, or otherwise real estate and personal property, both tangible and intangible, of every sort and description, and to use and/or dispose of such property, both real and personal, in such a manner as the Board of Trustees deems appropriate to carry out such purpose. The Trust shall be governed in accordance with Act and the authority granted by Town Meeting, as the same may be amended from time to time.

Harwich Municipal Website:
<https://www.harwich-ma.gov/harwich-housing-trust-committee>

LANDS UNDER THE TRUST'S JURISDICTION

Harwich's Affordable Housing Trust currently has jurisdiction over several town-owned sites. The updated map on the following page provides further details about these properties.

¹ Source: letter dated 5/5/22 from Carol Coppola, Town Finance Director regarding a summarization of the financial transactions associated with the Harwich Affordable Housing Trust from its inception to March 31, 2022.

TOWN OF HARWICH - AFFORDABLE HOUSING TRUST PROPERTIES

Prepared by JM Goldson LLC

J M GOLDSON

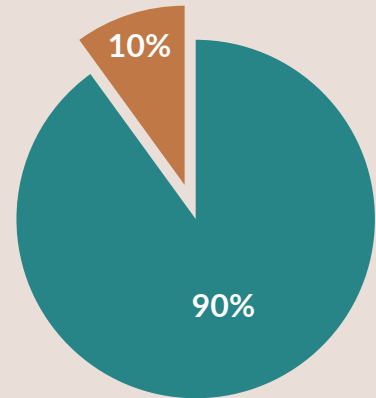


AFFORDABLE HOUSING IN MASSACHUSETTS

Affordable housing in Massachusetts is housing that is restricted to individuals and families with qualifying incomes and asset levels and provide some manner of assistance to bring down the cost of owning or renting the unit, usually in the form of a public subsidy or from zoning relief. Affordable housing can be public or private.

WHAT IS CHAPTER 40B?

Massachusetts General Laws Chapter 40B sections 20-23 (MGL c.40B s.20-23), known more generally as “40B” or the Comprehensive Permit Law, is a state statute that promotes the development of affordable homes by allowing developers to apply for a Comprehensive Permit for projects with at least 20-25 percent affordable units. Through these permits, developers can request waivers from local zoning requirements and go through a streamlined permitting process. Chapter 40B sets a standard that all municipalities should aim to achieve a 10 percent affordability threshold of their entire housing stock. Municipalities who do not currently meet that threshold have less flexibility in denying Comprehensive Permits.



SUBSIDIZED HOUSING INVENTORY (SHI)

The SHI is a regularly monitored list of affordable homes that count towards the 10% threshold set forth in Chapter 40B. Eligible units are:

- Subsidized by state or federal programs or are created through local action.
- Affordable to households with low/moderate incomes.
- Affirmatively and fairly marketed.
- Subject to an affordability restriction.

Chapter 40B was enacted in 1969 to help expand the number of communities and neighborhoods where households with low and moderate incomes (LMI) could afford a safe and affordable home.² Chapter 40B enables the Massachusetts Department of Housing and Community Development (DHCD) to maintain a Subsidized Housing Inventory (SHI), which tracks all affordable housing units that are reserved for LMI households, under long-term legally binding agreements, and are subject to affirmative marketing requirements. As stipulated by DHCD, households with incomes at or below 80 percent of the area median income (AMI) qualify as LMI.

WHAT QUALIFIES AS A LOW- AND MODERATE-INCOME (LMI) HOUSEHOLD?

