

MINUTES
BOARD OF TRUSTEES (BOT)
HARWICH AFFORDABLE HOUSING TRUST FUND (HAHT)
MONDAY, DECEMBER 11, 2023 - 1:00PM
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: Chairman Ballantine called the meeting of the Board of Trustees, Harwich Affordable Housing Trust to order on Monday, December 11, 2023 at 1:00PM.

II. OLD BUSINESS:

A. Review Final Draft of Action Plan with Jenn Goldson of JM Goldson and discuss presentation date

Ms. Goldson appeared virtually and noted that she had sent a final revision of the Action Plan in an editable version. The Plan is for the BOT/HAHT to modify if necessary.

Mr. Ballantine requested a few edits and changes and explained his reasons for those changes.

Mr. Spencer clarified that the BOT can make changes on the Action Plan and also questioned a reference on page 18.

Ms. Goldson replied and explained that reference.

Ms. Williams moved to accept the Action Plan with the changes as discussed, seconded by Mr. Spencer.

Vote 4:0 in favor. Motion carried.

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

Cyndi Williams, Executive Director of the Harwich Chamber of Commerce was present and spoke of work force housing noting that it is a year round housing need. She offered to help the HAHT as housing is important to the community.

Mr. Spencer commented on the need for partnerships to move housing forward and the reliance on the seasonal work force. He asked if there were dollar figures related to the seasonal rental business.

Ms. Williams will get the figures that were requested.

December 11, 2023

Elizabeth Harder of Harwich was present and noted that Barnstable County just approved hundreds of thousands of dollars for the Cape Cod Chamber of Commerce to set up a housing group with a director to address the problems of seasonal and year round workers.

Mr. Ballantine noted that Erin Perry of the Cape Cod Commission had watched the November meeting of the HAHT. She will be present at the next meeting and offered to give an update on the Cape Cod Commission's plan.

C. Presentation and discussion of rough draft of 0 Town Way property Request for Proposal (RFP) with Laura Shufelt of Massachusetts Housing Partnership (MHP)

Mr. Ballantine requested the correct address for what is formerly known as the Marceline Property.

Laura Shufelt was present and stated that she did not have a rough draft at this time due to a computer issue. She will prepare a rough draft for a future meeting. She did submit a site visit and due diligence results which she described in detail. She noted that an easement will be needed to utilize a public way. She also noted other obstacles and what steps should be taken. Ms. Shufelt gave options for the placement of the development(s) and the size of the units also stating that the lots can be dealt with separately or joined as one large lot. As requested, she will ask the engineers to revisit the issue of the sensitivity of the six ponds.

Board members asked questions about the different options and scenarios which Ms. Shufelt answered. As requested, Ms. Shufelt will have a site plan drawn to show the options discussed.

Ms Shufelt noted that the conceptual designs will be completed in approximately three weeks. She recommended that the Board wait for those designs before moving forward.

Richard Waystack of Harwich was present and stated that **456 Queen Anne Road** is the easiest address to use when referring to the "Marceline Property". He also encouraged Ms. Shufelt to have the conceptual designs be broad and gave his reasons for that suggestion.

Ms. Shufelt will send the latest draft of the Request for Proposals and the concept plans as soon as possible. She will also attend the January HAHT meeting.

Mr. Ballantine suggested that a special meeting may be scheduled once the Board has all the materials mentioned.

Mr. Ballantine confirmed that, moving forward, the subject property will be referred to as **456 Queen Anne Road**.

D. Discussion with the Harwich Fire Association regarding their application for funding

Mr. Ballantine noted that Board members have copies of the HFA's application. It will be included with the minutes (Attachment A) of the meeting on the web site.

Joe Rego of the Harwich Fire Association (HFA) and Bruce Young, President of the HFA were present. Also present as part of the partnership was Tom Evans of the Harwich Conservation Trust.

Mr. Rego gave a detailed description of the application and the project. He also explained what has already been accomplished, what funding they are requesting from CPC and from the HAHT.

The Board reviewed the application with Mr. Rego and Mr. Young. Board members asked questions which Mr. Rego and Mr. Young answered. Mr. Spencer commented that more specific information is needed about the figures before the Board could consider releasing funds to the HFA. Mr. Lowney suggested getting hard quotes for certain aspects of the project.

Retired Fire Chief Norm Clark was present and commented that he is managing the project. He noted that they have the specific quotes and he will supply that information for the Board. He also noted that they will be pursuing grants. That money is not included in what they have presented. On request from the Board, he will also provide numbers related to the different phases of the project.

Mr. Ballantine and Mr. Lowney requested that the HFA include a contingency fund.

Tom Evans, President of the Harwich Conservation Trust Board of Trustees was present and commented on the partnership between the HAHT and the HFA and what a remarkable job the HFA is doing with this project. He noted that they have already demonstrated that they will deliver a fine project and feels they deserve to receive funding.

