

**MINUTES  
BOARD OF TRUSTEES OF THE  
HARWICH AFFORDABLE HOUSING TRUST  
SMALL MEETING ROOM - TOWN HALL  
732 MAIN STREET, HARWICH, MA 02645  
WEDNESDAY, May 14, 2025 - 3:30PM**

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

**I. CALL TO ORDER**

Mr. Ballantine called the meeting of the Harwich Affordable Housing Trust to order on Wednesday, May 14, 2025 at 3:30PM.

**II. PUBLIC COMMENT**

**III. OLD BUSINESS**

Mr. Ballantine noted that this meeting is to discuss 456 Queen Anne Road. The primary focus is for Pennrose to have discussions with the Harwich Affordable Housing Trust (HAHT). He requested that any public participation be held until after the presentation. Mr. Ballantine noted that the process and discussions have been going on for months. This presentation is of Pennrose's response to the RFP, what Pennrose's responsibilities are as well as the HAHT's responsibilities. He also requested a rough estimate of the time frame for the project.

- a. Pennrose; Discuss 456 Queen Anne Road Affordable Housing
  - Description of Property and Proposed Development.
    - o Concept plan
  - Pennrose Responsibilities
  - HAHT Responsibilities
  - Estimated Timeline

Charlie Adams of Pennrose noted what they would like to accomplish at this meeting and that their proposal was done on their best guess based on the information they had available to them. His intent is to explain their proposal, get feedback from the Trust members and ultimately get feedback from the community as well.

Mr. Adams explained the transitions that Pennrose has recently gone through which include his position in the company. He noted that ~~Carmen~~ Karmen Cheung is the new Regional Vice President and will be responsible for development in this region going forward.

Mr. Ballantine noted that the RFP included public engagement and that there will be many meetings going forward with public engagement and explanations of the project.

Trust members introduced themselves for the record.

May 14, 2025

Mr. Adams continued with discussing how they determine the timeline and how it is affected by the financing. ~~Mr.~~ Mr. Adams introduced Ryan Kirekoff, the Project Manager.

Mr. ~~Kirchoff~~ Kiracofe introduced the other Pennrose team members. He gave a brief overview of Pennrose and what they are involved with, including projects on Cape. Mr. ~~Kirchoff~~ Kiracofe gave a slide presentation, briefly explaining the process and noting that the plans were developed without having feedback and this is the first of many discussions.

Mr. Ballantine suggested they schedule a tour of the sites of Pennrose projects on Cape.

Paul ~~Atman~~ Atteman of Union Studio Architecture and Community Design gave a brief overview of the company and his experience. He noted and described a project they worked on with the Cape Cod Commission to address the housing crisis on Cape Cod. He showed examples of multiple dwelling units on Cape and commented on how they developed a plan to compliment Harwich. Mr. ~~Atman~~ Atteman described the plan in detail.

Michelle Crowley from Crowley Cottrell Landscape Architecture gave an overview of the firm and the projects they have worked on. She emphasized that they try and ~~work around~~ protect trees and showed slides of various options and ideas.

Mr. Atman continued the presentation showing unit plans and architecture designs. He noted that they are all designed to the standards of the Executive Office of Housing and Livable Communities (EOHLC) as well as the State accessibility requirements.

Mr. Spencer asked about positioning for solar.

Mr. ~~Atman~~ Atteman responded that they are forced to match ~~into~~ site conditions first but they are going to put solar on the forefront of their design.

Mr. ~~Kirchoff~~ Kiracofe continued the presentation with next steps for Pennrose which he explained in detail. He noted at which point they would be reaching out to the Trust on crafting a public outreach process.

Mr. Ballantine suggested that Penrose contact him regarding site access and he will work that out with the DPW. He also noted that he would like to schedule a meeting with the Select Board as soon as possible to see the same presentation.

Ms. Williams suggested using the Chronicle to reach out to the public.

Mr. Ballantine asked for copies of the slides.

Mr. ~~Kirchoff~~ Kiracofe ~~replied~~ stated that he has paper copies and would send them digitally as well.

Mr. Ballantine requested more detail on the septic issue.

Angela Botto, Assistant Project Manager with Bowler gave an over view of her experience. She gave details of the septic system and what it will require.

Mr. Spencer noted the recent traffic studies and that he hoped Mr. Kirchoff could access to get that information.

Ms. Kavanagh noted that she believes the information is on the Town's website. if not, she will follow up on getting it.