The Department of Housing and Urban Development (HUD) releases income limits every year to indicate the thresholds for Low-and-Moderate-Income Households (<80 percent AMI). Harwich is part of Barnstable Area income limits, which in 2022 were:



\$60,900



\$69,600



\$78,300



\$86,950

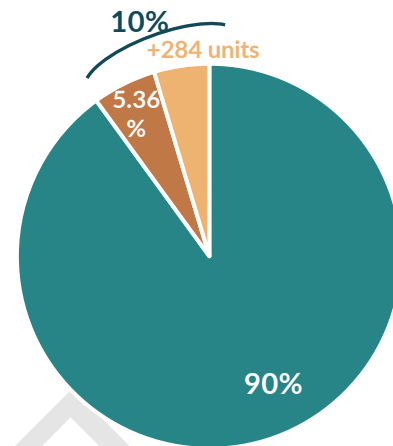
² Citizens Housing and Planning Association, *Chapter 40B The State's Affordable Housing Law*, January 2014.

AFFORDABLE HOUSING IN HARWICH

As of November 2022, 5.36 percent of Harwich's housing stock is affordable (328 units). This is just over half of the 10 percent statutory target.

Based on the current data available, Harwich would need to create 284 affordable units to reach the state's ten percent goal.

It is also important to note that the Town's base count of year-round units will be updated based on the 2020 US Decennial Census, which will likely impact the Town's affordability status.



UNDERSTANDING HOUSING NEEDS IN HARWICH

Harwich's current Housing Production Plan (HPP) was adopted in 2016 using

2010 Census and 2014 American Community Survey data to determine housing needs and set goals related to housing production in the community. Harwich's demographics and housing characteristics have changed since 2014, indicating new trends.

This Affordable Housing Trust report includes a summary of updated key indicators of housing needs based on the most recent data available as of November 2022, the time of this writing.³

Demographics & Housing Statistics

- The year-round population of Harwich has increased over the last decade (2010-2020):



- Harwich's year-round population has continued to age between 2014 and 2021:
 - The median age increased 15 percent from 50.9 to 58.4 years.
 - The proportion of residents aged 65 and older increased 26 percent.
- Harwich's population still predominantly identified as White alone in 2021, with a slowly growing Black, Indigenous, People of Color (BIPOC) population (mostly identifying as Two or More Races, Black or African American, and Asian) as compared to 2014. The BIPOC population grew 73 percent from seven to 11 percent.
- While most households in Harwich continue to be families the overall proportion of family households was declining as non-family households increased between 2014 and 2021.
 - Proportion of family households decreased four percent (62 percent in 2014, 60 percent in 2021).
 - Proportion of nonfamily households increased seven percent (38 percent in 2014, 40 percent in 2021).

³ Updated data includes metrics from the 2020 Census, 2014 and 2021 American Community 5-Year Surveys, 2021 Massachusetts Association of Realtors Local Market Data, and the 2015-2019 HUD CHAS data.

- The proportion of single mother households with school-age children decreased between 2014 and 2021 while the proportion of single father households with school-age children more than doubled.
 - Single-mother householders with school-aged children decreased 72 percent (Six percent in 2014, two percent in 2021).
 - Single-father householders with school-aged children increased 103 percent (0.7 percent in 2014, 1.3 percent in 2021).
- The average household size in Harwich was also in flux between 2014 and 2021, with a slightly higher average household size and less Harwich residents living alone.
 - Average household size grew from 2.24 people per household (pph) to 2.29 pph (two percent).
 - The proportion of householders living alone shrunk 37 percent (32 percent in 2014, 20 percent in 2021).
- Median household incomes have increased however are now (2021) lower than the County, on average as compared to 2014.
 - Harwich median household income rose 18 percent (\$67,332⁴ in 2014, \$79,641 in 2021). Barnstable County's median household income was \$61,597 in 2014 and \$83,537 in 2021.
 - The proportion of Harwich households earning less than \$50,000 annually decreased by 18 percent between 2014 and 2021 (35 percent in 2014, 29 percent in 2021). The proportion of Harwich households earning less than \$25,000 annually decreased by 30 percent between 2014 and 2021 (17 percent in 2014, 12 percent in 2021).

