

**MINUTES**  
**MEETING OF THE BOARD OF TRUSTEES (BOT)**  
**HARWICH AFFORDABLE HOUSING TRUST (HAHT)**  
**MONDAY, NOVEMBER 6, 2023 - 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

**CALL TO ORDER:** Mr. Ballantine called the meeting of the Board of Trustees of the Harwich Affordable Housing Trust to order on Monday, November 6, 2023 at 1:00 PM. He noted that this is a special meeting, the next regular meeting will be on November 20, 2023. This meeting is to discuss an application for those seeking funds for affordable housing.

Mr. Ballantine thanked Ms. Anderson for all her help on the HAHT and wished her the best.

**PUBLIC COMMENT:**

None

**OLD BUSINESS:**

- A. Update and Discussion of Application Process for Trust Funding Requests and Placement on town Web-Site

Mr. Ballantine noted that the HAHT had previously discussed how they could move ahead and not provide barriers for those seeking funds from the HAHT. He explained that he had taken a tried and proven form used by another town and adapted it for Harwich. Members have a copy of the application that he created and stated that it will be included on the website. He did the same for a review process and a financial statement which he distributed to members.

Mr. Ballantine began the discussion on the application by reviewing and explaining each page in detail.

Richard Waystack of Harwich commented that the percentage of AMI should be a given for any project and he noted items that would be part of the permitting process.

Mr. Ballantine responded noting that answers to some of the questions will be provided during the process.

Board members discussed and made suggestions of wording throughout the documents.

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Elizabeth Harder of Harwich also commented on the percentage of AMI, local preference and regional preference.

Brianna Powell, Housing Advocate commented on the form being one that will be used long term for all developers applying. She recommended that the HAHT seek feedback from Laura Shufelt from MHP, JM Goldson and Town Council.

Mr. Ballantine commented that he is comfortable moving forward with the application noting that it can be revised in the future if necessary.

Art Boden of Harwich shared his experience with applications for housing projects. He had given Mr. Lowney outlines of current projects that have gone through the review process which show the criteria. He suggested that it would be a helpful reference.

Mr. Waystack commented and encouraged the BOT to act on the application that they have prepared.

Mr. Spencer moved to moved ahead with the application form with the changes previously noted, seconded by Ms. Williams.

Vote 4:0 in favor. Motion carried.

Mr. Ballantine directed the conversation to the application review process which he read and explained. He asked Ms. Powell to review the review process which she agreed to do and noted that she would ask Mr. Powers, Town Administrator to review it also.

Mr. Spencer expressed his concern about delegating to people outside the Trust the responsibility for doing things on behalf of the Trust.

Board members discussed changing the language to give the Trust options to include others when needed.

Mr. Waystack offered comments and suggestions in favor of the Trust keeping the control when possible.

Mr. Ballantine will make modifications and include the noted suggestions.

Mr. Ballantine directed the conversation to the document with the financial criteria, noting that it is a sample.

Bruce Young, President of the Harwich Fire Association asked about the financial application as it pertains to the situation with 203 Bank Street.

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Mr. Ballantine responded in detail.

Bob Doane of Harwich offered a scenario that the Trust may encounter of an applicant with a concept but without funding. He asked that the application fit that type also.

Mr. Spencer moved to adjourn, seconded by Mr. Lowney. Motion carried.

Meeting adjourned at 1:37 PM.

Respectfully submitted,

Judi Moldstad  
Recording Secretary

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