



Harwich Housing Authority

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Minutes of the September 26, 2017 Regular Meeting

CALL TO ORDER The September 26, 2017 Regular meeting of the Harwich Housing Authority was called to order at 6:30 p.m. Members present: Sally Urbano, Randall Pond, Judith Underwood and Sandra Woodbridge. Members absent, Robert MacCready. Also present: John Stewart Director of the H.H.A., Mike MacAskill, Julie Kavanagh, (from the BOS) Chris Clark, Town Administrator and Charleen Greenhalgh Assistance Town administrator.

APPROVAL OF MINUTES: On a motion presented by Sandra Woodbridge, and seconded by Randy Pond the minutes of the August 2017 meeting were opened for discussion. Judith Underwood asked that her comments concerning the cost of the Admin. Fee for the Buy-Down seemed high and she recommended that we shop around for the best price. The amended minutes were unanimously approved.

APPROVAL OF WARRANT: On a motion presented by Sandra Woodbridge, and seconded by Randy Pond, the 2017-9 Warrant was unanimously approved.

EXECUTIVE DIRECTOR'S REPORT: On a motion presented by Sandra Woodbridge, and seconded by Judith Underwood the Executive Director's report for September 2017 was unanimously approved.

Financial Report: The August report was reviewed. No vote needed.

OLD BUSINESS: Sandra Woodbridge reported on the status of the Housing for the Disabled that Jeff Locantore is trying to set-up. Sandra has been working with Jeff to set-up a non-profit. He is still seeking Board Members. Art Bodin has also been working with Jeff and will be meeting with the group that is building the housing for adults with Autism hoping for some insight into the process.

NEW BUSINESS: 1) Chris Clark and Charleen Greenhalgh made a presentation to the board seeking support for a request for \$500,000 from the CPA funds to hire a part-time Housing Coordinator and to establish a Housing Trust Fund (see attached) Sally Urbano asked if the guidelines for the trust were in place, Chris said the Trust will mirror the Trust that Yarmouth has established, all the details have not been worked out. Chris said that they have been working closely with Bob Lawton of Yarmouth to pull it all together. The question was asked about the make-up of the board, Chris wasn't sure but said it would either have a Housing Committee member or a Housing Authority member. There was also a question as to whether the Housing Trust would replace the Housing Fund. For now they will be kept separate, then we talked about the coordinator and their responsibilities. We discussed zoning and changes to the town's by-laws. Judith asked about Mini- Houses, Sharleen said that they are not allowed in town, but pre-fab houses are. Randy ask if tax delinquent properties are something the town is looking at. Chris said that they are. We also discussed the renovation of cottages and older town buildings. These are all things the Housing Coordinator will be looking at. Sally asked for clarification of the funding request, was the Housing coordinator going to be paid out of the \$500,000? The answer was yes. Though all the details are not worked out for either the Trust or the Housing Coordinator the board was asked to vote on the concept of establishing both. Sandra Woodbridge made a motion to support the request, Judith Underwood seconded the motion and the vote was taken.

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3 yeas-Sandra, Judith and Randy. Sally abstained. She cited lack of completed guidelines for the Housing Trust.

2). John explained the Lead Paint Certification, Sandra motioned to approve the Certification, Randy seconded and the motion passed unanimously.

3) We discussed our presentation to the BOS, Julie Kavanagh said she thought it was important for us to explain who we are, what we do and how we differ from the Housing Committee. John had started to put together a presentation. The Board decided to meet again on the following Monday (10-2-17) at 5 pm to continue this discussion. 4) We reviewed and discussed the open meeting law. There are training videos available on line at the Attorney Generals website.

CITIZENS PARTICIPATION - None

Our next regular meeting to be decided Monday, 10/2/17

The meeting adjourned on a motion made by Sandra, seconded by Judith and approved by all.

Respectfully Submitted



John Stewart

Executive Director

TOWN OF HARWICH- COMMUNITY PRESERVATION COMMITTEE
2017 CPA PROJECT FUNDING REQUEST APPLICATION
FISCAL YEAR 2017-2018

APPLICANT INFORMATION

Applicant/Organization: Town of Harwich
Submission Date: 9/21/17

Address: 732 Main Street Harwich, MA 02645
Phone: 508-430-7511
Email Address: asabatino@town.harwich.ma.us

Project Manager: Aly Sabatino, Town Planner
Phone: 508-430-7511
Email Address: asabatino@town.harwich.ma.us

Town Committee or Board (if applicable): N/A

Second Contact Person: Christopher Clark, Town Administrator

Project Information

Project Title: Harwich Affordable Housing Trust Fund/ Part Time Housing Coordinator

Project Amount Requested: \$500,000.00

Project Description:

A priority goal for the Town of Harwich is to create, support and preserve safe and decent housing affordable to our residents, while maintaining the quality of life for all residents.

The 2010 Census shows that families continue to leave the Cape. The cost of housing is a major factor causing this exodus. While house prices declined somewhat since the recession, the market has been rebounding and values are approaching pre-recession levels, out of reach for many year-round residents.

The Affordable Housing Trust allowed under MGL Chapter 44, Section 55 C (attached Exhibit A) would expedite the Town's ability to partner with private developers and convert existing housing to affordable housing. The purpose of the Trust is to provide a public benefit and a suitable living environment by increasing the access to and availability of safe and decent affordable housing to Harwich residents, while maintaining quality of life for all. Additionally, the Trust will provide for the creation and preservation of affordable housing in municipalities for the benefit of low and moderate-income households. Yarmouth, Norwell, Lincoln, Dartmouth, Cambridge, Upton, Sudbury, Georgetown and Scituate are some examples of successful Affordable Housing Trusts funded by CPA.

