

TOWN OF HARWICH - CAPITAL OUTLAY COMMITTEE
Meeting Minutes
Tuesday, October 17, 2017 - 4:00 P.M.
Small Hearing Room – Town Hall, 732 Main Street, Harwich

Members Present: Chris Harlow; Peter Wall; Bruce Nightingale; Joe McParland; and Ed McManus. **Members Absent:** Chairman, Rich Larios and Dana DeCosta
Others Present: Christopher Clark, Town Administrator; Carol Coppola, Finance Director; Sean Ginny Hewitt; Aly Sabatino; Amy Usowski; John Rendon; Lincoln Hooper; Robbin Kelley; Mary Ward; Charleen Greenhalgh; and Michael MacAskill

Call to Order: Mr. Harlow chaired the meeting in Mr. Larios' absence and called the meeting to order at 4:00 PM.

Approval of Minutes: On a motion from Mr. Wall, seconded by Mr. McManus the minutes of October 3, 2017 were unanimously approved.

Harlow provided an introduction to the process for the meeting.

Department Head Presentations - Detailed Overview Focus on Capital Requests for FY19 and FY 20 and Overview/Rationale for requests made from FY21 through FY25. *(Capital items listed below are for FY19 & FY20 per Capital Request Forms submitted; however discussion may also include Capital Items projected for future fiscal years.)*

4:05 PM Brooks Free Library – Ginny Hewitt, Mary Ward

FY19: Library Preservation; this is not a simple painting process. Ms. Hewitt handed out a timeline on the project (updated 10.16.17). Bids to do the necessary process for painting came in \$108,000 to \$200,000 over the available funds. A CPC application is in for an additional \$300,000. This is shown under Facility Maintenance line on the Capital Plan. The structural work, including the columns, is included in this work. If funding is not approved by CPC another source of funding would need to be found. The building is in need of work, per Ms. Hewitt, and it is getting worse every day.

Oracle Newspaper Scanning: CPC request has been made for \$10,000 to scan the original *Oracle* Newspapers. The papers provide a history for the town, per Ms. Hewitt. *The Cape Codder* Newspaper, the parent company, did not digitize any of these papers.

4:15 PM Planning – Aly Sabatino

FY19: Housing Trust/PT Housing Coordinator: Request for \$500,000 for Housing Trust and Part Time Housing Coordinator (\$30,000). Ms. Sabatino provided a brief outline of the Trust, 5 members; expedited funding for affordable housing projects. This has been successful in other communities, including Yarmouth. The Part-time Housing Coordinator is integral to the Trust running efficiently. The State mandates 10% affordable housing. Without the 10% the town is subject to 40B developments. The Town is at 5.6% affordable. Mr. Wall asked how this fits in with the hiring freeze. Mr. Clark explained that this would be funded through CPC funds. The Board of Selectmen has endorsed the plan. Harwich would participate with three other towns (Brewster, Orleans and Chatham) for a total of \$100,000

for the Housing Coordinator. This would foster a good proposal. Through the CPC funds, there are administrative funds available. These funds can be used for personnel and other spending items, this has not been utilized in the past by CPC, per Mr. Clark. Mr. Nightingale asked if this fund would work like a kitty for available purchases; it would be per Ms. Sabatino. He think this is a good idea.

FY20: Local Comprehensive Plan Update: This is a priority of the Planning Board and the Board of Selectmen has supported this. This is an important document needing updating. The pervious plan is dated 2011. A consultant would cost anywhere from \$100,000 - \$200,000; therefore she has submitted a proposal for \$200,000. This is big project, so a consultant is necessary to complete this comprehensive plan. The plan would have to be consistent with the Cape Cod Commission Regional Policy Plan. Grant funding would be sought.

4:30 PM **Conservation** – Amy Usowski

FY19: Preservation of the Judah Eldredge Property: This is being considered for purely conservation purposes. \$369,000 is being requested from CPC to fund this project. The parcel abuts Hawksnest State Forest/Park, within a Zone II to Drinking Wells, within the Six Ponds Special District, and it contributes to the Pleasant Bay water shed. This would remove 10 possible homes. Open space for conservation purposes. Mr. Clark spoke to the back taxes owned for this property. To clear the title it would be taken by eminent domain. The intended purpose is for conservation. The money would go into an escrow accountant to cover the taxes due. An appraisal was completed in 2015 and title work will be done. Grant opportunities will also be looked at.

Cornelius Pond: this is a woodlands property on a pond that the Harwich Conservation Trust is looking to purchase (on Eldredge Pond, north of Queen Anne Road). A partnership similar to that of the Marini property would be established with \$200,000 being requested for the conservation restriction.

FY20: Shore Stabilization/Jetty Extension Red River Beach: Looking for an extension of the jetty at the east end of Red River Beach. There is erosion occurring at the return of the jetty. \$100,000 is in the plan for this work. Several other types of erosion control have been attempted, including sand and sandbags, however this has been causing the filling in of the end of the river. The rock wall (jetty) would extend the length of the return of the jetty landward. Anticipated that this will be a CPC request; however grant sources will also be looked at. Ms. Usowski spoke to the rock wall verses soft solutions. A hard solution, done properly, is preferable to a soft solution in this case.