HARWICH MEDIAN INCOME BY HOUSEHOLD TYPE, 2014-2021

Household Type	Median Income (2014)	Median Income (2021)	Change
Individual/Per Capita	\$38,555	\$46,676	21%
Family	\$79,538	\$101,612	28%
Non-Family	\$41,048	\$48,451	18%
Renter	\$43,679	\$51,786	19%
Homeowners	\$73,043	\$84,478	16%
Householder age less than 25	\$8,906	No data	
Householder age 25-44	\$76,743	\$78,400	2%
Householder 45-64	\$74,919	\$108,348	45%
Householder 65 and older	\$48,012	\$68,418	43%

Sources: 2014 & 2021 American Community Survey 5-Year Estimates (B19301, B25119, and S1903)

- The percentage of households qualified as LMI households (at or below 80 percent AMI) increased between 2014 and 2019: LMI households increased eight percent (40 percent in 2014, 43 percent in 2021)

⁴ Adjusted for inflation.

HARWICH POPULATION BELOW POVERTY LINE, 1979-2021

Type of Resident/ Household	1979		1989		1999		2010		2014		2021		Change (2010- 2021)
	#	%	#	%	#	%	#	%	#	%	#	%	%
Individuals Below Poverty Line	573	6.4	586	5.6	668	7.8	967	7.9	891	7.3	688	5.2	-28.8
Families	130	4.9	148	4.8	103	2.9	226	6.6	123	3.7	99	2.9	-21.6
Related Children Under 18 years	182	9.1	89	4.6	185	8.4	229	11.6	126	6.8	114	7.3	7.4
Individuals 65+	121	4.8	185	6.3	141	4.1	249	7.0	203	6.0	261	5.7	-5.0

Sources: 1980, 1990, 2000, & 2010 U.S. Census Data, 2014 & 2021 American Community Survey Estimates (S1701 & S1702).

Percentages were calculated based on the population for whom poverty status was determined.

- There were slightly less Harwich residents with a disability in 2021 than in 2014.
 - The proportion of residents with a disability decreased six percent (14 percent in 2014, 13 percent in 2021)
- Housing production has increased, with 252 units permitted between 2016 and 2021.⁵
 - 207 units were permitted between 2011 and 2015 (96 percent single-family)
 - 252 units were permitted between 2016 and 2021 (99 percent single-family)
- The proportion of owner-occupied units increased between 2014 and 2021 by four percent (82 percent in 2014, and 56 percent in 2021).
- The predominance of single-family homes that was observed in 2014 only increased. Proportion of single-family housing units grew ten percent (81 percent in 2014, 89 percent in 2021).

SUMMARY OF HARWICH HOUSING TYPES, 1990-2021

Type of Structure	1990		2000		2010		2014		2021		Change
	#	%	#	%	#	%	#	%	#	%	%
1 Unit, Detached	7,180	86.2	8,337	88.2	8,577	87.1	8,501	84.6	9,340	93.0	9.9
1 Unit, Attached	184	2.2	303	3.2	151	1.5	190	1.9	369	3.7	94.2
2 to 4 units	350	4.2	292	3.1	311	3.2	426	4.2	289	2.9	-32.2
5 to 9 units	291	3.5	229	2.4	306	3.1	235	2.3	331	3.3	40.9
10+ units	212	2.5	282	3.0	473	4.8	661	6.6	187	1.9	-71.7
Mobile Homes	108	1.3	7	0.1	31	0.3	32	0.3	11	0.1	-65.6
Total	8,325		9,450		9,849		10,045		10,516		

Sources: 1990 & 2000 and 2010, 2014, & 2021 American Community Survey Estimates (2502).

- Home sale prices were in flux, decreasing in recent years, while rental costs were increasing.
 - Median sales price for single-family properties was \$350,000 (2016); median rent was \$1,161 (2014).
 - In 2021, median sales price for single-family properties was \$606,500⁶; median rent was \$1,282.

⁵ Data from US Census and ACS data, which may not be accurate.

