



TOWN OF TRURO

Office of the Town Manager

Memorandum

To: Arthur Hultin, Chair, Zoning Board of Appeals

From: Rae Ann Palmer, Town Manager

Date: September 23, 2020

Re: Cloverleaf Timeline

In response to questions about the timeline and process for the property acquisition and development of the affordable housing program for the Cloverleaf site, I am providing a timeline of major milestones for clarification. This process began in 2015 and over the last five years updates, discussion and debate on the project occurred in publicly noticed Housing Authority and Select Board meetings.

Spring 2015 – Lieutenant Governor Karen Polito visited Truro and announced the Baker Administration Open for Business initiative to provide Commonwealth land to communities for Affordable Housing. Truro requested the “Cloverleaf” parcel on the east side of Route 6 and Highland Road.

April 26, 2016 – Town Meeting approved the Acquisition of State Property – certified article attached.

September 17, 2017 – The Select Board approved and accepted the Deed to the land – minutes attached.

December 14, 2017 – Housing Authority meeting where the Feasibility Report prepared by JM O'Reilly & Associates was discussed. The Engineer completed a review of the development feasibility and constraints of the property. The report introduced the possibility of town water at the site to increase the number of bedrooms – minutes attached.

February 2018 – July 2018 – The Truro Housing Authority, working with Town staff and a representative from the Select Board, developed a housing program for the property. The discussions were held at publicly noticed Housing Authority meetings – minutes attached.

May 22, 2018 – The Select Board approved the Housing Program with a 5-0 vote. The presentation and discussion contained both the number of units and affordability levels – minutes attached.

August 2018 – Staff prepared a Request for Proposals for a developer that included the approved housing program. The RFP was issued on August 15, 2018 with a proposal due date

of 10/23/2018. A Selection Panel was convened that included two Select Board Members, two Housing Authority Members and a community member. The Town Manager and Housing Authority Consultant served as staff to the committee. Two proposals were received, both respondents were interviewed and the Committee unanimously recommended award to Community Housing Resources, Inc.

January 22, 2019 – The Select Board reviewed and approved the selected proposal with a 4-0 vote, one member was absent. The Developer presented the proposed design and the water connection was explained at this meeting – minutes attached.

April 2, 2019 – The Town of Provincetown approved the Cloverleaf water line extension. Waterline engineering was covered by a previously awarded state grant.

May 16, 2019 – The Town held a Community Forum to present the preliminary plans and timeline and for input and questions – flyer attached.

July 2019 – The Town of Truro submitted a grant application to the State MassWorks program for the installation of the waterline to and on the Cloverleaf property.

September 24, 2019 – The Select Board approved and signed a Land Development Agreement with Community Housing Resources, Inc.

November 7, 2019 – The 40B Permit Application was submitted to the Zoning Board of Appeals.

November 19, 2019 – The Town received notification of the grant award from the MassWorks program for the waterline installation.

It is also important to note that once the developer was selected, a working group convened to provide feedback to the developer in preparing final plans and soliciting community input. Frequent updates were provided at Housing Authority and Select Board meetings. Please do not hesitate to contact me if you have any questions or require additional information.

**OFFICE OF
TOWN CLERK
TREASURER – COLLECTOR OF TAXES
TOWN OF TRURO, MA 02666-2012**

ANNUAL TOWN MEETING, APRIL 26, 2016

ARTICLE 20: ACQUISITION OF STATE PROPERTY To see if the Town will vote to authorize the Board of Selectmen to acquire from the Commonwealth of Massachusetts a parcel of land containing 4 acres, more or less, located near the intersection of Highland Road and Route 6 for affordable housing purposes, and for the purpose of conveyance and/or lease (which may be a 99-year lease), and further to authorize the Board of Selectmen to dispose of said property and grant easements therein for the purpose of developing affordable housing, said acquisition and disposition to be on such terms and conditions consistent with this authorization, and for such consideration, which may be nominal consideration, as the Board of Selectmen deems appropriate; or take any other action relative thereto. *Requested by the Board of Selectmen*

Finance Committee Recommendation: 3-0-0 in favor
Board of Selectmen Recommendation: 5-0-0 in favor

Comment: This land, located north of Highland Road and east of Route 6 is currently owned by the Massachusetts Department of Transportation. The parcel is being made available to the Town under the Governor's initiative to make State owned land available to communities for affordable housing. It is the goal of the Board of Selectmen to recruit a developer who will build between 12 and 16 units of community and affordable housing.