Mr. Ballantine commented that they are all learning in this process and has asked the Town Administrator and Assistant Town Administrator for direction on what the next step will be and how money will be transmitted. He suggested having another meeting in the next few weeks for discussion.

Kathy Green of the Harwich Community Preservation Committee (CPC) was present and commented that the Board has the right to give the HFA the money. It can be done through a grant but that is not necessary. She noted that it would be quicker for the HAHT to give the HFA the money now. The process for the CPC to release funds would take longer and they would not receive money until after Town Meeting in May.

Mr. Ballantine will confirm the mechanism to transmit the money. Mr. Rego and Mr. Young will bring the requested quotes to the next meeting. They will meet on January 8, 2023 which is the next scheduled meeting.

After discussion, all agreed to tour the building on Monday, December 18, 2023 at 1:00PM.

December 11, 2023

III. NEW BUSINESS:

- A. Vote to approve meeting minutes from:
 - 1. October 23, 2023
 - 2. November 6, 2023
 - 3. November 20, 2023

Mr. Lowney moved to approve the minutes of October 23, 2023, November 6, 2023 and November 20, 2023, seconded by Ms. Williams.

Vote 4:0 in favor. Motion carried.

IV. PUBLIC COMMENT:

- A. Housing Resource and Options Fair, Housing Advocate

- B. Update from Housing Advocate on Regional Housing Strategy Cape Cod Commission has been working on

Brianna Powell, Housing Advocate announced that on Wednesday December 13, 2023, they are holding a Housing and Options Fair and she gave details of the event.

Elizabeth Harder commented that the County is focusing on housing and starting to hand out ARPA Grants. She noted where information about housing can be found on the Cape Cod Commission's website.

V. ADJOURN:

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

Vote 4:0 in favor. Motion carried. Meeting adjourned.

Respectfully submitted,

Judi Moldstad
Board Secretary

Attachment A: Below

December 11, 2023

HARWICH AFFORDABLE HOUSING TRUST FUND

732 Main Street
Harwich, MA 02645

AFFORDABLE HOUSING TRUST FUND APPLICATION



General Information

Project Name: The Old Bank St Firehouse

Project Location and Parcel ID#: 203 Bank St, Harwichport, MA 02646

Type of Project: Housing/renovate the Town's first firehouse into 3 single apartments

Applicant(s) name/ Organization: Harwich Fire Association

Contact Person and Title: Bruce F. Young, President

Mailing Address: P.O. Box 23, Harwichport, MA 02646

Telephone Number: 508-432-0458

Email Address: b.young@harwichfire.com or youngbuilding@comcast.net

Property Ownership

Legal Property Owner of Record: Harwich Fire Association

Is the owner the applicant? yes

If not, does the applicant have site control or written consent of the property owner to submit a Letter of Intent or application? If yes, attach documentation.

Development Team

Please submit as attachments the resumes of relevant development team members and a list and description of affordable housing projects completed by the applicant as well as the last monitoring agent's annual report for each project if applicable.

Project Information

Provide a narrative description of the proposed project including the following and any amenities and services provided.:

Project Type: Housing, three one bedroom units

Type of Units (i.e., condo ownership, Single family ownership, coop, single room, group residence, other, fee simple ownership, rental, etc.): 3 one bedroom rental apartments

| | |
|-------------------------------|---------------------|
| Total Number of Units: | |
| Number of Market Units: | Number of BRs: |
| Number of Affordable Units: 3 | Number of BRs: 3 |
| Proposed Sale Prices/Rents: | Market: Affordable: |
| Proposed Condo Fees: | Market: Affordable |

5. Unit Composition (If Applicable): List number of units in each category:

| | Total | <=30% AMI | <=50% AMI | <=80% AMI | <=100% AMI | <=120% AMI | Market Rate |
|--------|-------|-----------|-----------|-----------|------------|------------|-------------|
| SRO | | | | | | | |
| 1 Br | 3 | | | X | | | |
| 2 Br | | | | | | | |
| 3 Br | | | | | | | |
| 4 Br/+ | | | | | | | |

Note: Refer to (www.huduser.org/) for latest fair housing rates.

Proposed % of AMI target beneficiaries: _____

Community Need: Describe how this project addresses the affordable housing needs of the community.

We feel that this project will add 3 more rental units to help the Town reach its 10% affordable housing goal. Right now the Town is at 5%.

Site Information

Please provide a description of the current site characteristics, zoning, environmental, and any regulatory requirements or constraints. Attach a map and photos of the project site and neighborhood along with any zoning/historic/permitting relief required.

203 Bank St is in a residential neighborhood, it sits on 2.2 acres of land we share with the Harwich Conservation Trust. We have gone through the permitting process and at this time we hold three special permits. One for 3 apartments on the second floor, one for parking and parking lot renovation and one for the educational/event space on the first floor. This is in the Town holdings of historic buildings as it is just under 100 years old.

