

**MINUTES**  
**MEETING OF THE BOARD OF TRUSTEES HARWICH AFFORDABLE HOUSING**  
**TRUST FUND GRIFFIN ROOM, TOWN HALL**  
**732 MAIN STREET, HARWICH, MA WEDNESDAY, FEBRUARY 21, 2024 - 4:30 PM**

**MEMBERS PARTICIPATING:** Larry Ballantine, Chair, Brendan Lowney, Vice Chair, Bob Spencer, Clerk, Claudia Williams and Julie Kavanagh, Select Board Liaison

**I. CALL TO ORDER**

Mr. Ballantine called the meeting of the Board of Trustees (BOT) of the Harwich Affordable Housing Trust Fund (HAHT) to order on Wednesday, February 21, 2024 at 4:30PM.

**II. PUBLIC COMMENT**

Mr. Ballantine commented on the two items listed on this agenda. He also noted items that are included on the February 29, 2024 Agenda.

**III. OLD BUSINESS**

A. Community Preservation Act Grant Agreement for Harwich Affordable Housing Trust  
Mr. Ballantine referred to the copy of the Grant Agreement which he sent to all members to review prior to this meeting. He explained, in detail, the process and requirements to transfer money from the Community Preservation Committee (CPC) to the HAHT.

Mr. Lowney moved to authorize Larry Ballantine as Chair of the HAHT to sign the Grant Agreement, seconded by Ms. Williams.

Mr. Spencer asked who drafted the document (Grant Agreement).

Dave Nixon, Chair of CPC was present and responded to the question with the answer. Mr. Spencer expressed concerns about the wording in the Agreement and noted that he would like an opportunity to negotiate an agreement.

Discussion followed regarding the wording as it pertains to the HAHT and what next steps will be moving forward if the Agreement is signed.

Board members asked questions and expressed their opinions on moving forward with the Agreement as presented.

Vote 4:1 in favor with Mr. Spencer voting no. Motion carried.

B. Acquire services for a market appraisal of Harwich Affordable Housing Trust owned properties (3 parcels: J1, J2, J3) at 0 Depot Road

Mr. Ballantine gave an overview of the discussion on and need for the market appraisals.

Mr. Spencer moved that the Trust (HAHT) acquire services for a market appraisal of Harwich Affordable Housing Trust owned properties, 3 parcels: J1, J2, J3 at 0 Depot Road, seconded by Ms. Kavanagh.

The Harwich Affordable Housing Trust voted to request an appraisal to be done for a property identified as 0 Depot Road, Map 63, Parcel J1 deed in Book 1, Page 226; 0 Orleans Road., Maps 63, Parcel J2 in Book 8241, Page 230 and 0 Depot Rd., Mayo 63, Parcel J3 in Book 8241, Page 234.

Discussion followed regarding additional properties being appraised.

C. Vote to approve meeting minutes 1. January 9, 2024

Mr. Spencer moved to approve the minutes of the January 9, 2024 meeting, seconded by Ms. Kavanagh.

Vote: 4:0:1 in favor with Ms. Kavanagh abstaining. Motion carried.

Mr. Ballantine noted the State's requirement to post the Agenda the Thursday prior to the meeting.

#### **IV. NEW BUSINESS**

A. Karen Sunnarborg, Housing and Planning Consultant - Presentation and discussion of the Housing Needs Assessment Portion of the HPP

Christine Flynn, Town Planner for the Town of Harwich was present and introduced Karen Sunnarborg who will discuss the Housing Production Plan (HPP).

Karen Sunnarborg, Housing and Planning Consultant participated remotely. She gave a presentation, giving a brief history of the HPP and gave an update on what has been accomplished up to this date. Ms. Sunnarborg also noted the information she will need going forward and gave dates for the future visioning session that will be conducted for the Local Comprehensive Plan (LCP).

The dates scheduled are March 23, 2024 10:00AM - noon and April 6, 2024 - noon to 2:00PM.

Ms. Sunnarborg gave a presentation of the Housing Protection Plan, what it is and its purpose, benefits and goals. She also gave census statistics regarding year round and part-time residents and how those statistics and the demographics have changed over the years.

Also included in the presentation was a projection of future statistics on the numbers of residents, occupancy trends, economic trends and zoning strategies. Ms. Sunnarborg summarized her presentation with Next Steps moving forward towards the HAHT's goals.

Trust members asked questions throughout the presentation which Ms. Sunnarborg answered.

Ms. Sunnarborg asked questions of the HAHT regarding updates and how they work with the Housing Advocate/Coordinator and the Housing Committee.

Presentation concluded.

Ms. Flynn asked that the HAHT attend the Local Comprehensive Plan Community Engagement Sessions, noting dates, times and place.

Art Boden of Harwich was present and commented and expressed the need for the people who need housing to be drawn to attending the engagement sessions

**V. ADJOURN**

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

Vote: 5:0 in favor. Motion carried. Meeting adjourned at 5:58PM.

Respectfully submitted,  
Judi Moldstad Board Secretary  
February 21, 2024