Article 20. Move to authorize the Board of Selectmen to acquire from the Commonwealth of Massachusetts a parcel of land containing 4 acres, more or less, located near the intersection of Highland Road and Route 6 for affordable housing purposes, and for the purpose of conveyance and/or lease (which may be a 99-year lease), and further to authorize the Board of Selectmen to dispose of said property and grant easements therein for the purpose of developing affordable housing, said acquisition and disposition to be on such terms and conditions consistent with this authorization, and for such consideration, which may be nominal consideration, as the Board of Selectmen deems appropriate. Amendment: The Board of Selectmen will bring a detailed proposal of the disposition of this property, including a financial impact report, for a vote at the next Town Meeting. Amendment fails by majority. Article 20 as moved passes by majority.

So certified,



Cynthia A. Slade
Town Clerk, Town of Truro
August 29, 2017

**Truro Board of Selectmen Meeting
Selectmen's Chambers, Town Hall
Tuesday, September 19, 2017**

Members Present: Chair Paul Wisotzky; Maureen Burgess, Robert Weinstein, Janet Worthington

Regrets: Jay Coburn

Present: Town Manager Rae Ann Palmer; Assistant Town Manager Kelly Clark; Housing Authority Chair Carl Brotman

Chair Paul Wisotzky called the special meeting to order at 5:00 p.m.

Transfer from Affordable Housing Trust

Town Manager Rae Ann Palmer explained the transfer from the Department of Transportation of the title of the 3.91 parcel of land on Route 6 near Highland Road to the Town of Truro. The Truro Housing Authority requested a transfer from the Affordable Housing Trust to cover the survey expenses.

Robert Weinstein moved to authorize a transfer of \$16,944.48 from the Affordable Housing Trust for payment of the survey and engineering expenses for acquisition of a parcel of land located near the intersection of Highland Rd. and Route 6 and as defined in the deed from the Commonwealth of Massachusetts. Maureen Burgess seconded, and the motion carried 4-0.

Acceptance of Deed

Rae Ann Palmer with Affordable Housing Authority Chair Carl Brotman reviewed the efforts to obtain the Cloverleaf property and the terms of the deed. Ms. Palmer explained income qualifications for future residents and egress agreements. She acknowledged the work of Carl Brotman, and Mr. Brotman thanked Rae Ann Palmer for her continued attention to the project. Rae Ann Palmer recognized the support of Lieutenant Governor Karen Polito, Senator Julian Cyr, Representative Sarah Peake and Jay Ash, Secretary of the Executive Office of Housing and Community Development and staff from the offices of Senator Cyr and Secretary Ash. Robert Weinstein called attention to the helpfulness of Senator Julian Cyr. Carl Brotman discussed more features of the property. Chair Paul Wisotzky added additional thanks to staff and all involved in the acquisition of the property.

Maureen Burgess moved to accept the Release Deed for a parcel of land located on Highland Rd., Truro Massachusetts, containing approximately 3.91 acres of land, described in Exhibit A of the Deed and to authorize the Chairman to sign the Disclosure Statement and MEPA form. Janet Worthington seconded, and the motion carried 4-0.

Recognition from Habitat

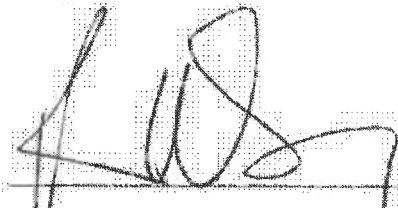
Carl Brotman displayed an award from Habitat of Humanity of Cape Cod to the Truro Housing Authority. He said that Kathleen Henry, President of Highland Affordable Housing had also received one.

ADJOURNMENT

Robert Weinstein moved to adjourn. Maureen Burgess seconded, and the motion carried 4-0. The meeting was adjourned at 5:14 p.m.

