

# TOWN OF HARWICH

## Community Preservation Committee

*Approved 6.13.19*

### **Community Preservation Committee Regular Meeting Minutes May 9, 2019**

*Meeting Electronically Recorded*

#### **1. Call to Order**

Harwich Community Preservation Committee Meeting called to order by Chair Dave Nixon at 6:02 PM, on Thursday, May 9, 2019, in the Harwich Town Hall, Donn B. Griffin Meeting Room.

Present: Chair Dave Nixon, Vice-Chair Kathy Green, Mary Maslowski, Chris Rockett, John Ketchum, and Bob Doane.

Guest: Virginia Hewitt, Brooks Free Library Director

Vacant: 2nd Selectmen's Appointment Representative, Housing Committee Representative, and Housing Authority Representative

#### **2. No public comment.**

#### **3. Approval of Minutes:**

A motion was made by Vice-Chair Kathy Green, seconded by Mary Maslowski to approve the April 11, 2019 CPC Meeting Minutes.

VOTE: Yes 6; No 0; Abstain 0. Motion carried unanimously.

#### **4. New Business:**

- a) Update on Brooks Free Library Rogers Group Statue project with open balance, presented by BFL Director Virginia Hewitt. *Handout: report*

The assessment and treatment plan has been completed. It has four parts: a narrative, photos, a spreadsheet, and lastly, a treatment plan. The \$3,150 invoice was submitted for payment to the town on March 25, 2019. The remaining balance is \$19,850. HDHC Representative Bob Doane has met with Ms. Hewitt and has accepted the assessment and treatment plan. The conservator work to be done on the statues will be based on this treatment plan. The next step of this process is an approval from the library board to go forward. The bids will need to include transportation of the statues and insurance. It is unclear at this point if there are enough funds still on account to complete the treatment plan for all the statues. That won't be known until they go out to bid. If there are insufficient funds to work on all the statues, they will address what they can within reason, and may need to return to the CPC to ask for additional funding. If the bids are too exorbitant, the project will be reassessed. The library's collection of Rogers Statues is the second largest in the county. The library's climate conditions have improved over the last twenty years and they do operate a security system. The statues have been a part of the Brooks Free Library since it opened in 1880. Some statues are too far gone to work on, and some are duplicates. The conditions vary among the original ones and the recent ones. Of the 1976 theft where 56 statues were stolen, only one has been recovered.

Ms. Hewitt noted that she was misquoted this week in the press, that the library exterior project was a major debt project during the Town Meeting presentation. She is writing a letter to stress the project was a CPC project and paid for via CPA funds, not a major capital project.

- b) 2019 Annual Town Meeting Recap

All the CPA funded articles passed. There wasn't much comment on them, compared to other Warrant articles. Maybe the attendees of Town Meeting understood where the CPA funds were coming from. Affordable Housing and the Sand Pond project had the most discussion. Kathy and John handed out the new Informational flier before the Town Meeting. Finance Director Carol Coppola was well spoken on the CPC finances. This committee doesn't overextend, where other town entities overspend, or create more debt. No report was listed in the town warrant this year as in previous years.

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The informational flier will be available at the selectmen's office, the library, the COA, the Chamber of Commerce, Community Center, Harwich Conservation Trust, and maybe upstairs in the Harwich Town Hall.

### c) Discussion of moving process to go paperless

Paperless is where the world is going. How can the CPC go paperless? Over the last few months the Conservation Commission is well on the way to go paperless. Following the ConsCom lead, it was discussed how the CPC could also go paperless. Many members stated they like using paper over digital. Legacy requirements don't allow to go digital. Paper is required. The MA Secretary of State requires the town's keep a paper record. That's the town clerk's files. The committee is also required to keep their own backup in paper form. A paper file of the applications is kept in the library. This allows the public to view the applications at any time. Kathy has used those files for research many times. When applicants give additional material during the review process, they are distributed to the town clerk, library, and the committee's files.

A digital file can be created on the Cloud in addition to the paperwork files. To be consistent, the town could come up with a digital archival system for all to use.

To use less paper: 1) Print on two sides (duplex). 2) Skip printing 20 copies of the application to have on hand in the selectmen's office. 3) Could the application be shortened? 4) In addition to the agendas and minutes, reports could be sent before the meeting, if we could get them submitted in advance. It would be up to the CPC member to read all the material prior to the meetings to be prepared. 5) Could the application submissions go digital?

If members are going to use their laptops during the CPC meetings, they shouldn't bury their heads in the screen. To be more personable, they should remember to look up.

### d) Application Revisions

Applications are on-line via the town website. How to get the applications submitted on-line? Some applicants may not be able to submit on-line, may not be tech savvy enough. Some applications, like the Rec. Department, handwrite their submissions, which can be difficult to read. Maybe we shouldn't accept handwritten forms. The Planning Board requires twelve hard copies, so the town doesn't have to cover the cost of copies. The town clerk's office doesn't even have a color printer. Bob said the Historical Commission follows that course. The CPC could try an experiment to have the applications submitted on-line. The members could print them out if they desire. They still will submit the fewer required legacy hard copies. But some email servers, like the town's, limit the size of pdfs. ConsCom uses Dropbox. Google docs may be used. John volunteered to do some research on this matter and report back. The problem is the application needs to be on-line by July 1<sup>st</sup>. Everyone always waits until the last minute to submit.

Corrections and revisions were given on the current application. Mary's wording to replace the attestation was read aloud. It will be typed and disputed to members. Other changes included 1) "Terms & Conditions" 2) Updating the contacts. 3) Progress reports due in Sept. & March CPC meeting. Remove the words "New Requirement". 4) Where the application refers to "Historic Entity" was discussed. How does a project get a historic resource classification? If the property is on the State's Historic Registry or if the HDHC gives it resource clarity. The HDHC will address how to review things that are beyond buildings and grounds, to decide if they are significant to the town to be able to receive a historical resource classification. Mary and Bob (both serve on the HDHC), thought the HDHC current guidelines could be modified to address this over the next couple months. The application will change to list any entities that have formally declared that this project is historically significant. Applicants will need to provide the date the HDHC reviewed and endorsed the project. No extra time will be given this year for approvals. The application guidelines page can also explain this requirement. 5) Low-Income housing charts will be updated when available. 6) Change the submission location to read the Selectmen's Office.

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Applicants can come in anytime and ask questions. The informational flier and town website state applications are available July 1. Submission deadline is Oct. 1. In the past, on a case by case basis, applicants have been allowed to make corrections to their applications. This practice will continue.

### 5. Old Business:

- a) Community Preservation Plan (CPP) discussion continued until next meeting. It was noted that money has been earmarked in the admin budget for the CPP
- b) Discussion - the June 13, 2019 CPC Public Hearing
  - Using last year's material with date changes, the Cape Cod Chronicle will run the legal public announcement of the Public Hearing.
  - Last year's Public Hearing flier was created by Town Planner Charleen Greenhalgh. Contact her to ask for the document.
  - Mary Maslowski will contact the Harwich Chamber of Commerce to offer the press release about the Public Hearing.
  - Chris Rockett volunteered to do an interview on the Town Channel 18. Materials will be emailed to him for preparation.

### 6. Other:

### 7. Next meeting's Agenda points:

- a) Update from HDHC regarding 2016 Historic Inventory Project

### 8. Adjournment

A motion was made by Mary Maslowski, seconded by Kathy Green to adjourn.

VOTE: Yes 6; No 0; Abstain 0. Motion carried unanimously.

Adjournment 8:24 PM.