

# TOWN OF HARWICH

## Community Preservation Committee

*Approved 12.3.2020*

### **Community Preservation Committee Regular Meeting Minutes November 5, 2020**

#### *Meeting Held Remotely*

#### 1. Call to Order

Harwich Community Preservation Committee Meeting called to order per Roll Call by Chair Dave Nixon at 6:00 PM, on Thursday, November 5, 2020 via GoToMeeting.com remote. By Roll Call Present: Chair Dave Nixon – Aye; John Ketchum – Aye; Bob Doane – Aye; Donna Kalinick – Aye; Joseph McParland III – Aye. Motion carried unanimously. Rules read into the record by Board Secretary Jan Moore.

Meeting called to order.

2. Welcomed guests. Town resident Patrick Otton introduced himself. He has submitted an application for Hydration Stations in Harwich. Chair Nixon told him he would soon receive an invitation of when he would present his application to the committee.

#### 3. Approval of Minutes: September 17 , 2020 meeting

A motion was made by John Ketchum, seconded by Joseph McParland III, to approve the September 17, 2020 meeting minutes.

ROLL CALL VOTE: Chair Dave Nixon – Aye; John Ketchum – Aye; Bob Doane – Aye; Donna Kalinick – Aye; Joseph McParland III – Aye. Motion carried unanimously.

#### 4. New Business:

##### a) Accepted submitted Status Reports on CPC projects with open balances

- 1) Brooks Free Library, Rogers Groups Statues Restoration, 2015 Article #31, Brooks Free Library Director Virginia Hewitt
- 2) Bikeways Committee, Depot St. North Crossing Lights, 2019 Article #40, Harwich Bikeways Committee Paul Gazaille
- 3) Hinckley's Pond Remediation & Public Access, 2018 Article #57, Harwich Natural Resources Director Heinz Proft
- 4) Conservation Commission, Red River Beach Shoreline Stabilization Project, 2019 Article #45, Harwich Conservation Agent Amy Usowski
- 5) Recreation & Youth Services, Brooks Park Expansion, Phase 5, 2018 Article #54; Whitehouse Field Improvements, 2019 Article #44; Sand Pond Restroom Replacement, 2019 Article #43; Replace 11 Lifeguard Stands, 2019 Article #40, Harwich Recreation Department Director Eric Beebe
- 6) Habitat for Humanity Cape Cod, Murry Lane, 2018 Article #53, Chris Duren, CPC Liaison, Habitat for Humanity Cape Cod
- 7) Brooks Academy Museum, Assessment & Restoration of Foundation, 2019 Article #41, Brooks Academy Museum Commission Chair David Spitz
- 8) Housing Trust and Part-time Housing Coordinator, 2018 Article #58 and 2019 Article #42, Trust Chair Don Howell
- 9) Albro House Ramp Access, Porch and Door Replacements Project – The Brackets, 2016 Article #30; Harwich Town Planner Charleen Greenhalgh
- 10) Brooks Free Library, Rogers Groups Statues Restoration, 2015 Article #31, Brooks Free Library Director Virginia Hewitt
- 11) Bikeways Committee, Depot St. North Crossing Lights, 2019 Article #40, Harwich Bikeways Committee Paul Gazaille

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- 12) Hinckley's Pond Remediation & Public Access, 2018 Article #57, Harwich Natural Resources Director Heinz Proft
- 13) Conservation Commission, Red River Beach Shoreline Stabilization Project, 2019 Article #45, Harwich Conservation Agent Amy Usowski
- 14) Recreation & Youth Services, Brooks Park Expansion, Phase 5, 2018 Article #54; Whitehouse Field Improvements, 2019 Article #44; Sand Pond Restroom Replacement, 2019 Article #43; Replace 11 Lifeguard Stands, 2019 Article #40, Harwich Recreation Department Director Eric Beebe
- 15) Habitat for Humanity Cape Cod, Murry Lane, 2018 Article #53, Chris Duren, CPC Liaison, Habitat for Humanity Cape Cod
- 16) Brooks Academy Museum, Assessment & Restoration of Foundation, 2019 Article #41, Brooks Academy Museum Commission Chair David Spitz
- 17) Housing Trust and Part-time Housing Coordinator, 2018 Article #58 and 2019 Article #42, Trust Chair Don Howell
- 18) Albro House Ramp Access, Porch and Door Replacements Project – The Brackets, 2016 Article #30; Harwich Town Planner Charleen Greenhalgh

b) Rescinding of the remaining open balance of 2016 Article #30, Albro House Ramp Access, Porch and Door Replacements Project.

