

MINUTES
MEETING OF THE BOARD OF TRUSTEES (BOT)
HARWICH AFFORDABLE HOUSING TRUST (HAHT)
MONDAY, NOVEMBER 20, 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

I. CALL TO ORDER: Mr. Ballantine called the meeting of the Board of Trustees of the Harwich Affordable Housing Trust to order on November 20, 2023 at 1:01 PM. He noted that the Executive Session is rescheduled to the end of the Regular Meeting. To accommodate, Laura Shufelt, Mr. Ballantine brought forward “C”. under Old Business.

II. EXECUTIVE SESSION

A. Pursuant to MGL c. 30A, s21(a)(6) to consider the purchase, exchange, lease or value of real property if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the HAHT.

III. PUBLIC COMMENT: None

IV. NEW BUSINESS:

A. Introduction and discussion with Harwich Planning Director, Christine Flynn

Mr. Ballantine introduced the new Town Planner, Christine Flynn.

Ms. Flynn gave a brief description of her background.

B. Discussion with Jackie Epstein, Cape Cod Commission Member

Ms. Epstein was present and gave a description of what the CCC has done most recently, noting regulatory work. She also gave a description of other projects that have been completed. Ms. Epstein commented on a CCC Affordable Housing Plan. She will send information and a link to the website when available.

Board members asked questions which Ms. Epstein answered in detail.

Mr. Spencer questioned the availability of information, noting a previous discussion with the Executive Director when she shared information about the work that the CCC had taken on along with other information.

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Ms. Epstein responded that the only thing the CCC has seen on the Affordable Housing Plan, was part of a questionnaire that had been distributed.

Elizabeth Harder, Harwich Delegate was present and noted the differences between the Delegate's work and the CCC's work.

Mr. Spencer expressed concern about having a Commission Member who does not have access to information and asked who she suggest they contact.

Ms. Harder explained that there will be a Regional Housing Director and once that position is in place, there will be a more definitive description of who has specific information.

Mr. Ballantine thanked Ms. Epstein for attending the meeting and that he hopes to see her at more meetings in the future He also asked that she keep the HAHT in mind if she has any input that would be helpful.

Mr. Lowney had a question about the local preference on the first round of the lottery. He noted the percentages, categories and number of units. He would like confirmation of those numbers and also commented that they will be brought up in future discussions.

C. Discussion with Cyndi Williams, Executive Director, Harwich Chamber of Commerce, affordable housing needs/opportunities

Mr. Ballantine stated that Ms. Williams was unable to attend. This discussion will be put on a future agenda.

V. OLD BUSINESS:

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

Mr. Ballantine noted the changes to the Application Process based on comments at the last meeting of the HAHT. The Letter of Intent, and Application and Review Process have been posted on the HAHT website. He noted that as a Trust, they didn't want the process to be a limiting factor to those seeking funds.

B. Receipt of a Letter of Intent from the Harwich Fire Association; eligibility discussion, vote to invite HFA to submit full application

Mr. Ballantine noted that they had received one Letter of Intent from the Harwich Fire Association. He stated that the Trust's goal is to determine if their Letter of Intent and their purpose merits the Trust's approval for them to move forward and complete the application form.

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Bruce Young, President of the HFA was present and explained that the Letter of Intent was submitted as a place holder. He gave a description of what their goal is, what they have done to this date and what they are planning to do going forward. In response to a questions, Mr. Young noted that all three units must be Affordable. He had included wording for one unit to be market rate.

Mr. Spencer asked that the reference to the market value unit be stricken from the letter. He specified the exact wording to be stricken and Mr. Young agreed.

Board members asked questions which Mr. Young answered.

Mr. Young expects to have the Application completed a few days before the Board's December meeting. Also noted was the estimate cost of \$240.00 per square foot.

Richard Waystack of Harwich was present and commented that he does not yet see the application on the Affordable Housing page of the website.

Mr. Lowney confirmed the it was there and offered to show Mr. Waystack where the information is on the web site.

Mr. Spencer moved to accept the Letter of Intent from the Harwich Fire Association, seconded by Mr. Lowney.

Vote 4:0 in favor. Motion carried.

C. Update on Draft Request for Proposal (RFP) for Marcelline Property; Selection Criteria

****Taken out of order****

Laura Shufelt, Director of Community Assistance for Mass Housing Partnership was present virtually. She noted that she met with the engineers after the work through. She gave an update noting that, for Title 5 purposes it is two separate lots. She also noted the specific challenges due to access.

Board members asked questions about the property which Ms. Shufelt answered in detail.

Mr. Ballantine asked at what point they will have enough information to issue an RFP asking developers to respond.

Ms. Shufelt replied that after the Due Diligence Report comes in, the engineers will be doing a couple of conceptual site plans for developers to know what the HAHT would like. She noted the procedure from that point including deciding when the best time will be to release the RFP. She suggested that mid-February would be the earliest.

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Mr. Ballantine confirmed with Ms. Shufelt and she agreed that the HAHT could get an RFP to Procurement after their January Meeting.

Mr. Ballantine referred to Attachment A. regarding selection criteria. Mr. Ballantine will have it attached to the Minutes, separately from the Draft RFP.

Ms. Williams moved to adopt the current version of Attachment A. to be used in the RFP, seconded by Mr. Spencer. Vote 4:0 in favor. Motion carried.

D. Next meeting date

Mr. Ballantine noted that the next meeting date is December 11, 2023 at 1:00 PM. Jen Goldson will on the agenda to discuss the Action Plan. This meeting will complete her contract with the town.

