

**MINUTES
BOARD OF TRUSTEES OF THE
HARWICH AFFORDABLE HOUSING TRUST
GRIFFIN ROOM, TOWN HALL
MONDAY, DECEMBER 8, 2025 - 1:00PM**

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

I. CALL TO ORDER

Mr. Ballantine called the meeting of the Harwich Affordable Housing Trust (HAHT) to order on Monday, December 8, 2025 at 1:00PM. The Chair declared a quorum and noted that members of the Harwich Housing Committee were also present.

II. PUBLIC COMMENT

Brianna Powell, Housing Advocate was present and gave an update on the procurement for legal services. The RFP is out and she expects estimates by December 18, 2025. The RFP for site work will be out Wednesday with estimates due on December 24, 2025.

Mr. Ballantine noted that it has been suggested that at the next meeting on January 12, 2026 , the HAHT discuss the application from John Carey for West Harwich Square. He noted that Pine Oaks IV (POV IV) had also requested a discussion which Mr. Ballantine should be done at a separate meeting. He asked members to send him their available dates.

III. OLD BUSINESS

A. Pennrose update of 456 Queen Anne Road development

Ryan Kiracofe and Karmen Cheung from Pennrose gave a slide presentation which started with an overview of the Pennrose team, other Cape projects they have worked on and the Pennrose process. He described the proposed unit mix in detail, noting changes from the previous plans. They showed and described the differences between the conceptual drawings and the schematic drawings.

Trust members expressed concerns about the setback and questioned the possibility of solar panels as well as the duration of traffic studies, which Mr. Kiracofe and Ms. Cheung responded to and/or answered.

Mr. Kiracofe continued with the architectural designs and landscape plans which he showed and explained in detail. He also showed the preliminary sources and uses of funds which he explained as well as the timeline and next steps going forward.

Ms. Cheung explained the process as it relates to the State and funding.

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Ms. Willians moved to fund \$500,000 as discussed in previous planning steps.

Mr. Spencer questioned if the Trust could move forward with a vote at this time.

After discussion it was decided to bring this back at a future meeting for a vote.

HHC members asked questions about the project which Mr. Kiracofe answered.

B. Review/Vote on the Minutes from November 10, 2025, and November 24, 2025

IV. NEW BUSINESS

A. Welcome to the Harwich Housing Committee

Elizabeth Harder, Chair of the Harwich Housing Committee (HHC) called their meeting to order on December 8, 2025. The Chair declared a quorum and noted that four members were present.

B. Conversation with the Harwich Housing Committee and Housing Advocate regarding areas of cooperation for the coming year

- Accessory Dwelling Units (ADUs),
- Seasonal Communities,
- 40Y Program

Ms. Powell gave a slide presentation of an overview of the seasonal communities designation created under the Affordable Homes Act and what that means for Harwich. She noted the positives of the designation as well as the requirements. Ms. Powell explained the timeline for the application process.

Members asked questions about the homes and how they are identified. Concerns about the language were expressed which Ms. Powell addressed when possible. There are still things that have not yet rolled out.

Mr. Ballantine exited the meeting at 2:07PM.

Concerns regarding the State having control over the town were expressed and Ms. Powell explained that there are opportunities to opt out through a vote at Town Meeting.

Ms. Harder noted that the HHC would be willing to help and support Ms. Powell as well as focus on attainable housing.

Mr. Handler questioned why the town needs the designation if they do these things through policy changes. He noted that language in the HHC's charge gives them the ability to work on things that will improve housing, both affordable and attainable without needing permission from the Select Board. Mr. Handler also requested that Ms. Powell send any updates to both the Trust and the Select Board.

Mr. Lowney noted that the HAHT will be working with the HHC in the future to create a plan. Also, the HAHT will support the HHC if they create a report regarding seasonal communities to present to the Select Board. They would also support the HHC if they chose to look into how Harwich could benefit from the Homes Act.

Mr. Spencer asked if the HHC was willing to look into the owner unknown properties noting that some of them may possibly be flipped into a buy down program for affordable housing.

Mr. Handler noted that an outside firm had been hired to do title work on the identified properties and the Select Board will get that report when the work is completed.

Elaine Shovelin, a member of Real Estate and Open Space Committee participated remotely. She noted properties unknown reports the committee has been working on, presentations to the Select Board on properties that may be suitable for affordable housing and that they need someone in town to move on them.

Ms. Powell noted that regarding the 40Y Program, the State is interested in properties that would qualify for the 40Y Program. The regulations have not been finalized.

Ms. Harder explained why the HAHT cannot be involved with ADUs unless there is a lottery involved.

Ms. Powell suggested that the town could do an ADU incentive program.

Mr. Lowney explained the guidelines and process that the HAHT follows and what specifically they can be involved with. He also noted the HAHT's focus on the SHI list.

Mr. Lowney suggested that the HAHT and the HHC meet again to discuss how they should present a plan to the Select Board as is stated in the By-Law and the Trust document.

Mr. Handler suggested that they wait until they have more information before presenting to the Select Board.

Ms. Harder noted that the HHC will be writing their year end report at their next meeting on December 16th.

Mr. Lowney suggested the HHC come back to a HAHT meeting in January or February.

V. NEXT MEETING AGENDA ITEMS

Mr. Lowney noted agenda items for the January 12, 2026 meeting, John Carey's discussion of an application, West Harwich Square and 265 Sisson Road. The December 22nd meeting will be for the vote on Pennrose, discuss responses to the legal RFP and Pine Oaks IV.

Motion to adjourn the Housing Committee, made and seconded.

All in favor. Motion carried. HHC adjourned at 2:49PM.

VI. ADJOURN

Mr. Handler moved to adjourn. Seconded by Ms. Williams.

Vote: 4:0 in favor. Motion carried. Meeting adjourned at 2:50PM.

Respectfully submitted,

Judi Moldstad
Board Secretary