Respectfully submitted,



Mary Rogers, Secretary


Paul Wisotzky, Chair


Maureen Burgess Vice-chair


Jay Coburn


Janet Worthington


Robert Weinstein, Clerk

Public Records Material of 9/19/17

1. Release Deed for Cloverleaf property
2. Disclosure Form
3. MEPA form



TOWN OF TRURO
Truro Housing Authority
P.O. Box 2030, Truro, MA
02666-2030

TRURO HOUSING AUTHORITY MINUTES
December 14 2017 Truro Town Hall

THA Members Present: Carl Brotman, Kevin Grunwald, Mary Rose, Susan Todd, Mark Wisotzky

Others Present: Adrian Cyr, Highland Affordable Housing, Paul Wisotzky, Selectman, Rae Ann Palmer, Town Manager, Leedara Zola (via phone), Housing Consultant

1. **Approval of minutes.** The minutes of the previous THA meeting on October 3 2017 were approved. Moved by Mark Wisotzky, second Mary Rose. Unanimous.
2. **Review of preliminary engineering study of Cloverleaf land.** Leedara Zola reviewed with the committee the attached engineering report from J.M. O'Reilly & Associates on development feasibility of the Cloverleaf land on Rt. 6. Discussed was the need for a review by the Natural Heritage and Endangered Species Program (NHESP) for this project to find out if there are endangered species needing protection in the area to be developed. Leedara will pursue this. In addition, a long discussion focused on **the possibility of town water at the site** as this affects the number of bedrooms possible (ranging from 17 to 25 and even more bedrooms with public water supply) on the available acreage. There is public water available close by from a Provincetown source. Both the towns of Truro and Provincetown would need to approve the use of this water supply and costs would need to be determined. The town will set up a meeting. The water issue led to a discussion of the **number of bedrooms** best suited to the site, what the town of Truro wants, what makes sense on this site, and the related costs. Everyone agreed to the need for surveying the demand for types of bedroom configurations needed from all sources available. In addition all agreed to **more discussion within the THA and other groups**. Leedara will send the committee a grid with items to think about in making choices for this project. Hopefully this can be decided by spring 2018.

3. **Discussion of possible standing group to coordinate housing efforts in Truro: including representatives from Selectmen, Planning Board, ZBA, CPC, THA and the town administration.** This idea emerged out of the Housing Institute course and was introduced to the committee by Kevin Grunwald. All agreed that this would be a productive way to share ideas, feedback, support and endorsement. This would be an information sharing group lead by the town of Truro. Decisions would be made by the THA incorporating all applicable input.
4. **Review of recent Housing Forum.** Approximately 50-60 residents attended the forum on November 28, 2017. Leedara Zola presented the Truro Housing Production Plan and Jeff Ribeiro, Regulatory Officer, Cape Cod Commission, presented Cape wide affordable housing statistics. This led to a lively discussion. All felt the forum was very successful in our attempts to let people know what the needs are for affordable housing and what we are doing. During our review of the forum Leedara mentioned a nation wide study that detailed how economic life declines in a town when housing prices go up. She also noted that businesses tend to close if they can not find housing for their staff. This is all important information.
5. **State wide Housing Choice Initiative.** Kevin Grunwald mentioned this initiative as a possible source of affordable housing funding. Potentially in 2018 this initiative will offer grants for small towns with a population under 7000. Kevin will circulate the initiative and the application requirements to committee members.

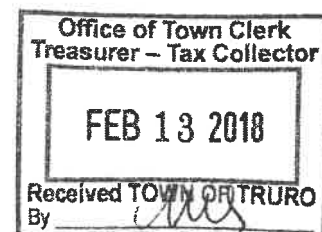
The next THA meeting will be on **Thursday, February 8, 2018 from 4:15 to 5:45** at the Truro Town Hall.

The meeting was adjourned at 5:30 Moved: Mark Wisotzky, second: Mary Rose. Unanimous.

Respectfully Submitted,



Susan Todd, Secretary





TOWN OF TRURO
Truro Housing Authority
P.O. Box 2030, Truro, MA
02666-2030

TRURO HOUSING AUTHORITY MINUTES

February 8, 2018 Truro Town Hall 4:15 PM

THA Members Present: Carl Brotman, Kevin Grunwald, Mary Rose, Susan Todd

THA Member Absent: Mark Wisotzky

Others Present: Rae Ann Palmer, Town Manager, Leedara Zola, Housing Consultant, Cally Harper, Town Planner

1. **Approval of Minutes.** The minutes of the previous THA meeting on December 14, 2017 were approved. Moved by Mary Rose, second by Kevin Grunwald. Unanimous.
2. **Discussion of the Housing Program for Cloverleaf Property.** Leedara Zola presented materials to begin the preliminary discussion of all the variables that go into an affordable housing neighborhood program. For the Cloverleaf project, the income qualification levels to be served will include a minimum of 25% of the housing for people at or below 80% of AMI (Area Median Income: see attached document for details). THA agreed that the housing should be rental units, as rental is documented as a critical need. **The committee held a lively discussion of the variables** for affordable community housing. These included: the scale of the project (number of units and the density of the housing), the current demand for number of bedrooms per unit needed (Leedara Zola will do some research of area demand), the style of the housing and the desire for the housing to fit the character of Truro in the design, the need for accessibility units, the specifics of the topography of the Cloverleaf land, parking, landscaping and infrastructure issues, and the ultimate financing of the project. The THA will look at other projects, meet with the engineer in two weeks, plan to look at different styles of

architecture, and walk the Cloverleaf property as a group. Eventually the THA will meet with the Board of Selectman to present this process and recommendations.