Ms. Cheung spoke about and explained the issue of timing, community engagement and the zoning and permitting process. In response to Ms. Williams question, she explained how the community and Town support affects the process with the State. Ms. Cheung noted that they will be helping with the 40B Eligibility Letter and process. Regarding public engagement, Ms. Cheung commented that it changes depending on the stakeholders and gave examples.

Trust members made suggestions of the Departments to engage such as Planning and Fire.

Mr. Lowney asked about the CPA Funding process and who would be named as the applicant.

Mr. ~~Kirchoff~~ Kiracofe replied that they would be handling the application and would be asking for a letter of support. He noted that they are usually listed as the applicant but will discuss filing with the Trust as a co-applicant also.

Mr. Lowney asked for clarification of the timeline.

Mr. Ballantine asked that communication continue even through periods where they are waiting for next steps.

Ms. Williams asked if Pennrose had done a visual survey, to which they replied they have done.

Mr. Spencer referred to the other development being proposed on Queen Anne Road and the residents' reaction and concerns about traffic. He asked that Pennrose be aware of the situation.

Mr. Adams commented that they are there in response to something the town wanted and he hopes the community recognizes that.

Ms. Kavanagh referred to the traffic concerns and commented that traffic is a problem but housing is a bigger problem.

Mr. Spencer noted the significance of the family that wanted the Trust to have the property and that the community wants the Trust to be successful.

In response to Ms. Kavanagh's question, Mr. ~~Kirchoff~~ Kiracofe responded that they will start the site assessment as soon as the Trust allows them on the site.

Mr. Ballantine pointed out the Park and Ride lot for Penrose to consider.

Mr. Lowney asked for help creating a name for the project.

Mr. Adams emphasized that they are interested in this project because they see the Trust as interested. He noted their responsibilities and that the Trust's responsibility is to support them throughout the process.

Mr. Ballantine opened the discussion to public comments.

Elizabeth Harder, Chair of the Housing Committee commented on the attic space.

Mr. Adams responded that the residents will not have access to those spaces.

Ms. Harder suggested that the sooner they start informing people the better to avoid misinformation. She asked about the solid waste disposal plan.

Mr. Adams explained what is currently included in the proposal.

Art Boden, Housing Committee and Housing Authority member, asked about storage, bicycle racks and on site management. He also commented on the importance of starting community involvement as soon as possible.

Replies were that each unit would have a 3x5 shed, there will be bike racks, there will be a property manager on site.

Ms. Cheung commented that the reason they do 60+ units is to support full time property managers on site.

Brianna Powell, Housing Advocate introduced herself and offered her assistance.

John Carey described the housing units he is building, expressed his appreciation for what Pennrose is doing and offered his assistance.

Mr. Ballantine thanked the Pennrose team for the presentation.

- b. Discussion with John Carey to confirm an additional apartment in the West Harwich Square project as collateral for the \$150,000 granted for pre-construction expense.

Mr. Lowney recused himself for this Agenda item.

Mr. Ballantine asked Mr. Carey to address the issue of collateral for the \$150,000 for the West Harwich Project.

Mr. Spencer commented that the Trust needs to have a document that speaks to the collateral.

Mr. Carey responded that he is working diligently on getting a project put together that the town will appreciate. He expects to have that for the Trust in two weeks. He noted the challenges he is facing regarding the Home Energy Rating System (HERS) and the additional costs incurred. Mr. Carey noted that the West Harwich Project should be completed June 1st and he expects to have the occupancy permit by June 15th. He described the State's procedures and requirements to fill the units. He offered an agreement for the Trust to review.

Mr. Spencer suggested they review the agreement and discuss it at the next meeting.

Mr. Carey commented that as soon as the sidewalks are done and the buildings are clean, he plans on having an event with the Select Board, the Trust and others who helped make this project possible.

Mr. Ballantine noted, regarding other business, that he had signed documents on behalf of the Trust. He explained the temporary easement for the Harwich Junior Theater regarding the Safe Sidewalk Project and a document that the Trust agrees to have the elevator fixed.

#### **IV. NEXT MEETING: Wednesday, June 11, 2025**

Mr. Ballantine noted items for next month's Agenda including inclusionary zoning as well as other property discussions.

#### **VI. ADJOURN**

Ms. Kavanagh moved to adjourn. Seconded by Ms. Williams.  
Vote: 5:0 in favor. Motion carried. Meeting adjourned.

Respectfully submitted,

Judi Moldstad  
Board Secretary