Building: The old firehouse was built in 1929 to house the first motorized fire truck.

Zoning: We hold three special zoning permits.

Health: We are working with the Board of Health on septic and kitchen plans.

Historic: Historic Commission has approved our plan.

Conservation: Conservation has approved our site plan for parking.

Infrastructure: Working in conjunction with the Building Department on design and interior structural improvements.

Total Project Cost: \$850,000.00

Amount of HAHTF Request: \$450,000.00

Please list all funding sources committed and proposed indicating funding application dates:

| | | | | |
|---------------------|---------------|-------|-------|--------|
| Committed/Proposed: | \$ 450,000.00 | HAHTF | Date: | 1/1/24 |
| Committed/Proposed: | \$ 400,000.00 | CPC | Date: | 7/1/24 |
| Committed/Proposed: | \$ 350,000.00 | CPC | Date: | 7/1/23 |

Project Feasibility

Provide a project budget. (Please see sample Pro Forma shown as Attachment A)

SEE ATTACHED *

Community Outreach

Provide a description of the applicant's efforts to engage the community members through outreach, meetings, and other educational initiatives.

We have used social media accounts such as Facebook, Instagram and Twitter. We have used the Town's local television channel for informational programming about project updates. We have set up a fundraising booth with educational material at the Music in the Port during the last two summers to enhance citizen awareness and interest. We have printed brochures with QR codes to facilitate donations and updated photos of the building's progress.

Development Schedule

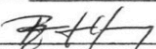
Describe the timeframe for the proposed project and how it will be implemented. (Provide a timeline for all project milestones and include as Attachment B – Project Schedule)

List of Attachments

6. Occupancy: January 2025

- 1. Interior Framing of apartments currently ongoing
- 2. Rough wiring/rough plumbing: March 2024
- 3. Insulation: July 2024
- 4. Plaster of interior walls: August 2024
- 5. Interior finish: cabinets, flooring, finish painting: Fall 2024

If you have any questions, please do not hesitate to contact larryballantine@yahoo.com

Project Applicant Name: Bruce F. Young Title: President, HFA
 Applicant Signature:  Date: 12/05/23

Please submit one electronic copy and six hard copies to larryballantine@yahoo.com, Chair, Harwich Affordable Housing Trust, Town of Harwich, 732 Main Street, Harwich, MA 02645

From: Joseph Rego rego_11@hotmail.com
Subject: The Old Bank St Firehouse Estimates - Trust
Date: Dec 5, 2023 at 1:35:25 PM
To: Bruce F. Young youngbuilding@comcast.net

The Old Bank St. Firehouse Housing Estimates

| | |
|------------------|--------------|
| Insulation | \$88,500.00 |
| Plumbing | \$45,000.00 |
| Permit | \$4,000.00 |
| Carpentry | \$375,475.00 |
| Electric Service | \$20,000.00 |
| Septic Design | \$4,000.00 |
| Septic Install | \$80,000.00 |
| Sprinkler | \$45,000.00 |
| Alarm | \$25,000.00 |
| Appliances | \$7,984.69 |
| HVAC | \$54,835.00 |
| Electrical | \$94,000.00 |
| Sum | \$843,594.69 |

JHR III

From: Joseph Rego rego_11@hotmail.com
 Subject: Pro Forma
 Date: Dec 5, 2023 at 7:04:16 PM
 To: Bruce F. Young youngbuilding@comcast.net

The Old Bank St. Firehouse Pro Forma

| The Old Bank St. Firehouse Pro Forma | |
|--------------------------------------|--------------|
| Housing Project Estimate | \$850,000.00 |
| Housing Trust Request | \$450,000.00 |
| CPC Housing Request | \$400,000.00 |
| CPC Historical Restoration | \$350,000.00 |
| Raised to Date | \$369,000.00 |
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JHR III

December 5, 2023

Mr. Larry Ballantine
Town of Harwich
Housing Trust Committee
Cc: Mr. Bruce Young, President Harwich Fire Association
Re: Qualifications for Project Manager for the Bank Street Fire House project

As part of my 43 years at the Harwich Fire Department, I served in many capacities of overseeing a multitude of projects. As Captain, I was appointed to lead and oversee "Special Projects" by Chief Robert Peterson. This included major Fire Station updates and repairs. To oversee vehicle specifications and purchase. The Board of Selectmen appointed me to serve on the building committee for the new Fire Headquarters located on Sisson Road. Shortly thereafter, the Board of Selectmen appointed me to the new Community Center building Committee. My next appointment was to the new Police Station/Public Safety building committee combining the existing Fire Station with a new Police Station. As Deputy Fire Chief I was tasked with the creation of a new Public Safety Dispatch Center located in the new Public Safety building, this project included design and implantation of a new dispatch center joining former Fire and Police dispatchers into one third service under direction of the Fire Department, supervised by the Deputy Fire Chief. As Fire Chief I served with the committee to design and construct the new Fire Station 2 in East Harwich. Upon funding of the building, I decided to act as the Clerk of the Works and Project Manager for that project. This initiative saved the Harwich tax payer thousands of tax dollars. It should be noted that Station 2 upon completion, was under budget and completed ahead of schedule.

