

TOWN OF HARWICH

COMMUNITY PRESERVATION COMMITTEE

APPROVED 6.29.23

Community Preservation Committee Regular Meeting Minutes May 11, 2023

Recording and Taping Notification: As required by law the Town may audio or video record this meeting. Any person intending to either audio or video record this open session is required to inform the chair.

1. Call to Order

Harwich Community Preservation Committee Meeting called to order with quorum of committee members present by Chair Dave Nixon at 6:03 PM, on Thursday, May 11 2023 at the Harwich Town Hall, Donn B. Griffin Room.

Present: Chair Dave Nixon, Vice-Chair Kathy Green, Bob Doane, Mary Maslowski, Kelly Barber, and John Ketchum

Absent: Carole Ridley

2. Guests Welcomed

No Public Comment

3. Approval of CPC Meeting Minutes: April 13, 2023 (*Handout*)

A motion was made by Mary Maslowski, seconded by Kathy Green to approve the CPC Meeting Minutes of April 13, 2023.

VOTE: Chair Dave Nixon - Aye; Vice-Chair Kathy Green - Aye; Bob Doane - Aye; Mary Maslowski - Aye; John Ketchum - Aye; Kelly Barber - Abstain.

Motion PASSED. 5 in favor, 1 abstention.

4. New Business:

A. Follow Up: Annual Town Meeting

All CPC project articles passed without comment. Mary filled in for Dave at the Town Meeting.

The Town has asked that for the 2024 Annual Town Meeting Warrant, all CPC projects be combined in only one article, similar to how the town budget article was written this year. If a project is questioned, the article can be amended, and the particular project can be discussed and voted on separately.

This idea can be on next month's agenda.

B. Public Information Hearing Discussed & Date Set

Thursday, June 29 at 6 PM, followed by the Regular CPC June Meeting.

Advertise: Post agenda town website, calendar; Post one-page posters announcing the hearing; Legal Notices in Cape Cod Chronicle; contact past project managers – asking for their suggestions on our process, questions, concerns, and the future. Dave will mention it at a BOS meeting. Kelly will create a Facebook posting on the Brooks Free Library page. Cyndi Williams will include an announcement in their Chamber of Commerce newsletter and Facebook page.

The committee considered taking out a quarter page ad in the Chronicle and Cape Cod Times. No decision was made on the newspaper ad. Channel 18 Public Announcement interviews. No one stepped up to do the interview.

5. Old Business:

A. Follow up: CPC sign logo options with Executive Director Cyndi Williams, Harwich Chamber of Commerce

Three new logo options were discussed. Many opinions were offered.

- a. All agreed, they liked emphasizing "Community" of the Community Preservation Committee, the "swoosh" mark, and will use a blue color.
- b. It couldn't be agreed how to best incorporate all five categories' logos in the design. How can they stand out? How can the font be readable? Should all five categories' logos be listed?
- c. Kathy and Cyndi will fine tune of the logo.
- d. On-site signs need to be decided. Should we use a vinyl banner, a "wooden" (fake or real wood) sign, or plaque be placed at the project site? Cyndi offered to contact a company the Chamber knows and have them create a sample to show the committee. Cyndi's Chamber summer season will be in full swing by our next meeting, so she won't be attending future meetings.

B. Follow up: Online Application, John Ketchum

John drafted the online application. Committee reviewed the details via working through it on the room screen presentation.

- 1) The Town is upgrading their system. John's work may or may not transfer over. He'll investigate. The upload capacity will also need to be confirmed.

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- 2) John converted our current application to this online version. Applicants will submit their application and supportive material digitally. Additionally, 5 paper copies of their application and all additional supportive material will be required. John will convert the digital material to a pdf to be emailed to committee members.
- 3) Suggestions for the online application:
 - a. We want the applicants to read and fill out all the application sections. Applicants will need to complete each page before moving to next page. Should each page have a check mark command before the applicant moves on, similar to the "I'm not a robot" idea? Or at least, the info section could have a check mark box so we know they have read the material before they move on to the application data fill out pages.
 - b. Could the applicants be able to save and resume the application at any point, so they can take their time and completely fill out the application before submitting?
 - c. The applicant can see a preview and go back and revise their paperwork.
 - d. Some sections of the application are optional, some aren't. The required sections must be filled out before the system accepts the submission. How can we do that?
 - e. Applicants can receive a confirmation when the submitted application has been received. Maybe we can add a note indicating if they don't receive a confirmation, there's a hiccup -- their application isn't complete.
 - f. The submitted applications will have a time stamp. The file gets logged on to the site. Then John needs to create the pdf of the material. To make that step easier, we want the application and supporting material all in one pdf. What if the material is too large to be emailed out?
 - g. If a file is too large for the system, they can split the file size. Notes need to be added to direct this option. The online application already states the supplemental material can be submitted after the application deadline.
 - h. Would a template work better to add their information?
 - i. Need to have the project title, category, requested amount, and applicant's name on page one of the online version.
 - j. Remove FY 2025 everywhere because it is too confusing. Replace it with the word "cycle."
 - k. The submission deadline is Monday, October 2, 2023.
 - l. John offered to be available to assist applicants on that Monday, Oct. 2, 2023.

C. Follow up: Facebook postings, Kelly Barber

Kelly sent a drafted CPC Facebook posting of three projects to the Brooks Free Library for them to post. They recommended we reduce the text. The library likes postings with mostly photos.

- a. Kelly will rework the posting. Kathy will forward her notes to Kelly.
- b. We will test out the new logo.
- c. We will promote our June 29, 2023 Public Information Hearing. The following month, we can do a posting on the new Online Application.
- d. Kelly was offered to use the library's Instagram feed. She will investigate.
- e. She will also investigate the Harwich Influencer, Harwich Cape Cod, Harwich Old Timers - Facebook groups. They may be an option for us. They share posts and have followings.
- f. The library is able to see their views and likes.

6. Other:

7. Next scheduled meeting's Agenda points – June 29, 2023:

- a. Public Information Hearing first.
- b. Harwich Housing Authority - Tracy Cannon – Postponed Update Status Report
- c. John Ketchum - Follow up online application. A revised online application will be sent to committee prior.
- d. Kelly Barber - Follow up with Facebook postings.
- e. The Board of Selectmen's request to combine all CPC projects into one warrant article for 2024 Town Meeting.

8. Adjournment:

A motion was made by Kathy Green, seconded by John Ketchum to adjourn.

VOTE: Chair Dave Nixon - Aye; Vice-Chair Kathy Green - Aye; Bob Doane - Aye; Mary Maslowski - Aye; Kelly Barber - Aye; John Ketchum - Aye.

Motion PASSED unanimously.

Adjournment at 8:00 PM