

TOWN OF HARWICH

Community Preservation Committee

Approved 11.5.19

Community Preservation Committee Regular Meeting Minutes October 17, 2019

Meeting Electronically Recorded

1. Call to Order

Harwich Community Preservation Committee Meeting called to order by Chair Dave Nixon at 6:00 PM, on Thursday, October 17, 2019, in the Harwich Town Hall, Donn B. Griffin Meeting Room.

Present: Chair Dave Nixon, Vice-Chair Mary Maslowski, John Ketchum, Donna Kalinick, James Donovan, and introduced new committee members Kim Bourgea (Housing Authority Representative), and (joining the meeting late 6:20) Joseph McParland III (Housing Committee Representative)

Absent: Bob Doane

2. Guest welcomed. No public comment.

Update Report:

Update Report given by Harwich Cemetery Administrator Robbin Kelley. *Handout* Mount Pleasant Cemetery Gravestone Preservation Project, 2018 Article #50. Allocated \$49,000. Bid was \$47,250. Completed to date: \$31,193.50. Estimated to finish project at the end of this month, October 2019. The handout shows some before and after photos of the gravestones of the work the conservator has done. The conservator will provide a book of the work when completed. The CPC are invited to come see the work that has been done. Ms. Kelley will forward an email invitation. The HDHC is thrilled with the work. The gravestones date from the 1800's.

New committee member Kim Bourgea (Housing Authority Representative) was introduced. Chris Rockett (Selectmen Appointee) was had to step down. He was moved to a new area.

Chair Nixon instructed the committee that questions, and requests go through the chair.

3. Approval of Minutes:

A motion was made by Mary Maslowski, seconded by John Ketchum, to approve the September 12, 2019 CPC Meeting Minutes.

VOTE: Yes 6. Motion carried unanimously.

4. New Business:

a. Discussion and possible vote to rescind open balance of projects:

i. Open Balance \$8,747.00 - 2018 Article #51 Brooks Free Library Exterior Restoration Project

A motion was made by Mary Maslowski, seconded by John Ketchum, to rescind (the open balance of 2018 Article #51, the remaining balance of the Brooks Free Library Exterior Restoration Project \$8,747.00.)

This is the remaining balance that was held in reserve to cover any architectural fees. Project is now complete.

VOTE: Yes 6. Motion carried unanimously.

ii. Open Balance \$2,500.00 - 2018 Article #50 (1) Albro House Building Conditions Assessment & Evaluation Project

A motion was made by Mary Maslowski, seconded by Jim Donovan, to rescind the \$2,500 from the Albro House Assessment. Town Planner Charleen Greenhalgh sent the CPC a project update report last month stating the town will not do the assessment and she relinquished the funding.

VOTE: Yes 6. Motion carried unanimously.

iii. Open Balance \$468.47 – 2018 #50 (3) Pleasant Lake Ave. Crossing Lights Project

A motion was made by Mary Maslowski, seconded by John Ketchum, to rescind \$468.47 of Article #50 (3) from TM 2018 relative to the Crossing Lights Project.

Project is complete.

VOTE: Yes 6. Motion carried unanimously.

b. Review newly submitted CPC Applications

All members collected their applications from the Town Hall.

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c. Discuss extending deadline for underlaying supporting boards/committee approval of application projects

The deadline for supporting boards/committee approval of application projects was extended the previous year. Do we want to extend the deadline again this year to possibly to mid-December? The application lists the approval review of the underlaying supporting boards/committee or a support letter is added to the application.

Vice-chair Mary Maslowski reported the proposed Chase Library Project and the proposed Cemetery Project came before the HDHC this week for support. She doesn't know what other projects will need supporting boards/committees for their applications. She is in favor of extending the deadline.

In looking at the applications, Kim Bourgea noted that it appeared that most of the applications had signature support. So, extending the deadline may not be necessary.

New committee member, Joseph McParland III (Housing Committee Representative) joined the meeting in process 6:20 PM.

The CPA doesn't require outside boards review of the proposed project for support. This is a policy of this CPC committee. It is up to the applicants to due their work. The support from the selectmen is something many of the applications haven't marked. If projects lack support from underlaying boards/committee, each CPC committee member will assess the impact on their decisions.

Vice-chair Mary Maslowski numbered the applications by category buckets. She explained that the incoming monies are divided into four (Reserves) buckets, allocating new funds of 10% into Historic Preservation, 10% into Community Housing, 10% into Open Space, and the remaining into Undesignated. The Undesignated bucket may fund anything. Administration and Recreation are funded from the Undesignated bucket. Recreation was not original to the ACT but is now part of the statute. There is not enough money in all the CPC accounts to cover this current round of proposed applications.