Status Reports submitted since August 20, 2018 show the brackets still to be finished. \$2,134.73 is still on account. Bob Doane volunteered to follow up on this project. The committee supported this option. Bob will report back to the committee with a time frame when the brackets will be done.

c) 1<sup>st</sup> night - Presentations of the 2020/2021 CPA Applications. 16 projects were submitted this year. Each applicant will be given 5 minutes to present and a 15-minute increment of time for discussion with CPC members.

### R 13 Brooks Park Lighting Project, Phase 5, Part 2

Applicant: Eric Beebe, Harwich Recreation Director

Project Manager: Eric Beebe, Harwich Recreation Director and Town Engineer

Amount Requested: \$125,000

Eric Beebe presented.

The town has approved a new LED lighting system at Brooks Park. Since then the new Town Engineer and the Town Administrator office called for a new Electrical Engineering Study for the lighting system. The Town Engineer wanted a new engineering study because he recognized the original plan's quotes were missing things that were needed to complete the project correctly. The Report identified what would be the most appropriate LED system and what work will be needed to complete the project. The original project was funded at \$333,500. This application is requesting an additional \$125,000 for the revised LED lighting system and the work needed to complete the project. The project will have a standard contingency budget. Eric had wanted the Town Engineer and Interim Town Administrator to attend this meeting to explain in detail, but they weren't able to attend tonight.

Eric explained the original project was for a LED system, but this is a more advanced lighting system that is more appropriate than what was available in 2017. This original project did have quotes, but they were missing some details and should have included additional work. They don't want to start the project and run out of money because it just won't cover the expenses. Eric will defer to the Town Engineer to explain the specifics. The application does have some of the Report. The complete 100-page Electrical Engineering Report can provide more details. The Report studied the systems for both Brooks Park and Whitehouse Field. The project work was delayed, costs increased, and the pandemic complicated the situation. Using this new LED lighting system will provide savings, some 80 to 90% in costs per month. Eric will send the committee the Report. He will add in the new vs. the current lighting energy savings.

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The Rec Department charges fees for private groups renting Brooks Park. No fees are charged for the lights. The fees go into the Revolving account that covers the field maintenance and some smaller projects, like a new bench. Once it covered a larger project of a new well. It has a typical balance of about \$12,000. There is a high demand for Brooks Park's courts at night, people playing tennis, pickle ball, and basketball. The current lightbox is controlled onsite and has a timer. The new system can be remotely controlled by cell phone in addition to onsite access.

### R 14 Sand Pond Revitalization Project, Phase 2

Applicant: Eric Beebe, Harwich Recreation Director

Project Manager: Eric Beebe, Harwich Recreation Director

Amount Requested: \$83,500

Eric Beebe presented.

This is the same proposed project that was submitted for funding last year with the same the cost estimates, which have been reviewed and confirmed to be accurate. Sand Pond is an untapped town resource that used to host town swimming lessons before they were moved to Cahoon Beach. There was a stigma attached to the pond. Some townspeople thought the water was dirty. But the water is tested; it isn't dirty. The water has not failed the test in the last 15 years. The large parking lot can accommodate many parking spaces. The gate collections can offset some costs. The project will include a new fence, same as used at Brooks Park. The area will house a family picnic area and a playground with appropriate ADA compliant surfacing. Access to the pond will be improved. The old boathouse and the dead trees at the beach will be removed. This landscape and beautification should improve people's opinions of the site.

Labor from the Highway Department will lessen the project's costs. This project, as with all projects, will use the State Bidding List process.

The Rec Department did conduct a general survey a couple of years ago to see what townspeople wanted. The results showed a desire for more playgrounds and more outdoor basketball courts. Eric can send the committee that survey. The town has a playground at Brooks Park and the new one at the elementary school. There is nothing in this part of town. This new playground would allow people access to the family recreation area anytime of the day, unlike the elementary school's playground. The Open Space & Recreation Plan lists one to one and a half additional playgrounds to be created in town.

The prior installation of a restroom project at Sand Pond will be ready by 2021. This project is under the direction of the Town Engineer.

The parking lot's condition was questioned.

In possible future phases, a storage shed could be added and beach sand renourished. The shed would be small, but large enough to store signs, paddle boards, and a beach wheelchair. If they do bring back the lifeguards, they may offer kayak rentals at Sand Pond. The kayaks can be transported to the site daily or they may use a lockable rack. Altering the old existing boathouse is more expensive than replacing it with a small new shed. The old cinder block foundation is built up with beach sand. The Highway Depart can remove the building. They may retain a partial cinder block wall to keep the sand from rolling down. It was suggested this replacement of the old boathouse may be more expensive than the plan expects.