⁶ Massachusetts Association of Realtors Local Market Data, YTD December 2021.

- The homeownership affordability gap⁷ in 2021 was \$59,000 for a condominium and \$340,500 for single-family property, based on various assumptions and calculation methods.
- Cost burdenship in Harwich has declined.
 - In 2014, approximately 38 percent of households in Harwich were cost burdened (43 percent of renters, 36 percent of homeowners).
 - In 2019, approximately 34 percent of households in Harwich were cost burdened (28 percent of renters, 35 percent of homeowners).

Priority Housing Needs

Harwich's priority housing needs remain comparable to the findings of the 2016 HPP and are summarized here. Note that a comprehensive housing needs study would be required to determine more specific needs.

- Increase affordable rental options.
- Create a broader range of affordable housing options, including homeownership/starter home opportunities.
- Increase housing options for people with disabilities, including handicap-accessible or adaptable, compliant for aging-in-place, and integrated supportive services.
- Reintroduce programs to support necessary home improvements to correct code violations or other hazardous issues for LMI households.

2011 Comprehensive Plan: Key Findings

Harwich's 2011 Comprehensive Plan (Comp Plan) includes discussion about housing needs and development. The Comp Plan references affordable housing goals from the 2010 HPP but also looks more broadly at housing needs. A summary of the priorities and goals included in the Comp Plan are outlined below.

Priorities

- Encourage re-use of existing housing stock rather than development on vacant land.
- Encourage development of village housing rather than in outlying areas.
- Prioritize rental assistance over subsidized homeownership.

Goals, Objectives, and Actions

- Enable suitable housing opportunities for the Harwich population with emphasis on affordable and other low-cost housing.
- Establish priorities for implementation of the 2010 Housing Production Plan for the Town of Harwich.
 - Establish an annual procedure for reviewing existing priorities and recommending new ones.
- Pursue implementation efforts for affordable housing projects consistent with town priorities.
 - Identify projects, funding sources, and potential environmental and permitting issues.
 - Encourage public and private provisions of workforce housing (80%-120% AMI) and other low-cost housing regardless of eligibility for the SHI.
- Pursue zoning and other development controls that support desirable housing development patterns.

⁷ An affordability gap is the difference between what the median income can afford to buy and the median sales price. JM Goldson calculations using FY22 Harwich tax rate, assumes 30-year fixed mortgage, 10 percent down payment, 6.31 percent interest rate, and Condo fees of \$175/month

2017 Open Space and Recreation Plan: Key Findings

While Harwich's Open Space & Recreation Plan (OSRP) focuses on protecting and preserving natural resources, open space, and recreation opportunities, it is important to consider these priorities in conjunction with any discussion about housing and development. As oftentimes competing interests, open space preservation, and environmental considerations directly impact opportunities for housing development in Harwich.

The 2017 OSRP incorporates the following vision statement from the 2000 OSRP:

We see the residents of Harwich coming together to support those actions that will enhance the small-town atmosphere prized by current residents and visitors alike. The outcome will be a pleasant environment for living, working, recreation, and shopping with the enhancement of existing village centers and commercial areas. We will take the actions necessary to provide for the appropriate use of land and a variety of housing types, residential densities, and neighborhoods to maintain social diversity. All actions will be consistent with the carrying capacity of Harwich's natural environment, the Cape Cod Commission's Regional Policy Plan, and the ability to support the required infrastructure.

Relevant Goals

- Maintain an inventory of existing town-owned properties and identify appropriate uses.
- Identify future open space acquisitions.
- Protection of natural resources and community character through growth management strategies.
- Preserve and enhance groundwater and surface water, coastal and adjacent shoreline areas, inland and coastal wetlands, and wildlife and plant habitats.

