

**MINUTES
BOARD OF TRUSTEES (BOT) OF THE
HARWICH AFFORDABLE HOUSING TRUST
MONDAY, JANUARY 8, 2024 - 1:00 PM
GRIFFIN ROOM, TOWN HALL
732 MAIN STREET**

MEMBERS PARTICIPATING: Larry Ballantine, Chair, Brendan Lowney, Vice Chair, Bob Spencer, Clerk and Claudia Williams

I. CALL TO ORDER

Mr. Ballantine called the meeting of the Board of Trustees (BOT) of the Harwich Affordable Housing Trust (HAHT) to order on Monday, January 8, 2024 at 1:00PM.

II. PUBLIC COMMENT

Mr. Spencer congratulated Brianna Powell on the birth of her daughter.

III. OLD BUSINESS

- A. Kristy Senatori, Executive Director and Erin Perry, Deputy Director, Cape Cod Commission. Update on the Commission's draft Regional Housing Strategy. Discussion of model bylaws and multifamily housing design guidelines

Ms. Senatori, Executive Director and Erin Perry, Deputy Director of the Cape Cod Commission were present. They gave a description and made a presentation on all the elements of the Regional Housing Strategy.

Board members asked questions which Ms. Senatori and Ms. Perry answered in detail.

Richard Waystack of Harwich was present and expressed concerns regarding stake holders who have been involved for some time, hoping that they are not overlooked and are part of the discussion.

Ms. Senatori and Ms. Perry described next steps towards finalizing the plan and how they can be helpful to the towns.

- B. Vote to approve meeting minutes from:

1. December 11, 2023

January 8, 2024

Mr. Spencer moved to approve the minutes of the December 11, 2023 meeting, seconded by Ms. Williams.

Vote 4:0 in favor. Motion carried.

IV. NEW BUSINESS

A. Vote to approve Harwich Fire Association Application and Request for Funding for Affordable Housing Units

Joe Rego and Norm Clarke of the Harwich Fire Association were present. Mr. Rego distributed follow up information of the timeline to the Board members. He also gave project information that had been updated since the previous meeting.

Mr. Lowney explained that he had taken all the numbers that were provided by Mr. Rego and Mr. Clarke and created a spreadsheet. He shared the information on a screen and described it in detail.

Mr. Clarke stressed the amount of community involvement and sweat equity in the project. He emphasized that they will continue to do fund raising.

Discussion continued regarding line items, quotes and funding.

Mr. Spencer emphasized the importance of setting a precedence with all aspects of this project.

Tom Evans, President of the Harwich Conservation Trust (HCT) emphasized that all projects of this type require a leap of faith. He also noted the scheduling of a project and how the HAHT can help with the process. He noted projects that the HCT are working on, the timelines and the funding process.

Art Boden of Harwich was present and asked questions regarding the Fire House Project which Mr. Rego and Mr. Clarke answered in detail.

Mr. Lowney moved to approve as follows:

Motion to approve the application submitted on 12/08/23 by the Harwich Fire Association for the property on 203 Bank Street, Harwich

Address: 203 Bank Street

Map/Parcel: 23-B3-0

Owners: Harwich Fire Association Inc. and the Harwich Conservation Trust

Presented: by Joe Rego

January 8, 2024

The total amount to be awarded will be \$476,000.00 for three 1 bedroom units at 80% AMI (Area Median Income as defined by EHLC and HUD)

HAHT has evaluated the project feasibility, the degree to which it meets the priorities of the HAHTF, and the availability of funds

Funds to be dispersed based on progress:

1. 50% material deposit 238,000.00
2. Plumbing rough
3. Electrical rough
4. HVAC rough 90% of work
5. Septic completion 100%
6. Alarm system 90%
7. Sprinkler Completion 90%
8. Insulation completion 100%
9. Plaster Completion 100%
10. Final 10%

Following documents as present include:

- | | | | |
|----|-------------------------|------------|--------------|
| 1. | HAHT Letter of Intent | | |
| 2. | HAHT Application | 12/8/2023 | |
| 3. | Whiteley | 09/18/2023 | \$136,020.00 |
| 4. | Terry Appliance | 11/6/2023 | \$ 7,884.09 |
| 5. | Summitt Insulation | 09/12/2023 | \$ 88,500.00 |
| 6. | John C. Domos Carpentry | 09/22/2023 | \$465,475.00 |
| 7. | Construction Schedule | 01/08/2024 | |

Conditions:

1. Obtain deed restriction language and process by working with Town Administrator, Housing Advocate and Town Lawyer
2. Meet all requirements set forth by the EHLC Executive Office of Housing and Livable Communities
3. Meet all requirements for all 3 units to be on the SHI (Subsidized Housing Inventory) list
4. Update permit BP-23-715 to show (3) one bed units
5. CPC application submitted
6. Contingency for septic \$20,000.00 and \$6,000.00 for misc. unknowns per developer discretion

To be signed by the Chair of the HAHT _____ Date: _____

Motion seconded by Ms. Williams.

Vote 4:0 in favor. Motion carried.

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Discussion followed regarding next steps.

Mr. Spencer requested scheduling a joint meeting which will include the HAHT, Pine Oaks and Steve Tupper, the Cape Cod Commission “traffic person”.

Mr. Ballantine will notify Laura Shufelt of the meeting.

Bob Doane of Harwich and a representative of Pine Oak Village Homes was present. He suggested also involving HAC. Their Eagle Pond Project which will also be impacted on by area traffic.

B. Review and finalize Request for Proposal (RFP) for 456 Queen Anne Road

Laura Shufelt was not prepared to meet on this date. This item has been continued to a special date as soon as the draft concepts that she is creating are completed.

V. ADJOURN

Ms. Williams moved to adjourn, seconded by Mr. Spencer.

Vote 4:0 in favor. Motion carried. Meeting adjourned at 2:25PM.

** Next meeting scheduled is February 12, 2024

Respectfully submitted,

Judi Moldstad
Board Secretary

January 8, 2024