

**MINUTES
BOARD OF TRUSTEES FOR THE
HARWICH AFFORDABLE HOUSING TRUST
GRIFFIN ROOM, TOWN HALL
732 MAIN STREET, HARWICH, MA
MNDAY, NOVEMBER 24, 2025 - 1:00PM**

MEMBERS PARTICIPATING: Larry Ballantine, Chair, Brendan Lowney, Vice Chair, Bob Spencer, Clerk and Jeff Handler

MEMBER NOT PARTICIPATING: Claudia Williams

I. CALL TO ORDER

Mr. Ballantine called the meeting of the Harwich Affordable Housing Trust (HAHT) to order on Monday, November 24, 2025 at 1:00PM.

Mr. Ballantine noted that the Reorganization of the HAHT will be postponed until next meeting when all members will be present.

II. PUBLIC COMMENT

No comments.

III. REORGANIZATION OF THE HARWICH AFFORDABLE HOUSING TRUST

Postponed.

IV. NEW BUSINESS:

- a. Discussion with Laura Shufelt, Senior Advisor and Real Estate Developmental Officer Community Assistance Massachusetts Housing Partnership on the development of Requests for Proposal (RFPs) for 3 HAHT properties: 0 Oak Street, 0 Depot Street and 0 Depot Road (Parcels J1, J2 and J3)

Laura Shufelt was present. She gave a slide presentation and started with a brief overview of past discussions. She showed slides with the initial HAHT property evaluations and maps with the 0 Oak Street property that showed the buildable land. She recommended having a perk test done to confirm that the property is buildable and to find ground water. Ms. Shufelt noted that she could create an RFP for this property if it was going to be an Affordable house.

Members discussed options and Mr. Lowney noted what information they had received from Coastal Engineering.

Ms. Shufelt continued with a slide of 0 Depot Street which also showed wetlands and the surrounding area. She recommended a wetland scientist, a perk test and a civil engineer's site plan.

Ms. Shufelt continued with 0 Depot Street and explained the difficulties with developing due to vernal pools and endangered species. She suggested filing an application to define what endangered species are present, keeping all the lots for land calculations and next steps for conceptional site planning.

Members discussed their due diligence, creating RFPs and defining options for use.

Ms. Shufelt replied that the HAHT should do their due diligence to know what is buildable and she also noted the cost of each RFP. She also noted a program offered to Trusts which she described as an option.

Mr. Ballantine noted the work ahead for these properties and suggested members discuss priorities.

Mr. Spencer suggested #1. Depot Road, #2 Oak Street and #3. Depot Street. Members agreed with those priorities.

Members discussed the next steps as suggested by Ms. Shufelt. Ms. Shufelt showed a slide with specific next steps for 0 Depot Road.

Mr. Lowney moved to perform for a perk test for 0 Oak Street. Seconded by Mr. Spencer.

Ms. Shufelt noted that the HAHT is obligated to go through procurement under 30B.

Brianna Powell, Housing Advocate was present and offered to handle the procurement for a perk test.

Vote: 4:0 in favor. Motion carried.

Mr. Lowney moved to engage with MHP for assistance in site plan and perk test for 0 Depot Street. Seconded by Mr. Spencer.

Vote: 4:0 in favor. Motion carried.

Mr. Spencer moved to apply to MHP for a forgivable loan of up to \$50,000 to cover the expenses required to determine the viability of development on 0 Depot road, J1 and J2 and conserving J3. Seconded by Mr. Lowney.

Ms. Shufelt noted that a perk test was needed for this property.

Vote: 4:0 in favor. Motion carried.

B. Defining next steps to address IV. A above

Covered in previous conversation.

V. OLD BUSINESS:

- a. Vote to retain counsel to review and negotiate new lease with the Harwich Jr. Theatre at 265 Sisson Road

Mr. Spencer emphasized that any action taken by the HAHT is in no way meant to be derogatory toward the Harwich Junior Theatre. He gave a brief history of the land, noted the HAHT's responsibilities regarding the parcel, the HAHT's goals and the need for counsel.

Members discussed hiring town counsel or counsel other than KP Law as well as what formation they are seeking. The HAHT's responsibility to follow what was voted at Town Meeting was emphasized. Also discussed was that the HAHT need to have the lease defined as well as the HAHT's responsibilities. The question of whether or not they give up the property will be a future discussion.

After discussion it was decided that the HAHT will move forward to seek outside counsel to clarify the lease.

Mr. Spencer moved to retain legal counsel to advise the HAHT relative to 265 Sisson Road and empower the Chair to develop that negotiation. Seconded by Mr. Handler.

Vote: 4:0 in favor. Motion carried.

Mr. Ballantine noted items for the December 8, 2025 meeting agenda.

Ms. Powell requested being on the agenda to do a presentation on seasonal communities.

Members asked questions about and discussed the seasonal communities.

V. ADJOURN

Mr. Handler moved to adjourn. Seconded by Mr. Spencer.

Vote: 4:0 in favor. Motion carried. Meeting adjourned at 2:08.

Respectfully submitted,

Judi Moldstad

Board Secretary

November 24, 2025