Mr. Spencer moved to move into Executive Session and to adjourn in Executive Session, seconded by Ms. Williams.

Vote 4:0 in favor. Motion carried.

VI. ADJOURN:

Executive session adjourned and regular Meeting adjourned at 2:37pm.

Respectfully submitted,

Judi Moldstad
Board Secretary

ATTACHMENT A

Comparative Evaluation Criteria: 0 Millstone Rd, Harwich

	Unacceptable	Advantageous	Highly Advantageous
Developer Experience & Capacity (Team)			

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<ul style="list-style-type: none"> • Demonstrated experience in and capability for designing, permitting, developing and managing similar residential projects. • Outcome of comparable projects • Experience with site septic system issues • Property management experience with similar projects • The quality of the team’s reputation and references, particularly in terms of its regulatory track record and ability to complete projects as proposed • Success in marketing approach, including affirmative fair housing marketing plans and lottery, meeting State requirements 	<p>Development team members have only minimal experience in the development of projects with similar scope – including legal, design, development, financing, and management experience with rental housing.</p>	<p>Development team members have significant experience in the development of projects of similar scope – including legal, design, financing, affordable housing management. Significant experience (2 or more projects) including with private septic. Energy efficient buildings part of standard approach.</p>	<p>Development team members have significant experience in the development of projects of similar scope – including legal, design, financing, affordable housing management. Extensive experience (4 or more projects) including with private septic. Energy efficient design is their standard approach to design and</p>
<p>Affordability</p>			
<p>Proposal meets a range of incomes. At a minimum all of the units must be restricted to households at or below 80% AMI</p>	<p>Less than 100% affordable to 100% AMI.</p>	<p>All of the units affordable to 100% AMI with an average of no more than 80%AMI</p>	<p>All of the units affordable to 100% AMI or below with the average AMI of 80% or below and affordability ranging from 30% AMI to 100% AMI</p>

<p>Site Design</p>			
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<ul style="list-style-type: none"> • Thoughtful and efficient site design using the natural topography of the site as much as feasible • Efficient, safe internal traffic flow • Underground utilities • Exterior lighting – minimal impact to neighbors and night sky • Landscape plan including within parking area includes native plantings and, when feasible, enhances rather than replaces existing vegetation • Designated area for snow • Adequate parking for residents and visitors • Keep natural buffer to surrounding residential neighbors as required in the narrative (Section IV, Site) • Respects adjacent properties • Provides programmed outdoor affordable gathering space for a variety of ages. • Includes bike racks 	<p>Proposal fails to meet the majority of the RFP criteria for site design.</p>	<p>The proposal meets some or all of the RFP site design criteria with thoughtful building siting, safe, efficient traffic flow, and maintains the natural buffers to surrounding neighborhoods, as required.</p>	<p>Proposal meets or exceeds all of criteria</p>
<p>Infrastructure and Green Design</p>			
<ul style="list-style-type: none"> • Underground utilities • Storm water management uses standards of low impact development • Buildings are located for maximum solar potential • Roof construction is “solar ready” (designed to support solar panels) • Meets green design standards for LEED, Passive House, or other comparable programs • Provide charging station(s) for EVs 	<p>Proposal fails to meet a majority of the RFP criteria for infrastructure and green design</p>	<p>The proposal meets some of the RFP infrastructure and green design criteria</p>	<p>Proposal meets the or exceeds all of the criteria</p>

<p>Building Design</p>			
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<ul style="list-style-type: none"> • Exterior is of high quality, while remaining compatible with local architectural design • Creative design that is cost effective and high quality • Interior design and layouts meet a variety of household sizes and mobility needs • Finishes support durability and low-maintenance for tenants • Construction maximizes soundproofing between units • Provides community space for residents, preferably with kitchen facilities • Includes office space for management • Provides storage space, either in basements or sheds 	<p>Design appears incongruous with local designs, interior layout does not meet a variety of household types and mobility needs, and does not comply with a majority of the RFP criteria</p>	<p>Design reflects or complements local designs, layout provides for a variety of household types and mobility needs, Complies with a majority of the RFP criteria and preferences</p>	<p>Design proposal articulates a creative development vision that is a cost-effective, energy efficient, attractive design that reflects and/or complements the local vernacular, and provides a variety of household types and mobility needs. Complies with all of the RFP criteria and preferences</p>
<p>Financial Feasibility</p>			

<ul style="list-style-type: none"> • Adequacy of proposed budgets (development and operating) • Appropriateness of rents in relation to the market • Track record of securing proposed financing 	<p>Proposals does not demonstrate an understanding of development costs and operating budgets for affordable housing and/ or does not have a successful record of securing financing.</p>	<p>Proposal contains realistic development and operating budgets and evidence of success in securing necessary financing.</p>	<p>Proposal contains realistic development and operating budgets and evidence of a high degree of success in securing necessary financing and other sources of funding.</p>
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<p>References, Site Visits, and Interviews</p>			
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<ul style="list-style-type: none"> • A minimum of three references including references from all projects undertaken in the last 10 years • The evaluation committee may choose to visit proposers' completed projects 	<p>Did not provide minimum of 3 references not met, or references were poor and/or inadequate. Properties visited were in poor condition.</p>	<p>Strong references reflecting projects came in on time and within budget, good property management structure. Properties visited were in good condition, site layout was efficient, and buildings were well designed.</p>	<p>Strong references reflecting timely completion, excellent budget control, excellent property management structure and professionalism of developer. Properties visited were in great condition, site layout building design, and landscaping excellent, and use of energy efficient and durable materials.</p>
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