

**MINUTES
BOARD OF TRUSTEES OF THE
HARWICH AFFORDABLE HOUSING TRUST
GRIFFIN ROOM, TOWN HALL
732 MAIN STREET, HARWICH, MA
MONDAY, AUGUST 11, 2025 - 1:00PM**

MEMBERS PARTICIPATING: Brendan Lowney, Chair, Bob Spence, Clerk, Claudia Williams and Jeff Handler

I. CALL TO ORDER

Mr. Lowney called the meeting of the Harwich Affordable Housing Trust (HAHT) to order on Monday, August 11, 2025 at 1:00PM and did a roll call of members present.

II. PUBLIC COMMENT

Mr. Lowney thanked Mr. Spencer for all his work.

Mr. Lowney noted that he will be recusing himself from Agenda Item F. Under New Business.

III. NEW BUSINESS

A. Review Trust Documents - Don Howell

Mr. Lowney gave a brief description of issues with language within the Trust documents.

Don Howell, Chair of the Harwich Select Board was present. He referred to Chapter 44 where the Trust's authority was derived. He gave a brief history and over view of various issues with language. He specifically noted the question of who the Town Administrator answers to, the Trust or the Board and whether or not there should be amendments. He suggested that the Trust reorganize every July 1st to elect a Chair, Vice Chair and Clerk from its members.

Mr. Lowney requested that Mr. Howell point out the exact language and paragraphs where he has issues.

Mr. Lowney and Mr. Howell discussed the wording in the Town Meeting Article as well as the Trust document.

Mr. Howell noted his suggestions of changes to the wording. He noted the issues of whether or not the Town Administrator would always be part of the HAHT and whether or not they are the Chair, emphasizing that they are exempt from having to live in Harwich.

Mr. Spencer asked if Mr. Howell had anything in writing for the HAHT to review, noting that it would be helpful.

Mr. Howell did not yet have anything in writing but he would at the HAHT's request.

Trust members discussed the possible changes to language in the Trust documents as well as leaving them as they are. Members decided to continue the discussion to a future discussion.

Mr. Lowney summarized that he will get in touch with the Acting Town Administrator. He also noted that the Trust has opinions from KP Law regarding the Acting Town Administrator, which he will share with Mr. Howell. Mr. Lowney will put the topic of Trust documents on a future Agenda for further discussion.

Larry Ballantine was present. He noted future meetings and requests for support from the Select Board and the need for public support for the HAHT's projects. He emphasized the need to work together to achieve the goals of the HAHT.

B. Discussion and possible vote on letter in support of Penrose application (attached)

Mr. Spencer read a letter into the record which was available online.

Dear Members of the Brewster Community Preservation Committee,

On behalf of the Town of Harwich Affordable Housing Trust Fund, I am writing to express out strong support for Penrose's application to the Brewster Community Preservation Committee for funding in support of the proposed Queen Anne Road affordable housing development in Harwich.

This mixed-income, 60-unit rental community will deliver deeply affordable year-round housing for individuals and families earning between 30% and 60% of Area Median Income (AMI). In addition to addressing Harwich's local housing needs, this development represents a significant regional resource that will benefit the entire Cape Cod community, including the residents of Brewster.

Designed with a focus on accessibility, the development will incorporate universal design standards and include fully accessible units and residences adapted for individuals with visual or auditory impairments. These features will ensure that the housing is inclusive, equitable, and available to a wide range of residents from across the Cape who are in critical need of stable, affordable homes.

Affordable housing is a regional challenge that requires regional solutions. Support from the Brewster CPC will play an important role in advancing this development and will serve as an example of how Cape communities can work together to address shared housing goals. The Town of Harwich Affordable Housing Trust Fund strongly encourages your favorable

August 11, 2025

consideration of this application. Thank you for your dedication to this important work, and for your commitment to creating a stronger, more affordable Cape Cod.

Sincerely,

Brendan Lowney
Vice-Chair
Town of Harwich Affordable Housing Trust Fund

Mr. Spencer moved to approve the letter of support as read. Seconded by Mr. Handler.

Vote: 4:0 in favor. Motion carried.

C. Review Local Action Units (LAU) 40B, Local Initiative Program (LIP) process for small projects: Brendan Lowney

Continued for a future agenda.

D. Accessory Dwelling Units (ADU): Talitha Abramsen - Community Development Partnership (CDP)

Talitha Abramsen was present and gave an over view of her role at the CDP and the Lower Cape Housing and ADU Resource Center. She referred to a suggestion that Noreen Donahue had made at a previous meeting regarding separating a house for a section to be an ADU and that she did not have a similar model to work off. She did suggest that new ideas should simplify the process and noted possible future incentive programs. She also noted the challenges to building ADU's and the need to make the process simpler, more affordable and faster. Ms. Abramsen noted that she has information that she will forward to the Trust members.

Brianna Powell noted that she had reached out to someone at Mass Housing Partnerships and asked if any other Trusts have a similar program and there were none.

E. Subsidized Housing Inventory (SHI) list review: Brianna Powell

Ms. Powell noted what the Assessing Department has been doing regarding the discounts they have. She noted the addition of 13 Haromar Health and that Harwich is up to 5%.

Mr. Spencer questioned the expiration of affordability on Pine Oaks II and if it had been changed.

Ms. Powell replied that it will extend again.

Bob Doane of Pine Oaks II explained that the recertification depends on whether or not HUD renews the contract.

F. Application for Funds 5 Bells Neck Bldg. 2: John Carey (copy attached)

Mr. Spencer led the discussion as Mr. Lowney had recused himself.

Elaine Shovlin noted that the application was not an attachment to the Agenda on line when she checked that morning.

Mr. Spencer asked that Mr. Carey explain the discrepancy between the estimated amount and actual.

John Carey was present. He noted that the project is complete. He is currently processing 45 different permits and expects occupancy within two weeks. He explained how and why the original projected numbers were underestimated.

Mr. Handler commented on estimates and unforeseen cost increases. He commended Mr. Carey for the job he has done and for staying with it through three years. Mr. Handler thanked Mr. Carey for his diligence, his effort and his grit.

Mr. Spencer noted that this request will take the Trust's support from \$201,667 per unit up to \$211,667 per unit.

Mr. Handler moved to support the request of an additional \$10,000 per unit. Seconded by Ms. Williams.

Vote: 3:0 in favor. Motion carried.

Mr. Carey thanked the Trust for their support and noted that he will be making the information public to continue as a community building this type of housing. He thanked the Trust for all they are doing towards affordable housing.

IV OLD BUSINESS

A. Continued conversation on inclusionary zoning and affordable housing: Christine Flynn

Mr. Powell described a pilot program which Harwich participated in to earn 30 hours towards work on a program. She had chosen the issue of inclusionary zoning which had been approved.

Christine Flynn, Director of Planning and Community Development was present. She spoke about the zoning and ADUs By-laws. She noted that she is researching incentive zoning as

well as inclusionary zoning. She also noted the possible creation of a zoning task force for collaboration of Town Boards.

Ms. Williams offered to help on the task force.

B. 456 Queen Anne Road update on public engagement

Mr. Lowney gave an update and overview of a meeting with Pennrose and Department Heads.

C. Review and possible vote on Minutes of July 7, 2025

Mr. Spencer moved to approve the Minutes of July 7, 2025. Seconded by Mr. Handler.

Vote: 4:0 in favor. Motion carried.

V. NEXT MEETING - September 8, 2025 - 1:00PM

VI. ADJOURN

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

Vote: 4:0 in favor. Motion carried.

Respectfully submitted,

Judi Moldstad
Board Secretary

August 11, 2025