4:45 PM **Harbor** – John Rendon

FY19: Supplement Saquatucket Harbor Landside Renovations and Improvements – this went out to bid and come in over bid. He provided a brief update on the process. An additional \$650,000 is being requested.

CPC Grant related to SAQ Supplement – this would provide access and HP access throughout the site. This is a \$250,000 request to CPC. This would assist with the pedestrian traffic, purchasing of tickets, etc.

Study Allen Harbor Jetty Reconstruction – every year the channel needs to be dredged. This study would look at what could be done to alleviate this problem with the shoaling, the jetty, etc. An estimate of \$56,000 has been received for this work.

FY20: Wixon Dock Landside Improvements – No discussion

4:50 PM **DPW** – Lincoln Hooper – Reviewed the requests as they appear on the Capital Plan FY19: 5 Year Road Maintenance Plan – This has been steadily funded at \$1.4 million for a number of years. This is a good maintenance plan that was created out of a request of the COC many years ago. This allows for regular maintenance and upkeep of roads, including drainage, etc.

FY22: West Harwich Route 28 TIP project –Harwich is partnering with Dennis on this project. The Dennis portion of the project is anticipated to begin next year. The \$5.6 million project for Harwich would run from the Dennis town line to Herring River. This would provide for side-walks as well as other road and drainage improvements.

FY 19: Lower County Road (Maintenance /Not Federal TIP Funds) – A lot of activity going on right now. This is a “book job” rather than an engineering job. It is hoped to have this out to bid by late winter or early spring. He wants to have a solid number for Town Meeting. Currently estimated at \$4.5 million. Further discussion ensued about the layout and improvements proposed, including 11 foot lanes and widened sidewalks, but minimizing any changes to front lawns.

Route 39/Pleasant Bay Road roundabout – this is currently not showing as needing funding as several improvement have been made to the intersection. Sight distances have improved, among other improvements. There have been no accident that Mr. Hooper and the Police are aware of.

Highway Barn – This was discussed by Mr. Libby at the October 3rd COC meeting and is listed under the Facilities Maintenance.

FY19: Ford F-350 Dump Truck - Cemetery #18 – A heavy duty pick-up with 150,000 miles.
Ford F-250 Pickup - Highway #23
Ford F-350 Dump Truck - Park #16;
Johnston Sweeper Body - Highway #30 – This is a replacement of the body and some other item.

Mr. Nightingale asked about Red River Beach parking lot; he does not think it looks that bad. Mr. Hooper will look into this with Chris Nickerson.

FY20: 5 Year Road Maintenance Plan; Vehicle Listing (FY 18 to 24) Summary

Mr. McManus had to leave the meeting at this time.

5:10 PM **Cemetery Commission** – Robbin Kelley; Carol Coppola

FY19: Mount Pleasant Cemetery Gravestone Conservation – This is a CPC request for \$47,000.

Pet Crematory – to be located across from the DPW Barn on Queen Anne Road, the request is for \$486,000. A brief discussion ensued about the availability of pet crematories on Cape and the State and how the existing pet burial ground is coming along. There is currently a waiting list for sites, there are 1200 sites. The anticipated cost will be \$100 for Harwich residents and \$150 for non-residence. There will also be a scattering area. There will be a paved walkway throughout the site, dog walking areas, etc. – it will be park-like. The height of the stack for the crematory will have to be higher than originally anticipated as the state code has changed – 10 feet above the roof-line. If fully funded it would take about a year to construct. It is anticipated that this would be funded through a revenue fund. Ms. Kelley spoke to concerns that have been raised. Smell – there is no smell associated. Carcinogens – there are more carcinogens coming from a woodstove. The cremains are inert, essentially “dirt”.

BLP 500 M2 Animal Cremation Retort (Cremation Device) – included in the above presentation.

Old Business: Mr. Clark reviewed the revised Capital Plan dated 10/17/17. The COC sets the prioritization of the item. There are only three items that require additional information (shown in yellow/orange). Page 3 does provide a list of CPC requests made by other entities other than the Town. Page 4 provides charts showing the proposed requests by departments. There is also a box showing reconciliation of monies. An additional chart represents the CPC request, which Mr. Clark will be prioritizing the Town requests for funds as the requests exceed the available monies. Monomoy and CCTech will be providing their capital requests. The CPC amounts do not show FY18 monies, this is always shown in the arrears. The money must physically be in the bank, before it can be counted.

New Business: Mr. Clark, on the budget schedule it provides that the COC presents the Capital Plan to the BoS as has been requested. This must be done by October 30th.

The Committee was very appreciative of how the plan has been presented and thanked Mr. Clark for his work on the document

Discussions: None

Next Meeting Date: Wednesday, November 8, 2017

Adjourn

Motion by Well, seconded by Nightingale, so voted. Meeting adjourned at 5:44 pm.

Respectfully submitted,
Charleen Greenhalgh, Assistant Town Administrator

Documents: 10/17/2017 Revision of “Town of Harwich Capital Budget Request Summary (FY19 to 25); 10-16-17 Timeline – Library Exterior Preservation and Restoration Project; Packet of information from Town Planner regarding Part-time Housing Coordinator and Establishment of Housing Trust; Pet Crematory 10 Year Bond & 12 Year Bond.