

# TOWN OF HARWICH

## Community Preservation Committee

*Approved Nov. 8, 2018*

### **Community Preservation Committee Regular Meeting Minutes October 18, 2018**

*Meeting Electronically Recorded*

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

Harwich Community Preservation Committee Meeting called to order by Chair Dave Nixon at 6:03 PM, on Thursday, October 18, 2018, in the Harwich Town Hall, Donn B. Griffin Meeting Room.

Present: Chair David Nixon, Vice-Chair Kathy Green, Jim Atkinson, Randy Pond, Mary Maslowski, and Chris Rocket

Absent: New Conservation Commission Representative John Ketchum

Vacant: Historical Commission Representative

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

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

A motion was made by Vice-Chair Kathy Green, seconded by Jim Atkinson to accept the Sept. 13, 2018 CPC Meeting Minutes.

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

A motion was made by Vice-Chair Kathy Green, seconded by Jim Atkinson to accept the Sept. 20, 2018 CPC Public Hearing Minutes.

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

#### **4. Old Business:**

##### **a) Discussion and possible vote to rescind open balances of Brooks Academy Museum (BAM) projects**

The CPC had met with BAMC Chair David Spitz in March and September for updates on outstanding projects.

The 2007 Restoration project with an open balance of over \$26,000 was previously rescinded. The BAMC explanation of the 2008 Article #30, Phase 2 - Exterior Restoration project with an open balance of over \$53,000 was confusing as to how the funds were going to be spent. Vice-Chair Kathy Green could not find the original 2008 application. The 2014 Article #65, Analysis of the preservation and restoration needs of the BAM, has moved forward with the submittal of an RFP. A consultant was hired and is working on proposals for the BAMC. This is a \$30,000 project.

A motion was made by Jim Atkinson, seconded by Chris Rockett to rescind the open balance of the 2008 Brooks Academy Museum Commission Article #30.

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

##### **b) Discussion of information received during Public Information Hearing Sept. 20, 2018**

The Public Hearing was poorly attended. In the past we have had better attendance. The people are confused on the purpose of the public hearing. We are not getting the public to give us input on how they think the town would benefit best from CPA projects, but rather just a few ask questions. We want the public to have the floor and speak. We have advertised it correctly. This year we reached out more directly to groups. No improvement. It was suggested and agreed to move the public hearing to the spring time, right after the Town Meeting. We need to get the word out on what the CPC is, how it operates, how the funds come in, how they are budgeted and spent (past projects) and ask where the town wants to go from there.

Education process :

- 1) Town Administrator suggested we include an invitation to the PH in the town warrant, with selectmen's approval.

- 2) An interview on Channel 18

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- 3) A workshop session on how to go from an idea, the funding qualifications, the application process and requirements to get the project to the committee. Jack Brown had tried this idea before.
  - It was noted that this is a volunteer committee and time is a factor.
  - There are fewer applications received this year compared to last year. Last year's PH differed greatly in the number of applicants that attended to support their proposed projects. No one came this year to support their proposed projects, but that doesn't have any impact on the committee's evaluations.
  - The town's Outlay Committee's seven-year plan and town departments' priority list should also be a part of the discussion.

### 5. New Business:

#### a) New 2018-2019 Funding Request Applications

Eight applications were received.

Town Finance Director Carol Coppola gave a quick summary of the End of FY18 CPC available funds (accounts for the May 2018 approved project spending and back projects' open balances):

\$166,305 Open Space  
\$189,732 Historic Preservation  
\$311,884 Community Housing  
\$376,757 Undesignated

This year's revenue from the State for FY19 is estimated to add an additional \$180,000 via \$1.5 million from Real Estate. The FY19 funds are on hold. The debt service is about \$553,750 and should be fully paid off by 2024.

This year's funding requests total approximately \$822,450.

\$0 Open Space  
\$130,000 Historic Preservation  
\$347,500 Community Housing  
\$344,950 Undesignated

Town Administrator Chris Clark spoke to the Housing Trust project. Chair Dave Nixon wanted Mr. Clark to pass along to the BOS the understanding the CPC was given on the salary and wages of the housing trust project's part-time housing coordinator would be for only one year, after that cost would fall to the town as a town employee. This position would be shared with other towns working on their housing trusts. CPA funds cannot pay for town employee salaries. Mr. Clark believes Brewster funds their housing coordinator with their CPA funds. He has been in discussion with other towns, Chatham, Orleans, Brewster, but there are no models to follow, so they are working on designing it. Mr. Clark said he will stand by his word on the funding point. He has been working on filling the trust members board, then they will move forward on the organization. He asked the CPC to keep an open mind. Harwich's finances caused the town to reduce staff by one already.

#### b) Application review process

The application presentation process will start with a 5-minute presentation, followed by approximately a 15-minute committee questions period. The public can make comment or ask questions during the public comment period at the start of each meeting.

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### c) Set additional Meeting Dates

With eight applications to review the CPC should be able to go through all the presentations with the set meeting dates of Nov. 8, 2018 and Dec. 13, 2018.

It was noted that the applications have a deadline of December 1, 2018 to get committee/board support recommendations to the CPC for the project. The CPC needs that information for their deliberations.

A motion was made by Jim Atkinson, seconded by Randy Pond to not add any additional meetings, to keep our regularly scheduled meetings on November 8, 2018 and December 13, 2018 and that we consider and discuss four applications per meeting.

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

The board secretary will put together a calendar for 2019 for committee approval.

### 6. Other:

#### a) Community Preservation Plan (CPP) – an opportunity to speak with Town Administrator Chris Clark

Chair Dave Nixon asked Town Administrator Chris Clark if the Community Preservation Committee could be a part of the Planning Board's new Comprehensive Plan process. YES. The Planning Board isn't working on the new plan yet, but they have some components already — the Housing Production Plan and the Open Space/Recreation Plan. They are missing a vision statement and public input - what the residents want to see going forward. There is a need for some consulting assistance. They forecast the plan can be completed in two years from the start. The current 2011 Comprehensive Plan was approved by the BOS and Harwich Town Meeting, but it is not in an official format, more of an organizational plan for the community. It could really be improved. The CPC can go ahead and work on their CPP. If there are issues, they can be ironed out through the process at a later time.

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

VOTE: Should the CPC work on their CPP to be part of the town Comprehensive Plan.

Discussion of the town's statutory needs for the CPP. We were not happy with the consultant idea two years ago. This year we investigated what our neighboring towns did and what they had in place. Didn't agree on a model to follow.

### 8. Adjournment

A motion was made by Jim Atkinson, seconded by Randy Pond, to adjourn.

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

Adjournment 7:11 PM.