3. **Housing Production Plan Status.** The HPP will be presented to the Planning Board on Wednesday February 21 at 5 PM. Carl Brotman and Leedara Zola will present the plan and THA members are encouraged to attend and participate.
4. **CPC Grant Application Update.** The THA received \$50,000 of the \$85,000 requested.

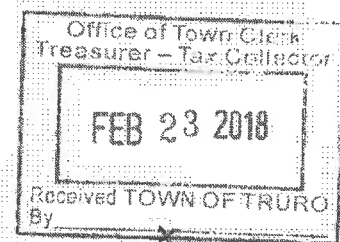
The next THA meeting will be held on Wednesday February 21 at 4 PM with the engineer for the Cloverleaf project.

The meeting was adjourned at 5:40 PM

Respectfully Submitted,



Susan Todd, Secretary





TOWN OF TRURO
Truro Housing Authority
P.O. Box 2030, Truro, MA
02666-2030

TRURO HOUSING AUTHORITY MINUTES

February 21, 2018 Truro Town Hall

THA Members Present: Carl Brotman, Kevin Grunwald, Mary Rose, Susan Todd, Mark Wisotzky

Others Present: Leedara Zola, Housing Consultant, Rae Ann Palmer, Town Manager, Paul Wisotzky, Selectman, Cally Harper, Town Planner, John O'Reilly, Engineer from JM Reilly & Associates

Approval of Minutes.

The minutes of the previous THA meeting on February 8, 2018 were approved. Kevin Grunwald moved, Mary Rose second, abstained: Mark Wisotzky.

Discussion of Cloverleaf Site Housing Program with Engineer Consultant.

John O'Reilly, the engineer consultant, and the committee discussed the Cloverleaf housing site, including number of bedrooms feasible with and without town water, the grade of the site (could lend itself to homes with "walk-out" basements), the entrance road, possible grading, etc. John O'Reilly presented some rough concept sketches showing different types of housing density and the group discussed. For future discussion are the architectural design and foot print of the units, the number of bedrooms per unit needed determined by local demand, and the number of units needed at the various income levels according to the Barnstable area median income requirements and the Truro Community Housing Needs Assessment prepared by John Ryan from Development Cycles. Leedara Zola reported the Town has filed an "Information Request" with the Massachusetts Natural Heritage and Endangered Species Program (MNHESP) and that

the site contains the Eastern Spadefoot Toad and the Eastern Box Turtle. The toad is a threatened species and the turtle is a species of special concern. Leedara had a preliminary discussion with Mass Natural Heritage and Endangered Species, and while all depends on submission of plans to MNHESP and a formal determination based on these plans, there will likely need to be mitigation during construction to protect these species.

Presentation of the Housing Production Plan to the Planning Board.

After one hour of discussion with the engineer, the committee joined the Planning Board meeting. Leedara Zola presented a powerpoint overview of the HPP followed by questions from the Planning board members and responses from Leedara, Carl Brotman and Kevin Grunwald. The HPP was adopted by the Planning Board by a vote of 5 to 1.

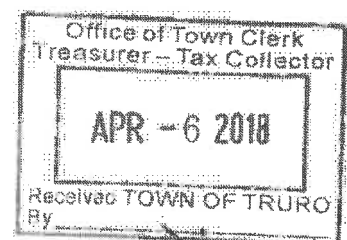
The THA meeting adjourned at 6:15 PM after the presentation to the Planning Board.