Guest Harwich Cemetery Administrator Robbin Kelley asked for a quick quote of the CPC buckets/reserves.

Chair Nixon reminded everyone this is a fluid amount that will change over the course. This month's figures of the Estimated FY 21 are: Total: \$2,994,453.58

Undesignated: \$1,648,079.13 Open Space: \$492,760.98 Historic Preservation: \$489,164.21 Com. Housing: \$375,456.28

Chair Nixon said the committee will get all financial numbers from Harwich Town Financial Director Carol Coppola produced MUNIS or Excel financial reports. We use the estimated FY21 figures; these are anticipated revenue. We can use estimated amounts for voting on the funding of these applications. The funds will be certified. FY19 will be certified soon. We won't be able to spend FY20 receipts because they aren't available to us for funding these applications; they aren't certified. The FY20 receipts are informational only. The funds come from a 3% surcharge on levy of Real Estate Tax, State Revenue (not matching per say), and interest on funds in our accounts.

d. Discuss application review process

It is up to this committee to decide what the review process will be. This committee does not have a scoring process of application review. Donna Kalinick asked if the committee first determines if the projects are eligible for CPA funding before going forward? This is not yet a course of action. During the presentations, they tell us how their project is eligible for CPA funding. In the past the committee hasn't made qualification the first step in the review process, though it has traditionally been part of the review discussion. Past CPC Chairs have provided historical aspects of why the proposed projects qualify for funding; Chair Nixon does not do that. The applicant speaks for themselves here and at town meeting.

If multiple applications from one applicant are submitted, we can ask the applicant to prioritize the projects. The applications have requested amounts. The figures may change as bids and appraisals come in; they may change the estimates. This committee can also decide how much to allocate. Changes are allowed.

A few of the steps of the coming meetings where the applicants present their project proposals were explained. The CPC members will be given a chance following the timed presentations to ask their questions. Committee members should be prepared with their questions. The presentations will be the application; explaining the project and how it is eligible for Community Preservation ACT funding and how it fits in the town's plans. The audience are given time to speak at the beginning of the meeting during "Public Comment". The public can speak at any meeting during Public Comment. After all the presentation meetings are finished, the CPC will discuss and vote which projects to support. Chair Nixon is not in favor of straw votes along the way.

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Additional meetings will be needed for fifteen application presentations. These additional meetings need to be held in November and December to be able to deliberate and vote in January. We need to meet the February selectmen's meeting for warrant articles deadline.

The committee selected new meeting dates and organized the calendar the presentations. Subject to change/availability. Meeting Room to be arranged.

Tuesday, Nov. 5 – R15, HP1, CH4

Thursday, Nov 14 – OS7, OS8, OS9, R11

Thursday, Nov. 21 – R12, R13, R14, HP2, HP3

Tuesday, Dec. 3 – R10, CH5, CH6, then Follow-ups

Thursday, Dec. 12 – Follow-ups

January and February meetings to be determined.

These presentations are important.

Instructions to committee members: Review the application before the meetings. Have your questions ready. Take time to review the ACT, etc. on the Community Preservation Coalition (The Alliance) www.communitypreservation.org to know what is relevant.

5. Old Business:

- John Ketchum is working on the CPC page on town website. It still lists the Oct 1, 2019 deadline for application. John will update page to show the application list and requested funding amounts, new meeting dates, and another member update.
- Chair Nixon will contact Caleb at the town to give John assistance and access.

6. Other Business:

- Third party grant agreements

The drafted grant agreements, a friendly agreement, will be sent out to the four external applications: Cape Housing Institute; Harwich Affordable Housing Trust/Part-time Coordinator (two years- 2018 & 2019); Cape Cod Habitat for Humanity. These will go to them for their legal review. They will then return the grants agreements to us. We will send them to the selectmen. They may come back to us again, we don't know. This is the start of the policy. It was reminded that without the grant agreement, the applications states what is required and are signed the submitters.

- In the past the CPC has been interviewed on Channel 18. Joseph McParland III volunteered to be interviewed by Channel 18. The board agreed he could be interviewed to provide periodic updates. He can ask for help with the content and would probably not mention the numbers. He has done interviews in Plymouth. He should review the CPC informational flier (on-line). That states the basics, providing four or five talking points for the first interview. It was suggested he look at the interview that Chris Rockett did prior to this year's Town Meeting.

7. Adjournment

A motion was made by Mary Maslowski, seconded by Donna Kalinick to adjourn.

VOTE: Yes 7; No 0; Abstain 0. Motion carried unanimously.

Adjournment 7:56 PM.