A key part in establishing the Trust and one of the most effective ways our community can jump-start a housing effort is to fund the hiring of a part time Housing Coordinator (attached Exhibit B). Funding is allowed under the "support" verb on the CPA allowable uses chart. The Housing Coordinator would support services for housing-related programs, projects, and affordable housing initiatives. Yarmouth, Dennis, Brewster and Provincetown Town are some successful examples of Affordable Housing Coordinators on the Cape. Additionally, the Town is hoping to partner with Chatham, Brewster and

Orleans to share a full-time housing coordinator. If we do partner, the requested amount of \$30,000.00 would be our share for the position.

How the trust is set up:

Appointments- As authorized by Chapter 44, Section 55C, the Board of Selectmen shall appoint 5 Trustees, one of whom shall be the Harwich Town Administrator who shall act as Chairman and shall have a vote. The remaining 4 Trustees shall be appointed for two year staggered terms.

Duties and Responsibilities- The Trust shall have the authority as outlined in MGL Chapter 44, Section 55C:

1. Accepts real property, personal property and other contributions;
2. Purchases real or personal property;
3. Sells, leases, exchanges, transfers or conveys property; or
4. Borrows money.

In addition, the Affordable Housing Trust shall have the following duties:

1. The Trust shall oversee such funds and use the funds to create and preserve affordable housing opportunities in the Town of Harwich;
2. The Trust shall work with the Town's Affordable Housing Committee to develop an affordable housing plan, which shall be updated each year and a copy presented to the Board of Selectmen.

CPC CATEGORY: APPLICANTS PLEASE TAKE NOTE (circle all that apply)

Open Space: This application is for the “acquisition, preservation, rehabilitation and/or preservation of open space”.

Historic: This application is for the “acquisition, creation, preservation and/or support of community housing”.

Community Housing: This application is for the “acquisition, creation, preservation and/or support of community housing”.

Recreation: This application is for the “acquisition, creation, preservation, rehabilitation and/or restoration of land for recreation use”.

How does this project fit into Harwich's Local Comprehensive Plan and/or other Plans?

The Local Comprehensive Plan, the Housing Production Plan and the Cape Cod Commission's Regional Policy Plan all highlight the dire need to promote and create affordable housing. The best way to reach the State's mandate 10% goal is to use a range of housing strategies. Creating an Affordable Housing Trust along with hiring a part-time Housing Coordinator would increase and expiate the ability to allow the Town to create affordable housing.

Harwich's Local Comprehensive Plan: (Page 29- Objective 6.2) identifies “affordable housing projects, funding sources” as a goal. The plan also encourages public and private workforce housing

(defined as housing for those earning between 80% and 120% of area median income) and other low-cost housing regardless of eligibility for the Subsidized Housing Inventory.

Harwich's Housing Production Plan: (Page 8) recommends hiring a part-time Housing Coordinator that has the necessary expertise to provide ongoing support to effectively coordinate the implementation of various components of the Housing Plan. Additionally, the Housing Production Plan states that (Page 50) "The town needs to produce at least 269 more affordable units to reach the state's 10% goal based on the existing housing stock. Because the number of year-round units is based on the decennial census figure, it will change when the 2020 census figures are released and thus the 10% state threshold is a moving target." The Housing production plan recommends a multi-tiered approach so that the town to reach the required 10%.

The Cape Cod Commission's Regional Policy Plan: has identified the following as a goal "To promote the provision of fair, decent, safe, affordable housing for rental or purchase that meets the needs of present and future Cape Cod residents. At a minimum, each town should seek to raise its affordable housing stock to 7.5 percent of all year-round units by 2010, and 10 percent of all year-round units by 2015." Harwich's level of housing stock restricted as affordable is 5.40%.

How does this project benefit the citizens of Harwich? If appropriate, has the applicant sought public option or input?

The state of Massachusetts requires each community to have at least 10% of their housing stock be restricted as affordable. Currently, Harwich's level of affordable housing is 5.40%.

Harwich's small town character, extensive shoreline, rich historical connection to the sea, and rural nature have continued to lure visitors over the years- some who arrive for extended periods in the summer, other who have decided to purchase second homes, and those searching for a place to retire. But like most communities on the Cape, living in Harwich is expensive. As stated above, while house prices declined somewhat since the recession, the market has been rebounding and values are approaching pre-recession levels with the median single-family house priced at \$350,000, still out of reach for many year-round residents.

By providing safe and decent affordable housing, the Trust along with a Housing Coordinator will provide increased opportunities for Harwich residents to remain in Harwich in a suitable living environment, and bolsters the local economy by providing a stable workforce jobs.

ESTIMATED START DATE: June 2018

ESTIMATED COMPLETION DATE: The intent is for this to be an ongoing project. Please see the below cost estimates.

(Three years from the release of funds (July, 2018)-funds may be rescinded automatically; waivers may be sought)

PLEASE LIST OTHER COMMISSIONS/BOARDS/COMMITTEES/ORGANIZATIONS that may have involvement, jurisdiction, partnering, etc:

- Harwich Housing Committee- Voted to support the application.
- Harwich Board of Selectmen- Agreed to support the application.