The next THA Meeting will be held on Thursday March 29, 2018 at 4:15 PM

Respectfully Submitted



Susan Todd, Secretary





TOWN OF TRURO
Truro Housing Authority
P.O. Box 2030, Truro, MA
02666-2030

TRURO HOUSING AUTHORITY MINUTES

May 18, 2018 Truro Town Hall 5 PM

THA Members Present: Carl Brotman, Kevin Grunwald, Mary Rose, Susan Todd, Mark Wisotzky

Others Present: Leedara Zola, Housing Consultant, Paul Wisotzky, Select Board

Approval of Minutes

The minutes of the previous meeting on March 29, 2018 were approved. Moved: Mark Wisotzky. Second: Mary Rose

Housing Production Plan (HPP)

The HPP developed by the THA has been approved by the Department of Housing and Community Development (DHCD).

Discussion of the Apartment Housing Program for the Cloverleaf Property

After previous discussions with an engineer and an architect, the committee held a one hour and a half spirited exchange focused on ideas and potential guidelines for the parameters of the Cloverleaf housing apartment development. Leedara Zola prepared background documents based on Truro statistics for review in order to consider the number of apartment units, the size of the units and the levels of affordability most useful to Truro as well as possible on the Cloverleaf land. The group reached a consensus on the following guidelines. These ideas will be presented to the Select Board on May 22 for further discussion.

Housing Program/Unit Mix: THA recommendation for Cloverleaf

Total Units: 30-40

Unit Sizes: 50% at 1 bdrm
 40-45% at 2 bdrm
 5%-10% at 3 bdrm

Affordability: 50% of units affordable to households at/below 80% AMI
 30% of units affordable to households at/below 120% AMI
 20% of units affordable at market rates

Possible Scenarios – Unit Mix/Unit Sizes:

| | 1bdrm | 2bdrm | 3bdrm |
|-------------|-------|-------|-------|
| at 30 Units | 15 | 13 | 2 |
| at 40 Units | 20 | 17 | 3 |

Possible Scenarios – Unit Mix/Affordability:

| | 80% AMI | 120% AMI | Mkt Rate |
|-------------|------------|-------------|-------------|
| at 30 Units | 15 | 9 | 6 |
| at 40 Units | 20 | 12 | 8 |

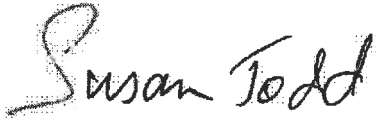
In addition to the unit mix ideas, the committee discussed the importance of having this community apartment housing look and feel like Truro. The approach to

site planning and architectural focus will be critical. The committee also discussed a larger structure that could have a common room, which might be appealing to seniors.

The THA meeting was adjourned at 6:30 PM.

The next THA meeting will be held with the Select Board on May 22 at 5 PM

Respectfully Submitted



Susan Todd





TOWN OF TRURO
Truro Housing Authority
P.O. Box 2030, Truro, MA
02666-2030

TRURO HOUSING AUTHORITY MINUTES

JULY 12, 2018

THA Members Present: Carl Brotman, Kevin Grunwald, Mary Rose, Susan Todd, Mark Wisotzky

Others Present: Rae Ann Palmer, Town Manager, Paul Wisotzky, Select Board, Leedara Zola (by phone) Housing Consultant

APPROVAL OF MINUTES

The minutes of the previous THA meeting on May 18, 2018 were approved. Mark Wisotzky moved, Kevin Grunwald second. Unanimous.

UPDATES ON THE ENGINEERING RFQ AND THE DEVELOPER RFP FOR THE CLOVERLEAF DEVELOPMENT

The Request for Qualifications (RFQ) for the engineering work to extend the nearby water line to the site has gone out for bid. There is a possibility of a grant from Mass Works to fund the construction work for this project. The Request for Proposals (RFP) for a developer for the Cloverleaf Affordable Housing Project will be finalized soon and issued.

DISCUSSION OF EXTENDING HABITAT FOR HUMANITY'S WORK ON THE 181 RT 6 SITE

Habitat for Humanity's work on the site at 143 Rt 6 is nearing completion. The other Habitat site at 181 Rt 6 is currently delayed by an abutter's lawsuit. The deadline for the start of this 181 Route 6 Habitat for Humanity housing project is here. Whether Habitat builds or not, the land must still be used for affordable housing. After much discussion it was moved by Mark Wisotzky to request that Habitat come to our board meeting and give us an update on the pending lawsuit at 181 Rt 6. Kevin Grunwald, second. Unanimous. The THA will also request that Rae Ann Palmer talk with KP Law about the status of the lawsuit and report to the committee.

ANNUAL MEETING-ELECTION OF OFFICERS

At the THA annual meeting the following officers were elected: Kevin Grunwald, Chairman; Carl Brotman, Vice Chairman; Carl Brotman, Treasurer; Susan Todd, Secretary. Carl Brotman moved approval. Mary Rose, second. Unanimous.