Though my experiences, I volunteered to be the project manager for the rebuilding of the Old Bank Street Fire House to include a complete "gutting of the interior", working with the contractor to complete the new exterior shell of the building. We are working to secure funding to have three one-bedroom apartments for "work force" housing on the second floor with the first floor being designed for event space and to return the Town's first Fire Truck back to its original home at the Bank Street Station. The Harwich Fire Association is working with our partners at the Harwich Conservation Trust to have educational space on the first floor of the restored Fire Station. I have great passion and dedication to see this project come to completion by January of 2025.

Respectfully
Retired Harwich Fire Chief, Norman M. Clarke Jr.

December 11, 2023

December 5, 2023

Mr. Larry Ballantine
Chairman Harwich Affordable Housing Trust Fund
732 Main Street
Harwich Ma, 02645

Mr. Ballantine,

I have been a contractor for the last forty-four years. I hold a Massachusetts Construction Supervisors License and a Commonwealth of Massachusetts Home Improvement Contractor license. I was a member of the building committee for both the new Monomoy Regional High School and the Cape Cod Regional Technical High School as the liaison for the Fire Department. I studied carpentry at Cape Cod Regional Technical High School, graduating first in my class of 1979. During my earlier years prior to my full-time appointment at Harwich Fire I worked for Dave Belliveau Builders. In my eleven years of employment with Dave I worked on many old Chatham Sea Captains homes down in the old village. I have also built three homes from the foundation up. My first new home was on Deer Run in South Harwich, my second was on Nor East Drive in East Harwich, my third was on Elinor Lane in West Harwich. The project that I'm most proud of is the home I reside in currently. This property was built in 1740 on Nantucket and floated over and reassembled in Harwich port. When I purchased this house back in 2002 it needed a complete renovation from foundation to roof. I was able to keep the old Cape Cod charm by recreating all the original moldings. This house has significant historical value to the town as Jeremiah Walker was the brother of Captain Jonathan Walker who was the man with the branded hand who took the slaves up to Canada before he was caught. I feel with my extensive background I can lead this project to completion in January of 2025.

Bruce F. Young, President
Harwich Fire Association

December 11, 2023

Mr. Larry Ballantine, Chair
Harwich Affordable Housing Trust
732 Main Street
Harwich, MA 02645

December, 2023

Dear Chairman Ballantine,

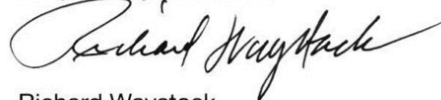
Richard Waystack, a pro bono consultant with the Harwich Fire Association, has a history of assisting in non-profit housing advocacy for many years. Starting in the late 80's, he was a member of the Harwich Community Development Corporation. The HCDC developed seven homes on Community Way in Harwich and Richard was responsible for securing the designs and developer for the project. The seven homes were all deed restricted as affordable.

Richard has also been involved at the Housing Assistance Corporation, and did a Cape wide walk to raise funds for homelessness prevention. He currently assists in community outreach for HAC.

Richard served on the Harwich Fire Station II Building Committee which oversaw the plans, financing and construction of our current East Harwich Fire Station. He also bought, restored and developed a commercial building at 565 Route 28 in Harwich Port.

He currently Chairs the Harwich Board of Assessors and the Harwich Council on Aging.

Respectfully submitted,

A handwritten signature in black ink that reads "Richard Waystack". The signature is written in a cursive style with a long, sweeping underline.

Richard Waystack

December 11, 2023

Joseph Rego III

3 Jay Z Dr.
Harwich MA 02645
United States
123-456-7890
rego_11@hotmail.com

December 6, 2023

Chairman Ballantine
732 Main Street
Harwich, MA 02645

Dear Mr. Ballantine,

I am a member of the Harwich Firefighter's Association. I am a Licensed Journeyman Electrician in MA #13933B. I have worked on an affordable housing project in the town of Needham, MA as a sub-contracted electrician.

I am the principle applicant in The Old Bank St. Firehouse Historical Restoration, funded by the town of Harwich's Community Preservation Committee. I am the principle applicant in The Old Bank St. Firehouse Community Housing request for funding from Harwich's Community Preservation Committee. I have also served on the Harwich Station 2 Renovation/Rehabilitation Committee.

Sincerely yours,

Joseph Rego III

December 11, 2023