

TOWN OF HARWICH

Community Preservation Committee

Approved 2.14.19

Community Preservation Committee Regular Meeting Minutes December 13, 2018

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, December 13, 2018, in the Harwich Town Hall, Donn B. Griffin Meeting Room.

Present: Chair David Nixon, Vice-Chair Kathy Green, Randy Pond, Mary Maslowski, Chris Rocket, John Ketchum, and new Historical Commission Representative Bob Doane.

Absent: Jim Atkinson

Vacant: 2nd Selectmen's Appointment Representative

2. Chair Nixon opened meeting for general discussion on CPC issues only.

3. Approval of Minutes:

A motion was made by Kathy Green, seconded by Mary Maslowski to accept the November 8, 2018 CPC Meeting Minutes.

VOTE: Yes 5; David Nixon, Kathy Green, Randy Pond, Mary Maslowski, and Chris Rocket

No 0;

Abstain 2; John Ketchum and Bob Doane

Motion carried.

4. New Business:

- a) Harwich Financial Director Carol Coppola explained the funding mechanisms the Town uses for the budgets, specifically the CPA funds. *Spreadsheet handout. A MA Dept. of Revenue guidance sheet on how to handle CPA funding handout.*

The town follows state regulations and audits. To ensure proper internal controls to mitigate any risk, the town also preforms internal audits and monthly financial reports reviews. They manage and stick to their budgets; there is no overspending. Town meeting approves the budgets and adopting the CPC funds is a part of that process.

Town's Fiscal Year is July 1-June 30. By mid-August they finalize closing books of prior year. By the end of August, the state's Dept. of Revenue auditors review books to certify numbers. The town has independent auditors also audit books. They try to have this all done by the end of August. Then they start tracking the new fiscal year budgets.

The Spreadsheet: Through the state, the CPC funding is derived from state revenue and a 3% surcharge revenue levy of individual town homes values. CPC funds are distributed into FY "buckets" accounts. The "buckets" are Undesignated (includes Recreational funding source); Open Space; Historical Preservation; Community Housing. We have a carrying forward balance after projects are funded. We also have a general debt service we annually pay. Estimated FY20 revenue amounts are calculated.

- b) 2nd night - Presentations of the 2018/2019 funding year CPA Applications

CH 3 Harwich Affordable Housing Trust Fund/PT Housing Coordinator

Applicant: Town of Harwich - Housing Trust

Project Manager: Christopher Clark, Town Administrator

Amount Requested: \$340,000

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They are waiting on the State Attorney General's approval on the submitted trust paperwork. The organization is formed. They sent out an RFP for the 20/hrs. per week housing coordinator. They are working informally with neighboring towns. They will create internal controls and reevaluate what is available to us and what strategies are working for us. The trust will be able to transact business, take applications, and act to grow the housing program. The trust will report back to the CPC and be part of the CPC filings. They will use the Harwich Housing Production Plan and multiple strategies to achieve the goal of 10% of year-round housing; Harwich has 5.48% currently. \$500,000 funding was previously approved. \$30,00 was for the housing coordinator. This year's request was for \$340,000.

R 7 Bike Crossing Lights at Depot Street in North Harwich
Applicant: Paul Gazaille, Harwich Bikeways Committee Chair
Project Manager: Robert Cafarelli, PE, Town Engineer
Amount Requested: \$27,000

Following a priority list, this set of lights was recommended by the town's traffic safety committee, the DPW, and town engineer. The Bikeways Committee does monitor the lights and try to address their issues. All the town's lights are from the same manufacturer. They share software and there have been different upgrades available to improve their operation.

CH 2 Cape Housing Institute
Applicant: Community Development Partnership (CDP)
Project Manager: Ann C. Robinson, CDP Chief Program Officer
Amount Requested: \$7,500

This Cape-wide program addresses the difficulty and complexities of developing community housing, creating better training to help deal with this issues. The workshop sessions have expanded to include more engaged training, more relationship interacting networking, all to build on previous year's session. The 2019 program will include a "Form Base Code". It was noted that every town on the Lower Cape has participated but Truro. To track the success of the program one would track the relationships that have been created and the exchange of ideas, the participants' knowledge, an increase to the HIS inventory, the support of the community housing bylaws, and the use of the CPC funding in community housing.

HP 1 Brooks Academy Museum Basement Rehabilitation
Applicant: Brooks Academy Museum Commission (BAMC)
Project Manager: David Spitz, BAMC Chair
Amount Requested: \$130,000

Handout. Amended Report (completed Dec. 5, 2018) has three main components: improve storage; access floors; move entrance to under the columns on the northside of the building. There is a reduced scope option: 1) Vertical Access – a 4'x4' ADA compliant unit located at the current entrance. 2) There is no climate controlled storage in the existing basement. The rehab of the basement's 1927 portion will be outfitted with better storage, providing shelving for historical documents. The basement will need to be cleared out. The walls will need to be fixed. The big cost is the new mechanical unit just for the basement to make it climate controlled. 3) New entrance. A ramp and a change in the entrance will improve interior operations.

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The overall BAMC priority list is: 1) Basement storage 2) elevator 3) entrance change. The elevator and entrance are a good fit to work on at the same time. The storage, which is for paper storage, may fill up someday. They will have to edit or look for alternatives. The new storage at the Community Center is too far away.

To get everything done will cost \$470,000. They plan to apply for other source funding, including match grants.

The foundation of the building was questioned. The complete September 2018 original 101-page report saw no physical issue with the foundation. This plan is based on the architect's evaluation of the foundation. An engineering assessment evaluation in detail will be done in the design phase. We aren't at that point now. Only then will we know the impact it will have on the project. New historically correct downspouts are needed to redirect water away from the foundation.

Chair Spitz will get more information to the committee ASAP.

- c) Discussion of all applications was tabled until next CPC meeting.
- d) Discussion and possible vote on the Affordable Housing Trust Grant Agreement was tabled until next meeting.

5. Old Business:

a) Rescind outstanding open balances of completed CPC projects:

- 1) Rec & Youth Services: 2014 Article #70 Brooks Park Expansion – Phase 2 - \$2,232.64
- 2) Cemetery Commission: 2017 Article #31 Restoration Evergreen Cemetery Fence Rails - \$75
- 3) Cemetery Commission: 2016 Article #33 Preservation/Restoration Burial Crypt - \$25

A motion was made by Kathy Green, seconded by Mary Maslowski to rescind the remaining funds on these articles and close them.

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

6. Other: Chair Nixon will give a presentation to the BOS on Monday, Dec. 17, 2018.

7. Next meeting's Agenda points: Open discussion on the applications. Open discussion on the Affordable Housing Trust Grant Agreement. Public Comment.

8. Adjournment

A motion was made by Mary Maslowski, seconded by John Ketchum, to adjourn.

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

Adjournment 8:35 PM.