HOUSING PRODUCTION PLAN - THA NEXT FOCUS

The HPP is very helpful in showing the complexity of what THA does and that it takes more than volunteers. Paul Wisotzky praised the work of Carl Brotman as Chairman of the THA over the last 8 years. He brought the work of affordable housing from "turtle speed to lightening speed." Carl Brotman is pleased that Truro citizens now understand the need for affordable housing in Truro.

THA discussed two possible next steps. One is to invite Nick Norman to our meeting. He is the chairman on the open space committee which has done an inventory of municipally owned land. Together we would explore any parcels that might have potential for affordable housing development. Kevin Grunwald will reach out to the open space committee. The second focus would be to conduct an inventory of larger parcels of land with possible affordable housing potential. Leedara will coordinate with the assessor to explore this.


REPORT FROM DISCUSSIONS WITH THE TRURO CONSERVATION TRUST CHAIR

Carl Brotman has been having on going discussions with Fred Gaechter from the TCT. They both agree that open land and housing should co-exist.

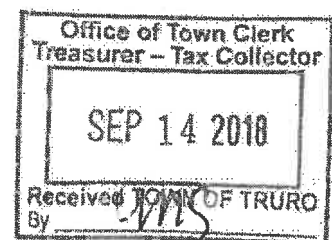
The THA meeting was adjourned at 5:20 pm.

The next meeting will be held on Thursday September 13, 2018 in Truro Town Hall at 4:15 pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Susan Todd".

Susan Todd, Secretary



Commission's regional efforts. Ms. Senatori discussed: water resources, the Cape One Conference, coastal resilience, and the regional policy plan. She commented on their involvement with local bike trails and the Herring River Restoration Project. She thanked Kevin Grunwald for his service and had him present additional information on the Commission's priorities. He stressed communications, and introduced a new Cape Cod Commission newsletter. Chair Weinstein thanked them both for the work that the Commission does.

Housing Authority Presentation

Carl Brotman, Chair of the Truro Affordable Housing Authority, and Leedara Zola, Housing Consultant, gave a PowerPoint presentation on the Cloverleaf Property. The slides began with the gift of 4-acre parcel of land, known as the Cloverleaf Property, from the DOT; Truro's designation as a "Housing Choice Community," and grant money secured and sought. The Housing Authority is seeking Select Board Approval, Town assistance in the Referral for Project (RFP) and selection of a developer. Planning was based on data on demographics, home prices and community needs, with particular consideration of seniors. Without Town water, there is a potential for 17 bedrooms. With a connection to Town water, the Cloverleaf site will support 90 bedrooms. That would allow 30 to 40 rental units in a cluster configuration. Two of the 4-unit buildings could be joined as one larger structure. Recommended unit sizes were: 50% as 1-bedroom units, 40-45% as 2-bedroom units, and 5-10% as 3-bedroom units. Three affordability levels are planned: 50% (*Affordable* designation) affordable at or below the 80% of Area Median Income (AMI), 30% affordable at or below the 120% AMI and 20% at market rates.

Janet Worthington asked how many people had been interviewed for the report, what the parameters were for people to qualify for Affordable units, changing the percentage for workforce units to 50 %, and asked about setting aside units for municipal workers. Mr. Brotman and Ms. Zola answered other questions on first-year Truro preference in lottery and the developer's role. Rae Ann Palmer elaborated on the RFP process. Paul Wisotzky commented on the appropriateness of the mix planned and getting developers interested in the project. Other questions concerned the next steps. This included the Select Board's support, the RFP, and a review committee. Responders to the RFP could be invited to give presentations of their proposals. Rae Ann Palmer said the review committee should consist of Housing Authority members, Select Board members and staff.

More questions were about the local preference criteria, composition of the review committee, and attracting a good developer. Kristen Reed expressed her appreciation to the Housing Authority for their effort to keep young people in the community.

Paul Wisotzky moved to support parameters of the Truro Housing Authority's plan for the Cloverleaf Property in order to create an RFP for the development. Maureen Burgess seconded, and the motion carried 5-0.