2019 Housing Trust Forum

In April 2019, the HAHT held a forum to share information on key trends, best practices, and upcoming objectives related to the Trust's responsibilities. In their presentation, the Trust discussed the five town-owned sites proposed for housing development under the Trust's jurisdiction (four were approved), and identified the following next steps:

- Prioritize properties based on potential impacts on HPP goals
- Conduct feasibility studies
- Community input and feedback
- Seek a developer (RFP)

Through this forum, the Trust prioritized next steps for two sites: 0 Oak Street and 265 Sisson Road and subsequently received a Technical Assistance grant from Mass Housing Partnership (MHP) to assist with predevelopment for sites with potential for multifamily development. The Trust keeps an ongoing inventory tracker of all proposed sites.

Also in the spring of 2019, the HAHT began discussing the need to create an action plan to guide the Trust's activities in the short-term future, resulting in the development of this document.



Memorandum

From: Paul Halkiotis, Planning & Community Development Director

To: Affordable Housing Trust

RE: RFP for Marceline Property

Date: May 15, 2023

I will not be able to attend the Affordable Housing Trust (AHT) meeting on 5/22/23. I understand the AHT members will be discussing the RFP for the Marceline property. Since I will not be able to attend in person, I would like to offer some recommendations for the Trust members to consider for inclusion in the RFP.

There are a number of issues that the AHT will need to discuss in advance of drafting the Request for Proposals (RFP) for the development of affordable housing on the 13.3 acre property. This memo will outline some of those issues in an effort to facilitate discussion about what the Town needs to include in the RFP. Here is my top 10 list of questions.

1. Does the Trust want to sell the property or enter into a long term lease of the property?
2. Does the Trust want to specify a total number of housing units to be developed or indicate a range of units, for example, between 100 – 150 units?
3. Should the Trust specify the number or percentage of affordable units it would like to see developed, such as 25% affordable?
4. Does the Trust want to be specific on the mix of bedrooms, 1, 2 or 3 bedroom units? The number of bedrooms per unit will have a bearing on the demographic mix of tenants or owners. For example, one bedroom apartments will likely be occupied by single people, young professionals or seniors. Three bedroom units will provide more family housing.
5. Should the development be all rental apartments or ownership condominiums or a mix?
6. Should this be a mixed use development that includes some ground floor commercial uses such as a convenience store?
7. What level of affordability should the affordable units be? 100%, 80% or 60% of the area median income?

Harwich Planning Department



Paul Halkiotis, AICP
Planning & Community Development Director
phalkiotis@town.harwich.ma.us
(508) 430-7511 x 3361

Shelagh Delaney, Planning Assistant

8. Should the development include amenities that are common in multifamily housing developments such as a clubhouse or children's playground?
9. Should the design include more than one point of ingress and egress?
10. Will the developer need to construct an on-site wastewater treatment plant?

It is important to have the Trust members discuss these questions and reach a consensus on them so that the RFP can provide some basic information on how the Trust and Town residents would prefer to see the property developed.

There are some important design considerations that I am recommending that we specify in the RFP. The property should be designed to follow sustainable, low impact design principals. This should include but not be limited to the following:

- Clustering buildings into groups to preserve existing vegetation and reduce the amount of pavement needed to access the homes.
- The perimeter of the property should contain a 50' buffer strip of natural vegetation to buffer the development from the surrounding neighborhood.
- Stormwater design should incorporate bioretention basins and rain gardens.
- The buildings should be energy efficient LEED Certified buildings to ensure low operating costs for the life of the buildings.
- Landscaping that includes native, drought and salt tolerant plantings that will not need a lot of water to survive.
- Roof drains that promote recharge.

After the AHT members discuss these recommendations and makes some decisions about how they want the affordable housing to be developed on this site, it will set the table for writing a clear, concise RFP that reflects the vision of the community for this important affordable housing development.

cc: Joe Powers, Town Administrator
Meggan Eldredge, Assistant Town Administrator
Planning Board
Housing Committee
Brianna Powell, Housing Advocate