Chair Weinstein thanked the Housing Authority for their efforts, and Rae Ann Palmer said the Town has received a \$75,000 grant for the project. She thanked Leedara Zola for writing the grant and getting Truro's designation as a Housing Choice Community. She said Truro had been

**Truro Select Board Meeting
Tuesday, January 22, 2019
Truro Town Hall Selectmen's Chambers**

Select Board Members Present: Chair Robert Weinstein; Maureen Burgess, Paul Wisotzky, Janet Worthington

Regrets: Kristen Reed

Present: Town Manager Rae Ann Palmer; Assistant Town Manager Kelly Sullivan-Clark

Chair Robert Weinstein called meeting to order at 5:00 p.m.

PUBLIC COMMENT

Kevin Grunwald, Chair of the Truro Housing Authority announced a 44B Housing Workshop, sponsored by Community Development Partnership and the Massachusetts Housing Partnership, to be held February 7, 2019 at the Harwich Community Center from 5 to 7 p.m.

PUBLIC HEARING

Chair Robert Weinstein opened the public hearing.

Cassie Boyd Marsh of Bailey Boyd Associates presented the Fiscal Year 2019 Truro Regional Community Development Building Grant (CDBG) application which includes Provincetown, Truro, Eastham and Harwich. The regional grant is for \$1,300,000. She reviewed the successes of the Rehab Program and the Childcare Subsidy Program last year, and she answered questions on what is covered in housing rehab and the application process.

Chair Weinstein closed the public hearing.

Maureen Burgess moved to submit a FY19 CDBG grant for housing rehabilitation and childcare subsidies and to authorize the Town Manager or Designee to sign the grant application and associated forms. Paul Wisotzky seconded, and the motion carried 4-0.

Maureen Burgess moved to allocate \$25,000 of CDBG Miscellaneous Income as a contingency fund. Paul Wisotzky seconded, and the motion carried 4-0.

BOARD OF SELECTMEN ACTION

Cloverleaf Proposal Award and Presentation

Paul Wisotzky, a member of the Selection Committee, announced that the committee unanimously recommends that the Town begin negotiations with Community Housing Resource, Inc. (CHR) to develop community housing at the Cloverleaf property. Ted Malone, President of CHR, architect Jessica Snare and Rachel Butler, CHR property manager, presented a preliminary plan for development. The plan provides 70% local preference at the first offering. The Cloverleaf development will include a mix of low income, medium income and market rate units. Mr. Malone explained challenges of septic location and hilly topography. He displayed building styles to show the variety of sizes, walk-outs, garages, and entry ways. One-bedroom units will predominate since this was identified as the biggest need. Williams Building Company will construct the structures.

Rae Ann Palmer explained the water connection for the Cloverleaf property. Ted Malone and Jessica Snare addressed provisions for noise within the multiple unit buildings. Mr. Malone reviewed the initial lottery allowances for local residents. He described landscaping decisions he makes while a housing project is in progress. He said 5 % of the units would have ADA accessibility. There will be an elevator in a 3-story building with two ADA units and a community room. There are options under consideration for the location and design of the larger building. There is a vegetated slope buffering the buildings from Rte. 6. Ted Malone gave an estimated completion time of September 2021 as a best case scenario. It is dependent upon getting DHDP funding. Other grant money will support the predevelopment costs, he said.

Chair Robert Weinstein appreciated plans for minimum paved areas. Susan Howe, Chair of the Commission on Disabilities asked that more allowances for elderly and disabled residents be included in the complex.

Paul Wisotzky moved to award the to Community Resources, Inc. the contract for development of the Cloverleaf property. Maureen Burgess seconded, and the motion carried 4-0.

Host Community Agreement

Town Manager Rae Ann Palmer said that the Attorney Michael Fee for the High Dune Craft Cooperative had requested that the Town negotiate a Host Community Agreement with them. Ms. Palmer said that she, Town Counsel and a Selectman would be needed to negotiate the terms of the agreement. Janet Worthington suggested adding another Selectman to the committee to negotiate the agreement. Chair Weinstein read state regulations on host community agreements with marijuana establishments. He said he was willing to serve on the negotiating committee. Maureen Burgess indicated that she was interested in serving.

Paul Wisotzky moved to authorize Town Counsel, Selectpersons Weinstein and Burgess, and the Town Manager to negotiate with the High Dune Craft Cooperative to develop a Host Community Agreement that will be approved by the Board of Selectmen. Maureen Burgess seconded, and the motion carried 4-0.

Stones Throw Condominium Year-round Conversion

Health and Conservation Agent Emily Beebe explained that Stones Throw Condominiums, located at 6 Shore Road had requested a conversion from seasonal to year-round use in accordance to Truro Zoning Bylaws § 40.3 Conversion of Cottage or Cabin Colony, Motor Court, Motel, or Hotel. Stones Throw Condominium Association has approved the conversion and amended their documents accordingly. This is the first condominium conversion for the Town. Emily Beebe said that critical issues have been addressed. She said there has been a complete record kept on the entire process. A vote by the Board of Selectmen is needed prior to making the required code improvements.

Paul Wisotzky moved to approve the year-round use and removal of the seasonal covenant for Stones Throw Condominiums located at 6 Shore Road. Janet Worthington seconded, and the motion carried 4-0.

Opening Warrant for 2019 Annual Town Meeting

Rae Ann Palmer asked that the Selectmen vote to open the Warrant for the 2019 Annual Town Meeting in accordance with Charter regulations.

Maureen Burgess moved to open the Warrant for the 2019 Annual Town Meeting on January 30, 2019 at 8:00 a.m. and to close the warrant on March 1, 2019. Paul Wisotzky seconded. The motion carried 4-0.

CLOVERLEAF RENTAL HOUSING

COMMUNITY FORUM

DESIGN & IMPLEMENTATION



**Please Join the Discussion and
Participate with the Community**

- 21 – One Bedroom Homes
- 13 – Two Bedroom Homes
- 5 – Three Bedroom Homes
- 2 – Four Bedroom Homes
- 33% - Building/Road/Parking Coverage
- 67% - Green Area
- Broad Mix of Income Eligibility, from Fixed Income up to Market Rate
- Numerous Floor Plans including Townhomes, Single Level Living, ADA Accessible and Elevator Access Apartments

Sponsored by
The Town of Truro and The Truro Housing Authority

Presentation of Preliminary Plans and Timelines plus
Discussion with The Sponsors and Development Team

We Welcome Your Input, Questions, and Interest

**Thursday, May 16
Truro Community Center
7 Standish Way, Truro
6PM to 8PM**

Policy #51 Security Cameras

Town Manager Rae Ann Palmer presented a revised Policy #51, which has been reviewed by Town Counsel. Kristen Reed asked about deletion of videotaped material. After 90 days, Ms. Palmer said, it is overwritten to save space on the computer.

Robert Weinstein moved to approve Select Board Policy #51 Security Cameras as amended. Maureen Burgess seconded, and the motion carried 5-0.

Policy #63 Select Board's Powers of Appointment

Ms. Palmer said that Policy #63 memorializes the process for appointing Town employees such as the Town Manager and Chief of Police. Susan Areson suggested some revisions for wording and for process. Kristen Reed asked about the Select Board members' one on one time with the final candidates. Ms. Palmer will prepare another draft and bring it back to the Select Board.

Land Development Agreement for Cloverleaf Property

Rae Ann Palmer explained the RFP process for choosing a developer for the Cloverleaf Property. The Select Board had awarded the project to Community Housing Resource (CHR). Ted Malone, president of CHR, had informed the Town Manager that he is seeking more funds and has submitted a project eligibility letter to the state Department of Housing & Community Development. They require documentation that he has control of the property. The Town Manager presented a Land Development Option Agreement, prepared by Town Counsel, for the Select Board's approval and signatures. The agreement is not totally binding in case he does not secure the funding. Ted Malone said the letter is a necessary step before he can submit an application for a 40B Comprehensive Permit. After receiving state approval, there is a 30-day period for CHR to apply to the Truro ZBA. After ZBA opens the hearings, other regulatory boards study the plans and make their comments.

Robert Weinstein moved to approve the land development document and to authorize signatures by the Select Board. Maureen Burgess seconded, and the motion carried 5-0.

Ted Malone remained to discuss the project plans. Robert Weinstein discussed the configuration of the big building on the Cloverleaf site. Ted Malone and the architect have demonstrated consideration for the access from Highland Rd., the abutters and the State Highway's buffer zone. Mr. Malone said they have continued gather and respond to input since the community meeting on plans for the Cloverleaf. He described the large building's height, its relocated community room, elevator access, and the 40 units now included on the site. In the next few weeks, the engineers will complete the detailed plans that will be submitted to the state, Mr. Malone said.

CONSENT AGENDA

- A. Review/Approve and Authorize Signature: One Day Entertainment License for Vinegrass Music Festival at Truro Vineyards
- B. Review and Approve Select Board Minutes – August 27, 2019 and September 10, 2019