There was concern expressed about committing more money at this site. The pond water quality was questioned. The tests are restrictive to testing for E.coli. But what about algae blooms like in Hinkley's Pond? Sand Pond might have the same issue. Are they testing this? Eric replied he couldn't predict an algae bloom. It is the Health Department that tests the water and tell the Rec Department what must be shut down. If Sand Pond does have an algae bloom, even if this project didn't go forward, they would want the water treated anyway.

The spinners and swings that will be installed at the playground are geared for multiple age groups. Eric will send the committee a packet showing the equipment.

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### R 15 Senior Memorial Field Fencing Project

Applicant: Eric Beebe, Harwich Recreation Director

Project Manager: Eric Beebe, Harwich Recreation Director

Amount Requested: \$40,181

Eric Beebe presented.

This fencing replacement project was requested last year, but the CPC only supported the field fencing replacement at Brooks Park. The Highway Department and fencing companies have advised the Senior Memorial Field's 20 to 25-year old failing fence is at the end of its useful life and the entire fence needs to be replaced, including the backstop.

Repairs won't cover it. It is becoming a safety hazard. Bob agreed the fence is really rusted and in bad shape. Eric has re-affirmed the price quotes. Updated price quotes were requested to be submitted to the committee. This fencing project, as with all fencing projects, uses the State's Prevailing Wage Rates for calculations of costs. The Highway Department can contribute, but they are more comfortable with having a fencing company remove the old fence and install the new fence.

Fees collected go into the Revolving account. This account has been used to make repairs along the way.

It was suggested the application's stating date be updated.

### R 16 Whitehouse Field Lighting Project, Phase 2

Applicant: Eric Beebe, Harwich Recreation Director

Project Manager: Eric Beebe, Harwich Recreation Director and Town Engineer

Amount Requested: \$100,000

Eric Beebe presented.

This lighting system project was also reviewed by the new Electrical Engineering Report the Town Engineer requested. The Report showed what is needed for this field, increasing the lighting project costs by \$100,000. This field is used by the Harwich Mariners, the high school teams, and other organizations. It is used often. The Rec Department does charge for the lights and field use. The field is having all sorts of electric problems. The current light stanchions are leaking, parts and bulbs must be replaced too often, and the costs are averaging some \$15,000 to \$20,000 annually for upkeep and repairs. This is not sustainable to keep spending that amount of money every year. The new LED system will have fewer light poles, save some 80% on the current energy costs, have remote access, and the Rec Department can track usage.

The Recreation Department has discussed the issue with the Harwich Mariners. The alternative to not doing this project would mean no lights at the field. The Mariners would not have night games as they do now, we see this a deterrent. They pay fees for field use. The Mariners are contributing \$75,000 towards the lighting project. Meetings are ongoing for additional funding. They are looking into possible grants that might help. The Rec Department couldn't find any grants. If more funds are found now, the lights will be available for the 2021 season, otherwise this project will be for 2022.

The amount of the funding was questioned. This application is requesting an additional \$100,000 to complete the originally funded project. The original plan just didn't cover enough of what is needed. The committee hopes the Electrical Engineering Report will provide more details. Again, Eric hopes the Town Engineer and Interim Town Administrator will be able to attend a future meeting to answer these questions.

Electrical Engineering Report will be emailed to committee.

### 5. Old Business:

#### a) Grant Agreements

A motion was made by Bob Doane and seconded by John Ketchum, to allow the Chair (Nixon) to sign the grants for the recent allocations.

ROLL CALL VOTE: Chair Dave Nixon – Aye; John Ketchum – Aye; Bob Doane – Aye; Donna Kalinick – Aye; Joseph McParland III – Aye. Motion carried unanimously.

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Donna requested to see the housing trust grant agreement before it is signed. Dave will get it to her. The grant agreements will be signed by Chair Nixon. They will be sent on to the Board of Selectmen for their signature and will be made public at that point.

### b) Website

John has uploaded all the applications on the CPC webpage. The committee thanked John for all the work he has done on the webpage.

### 6. Other

Chair Nixon showed the committee a certified letter addressed to the CPC was sent to the Town Hall. It contained a petition signed by 654 taxpayers wanting to block a proposed 100-unit affordable housing development in East Harwich and requests the CPC not to support it. This is a moot point; the CPC has not received any application on this project.

### 7. Next meeting's Agenda points

- a) Reminder the next meeting is Thursday, November 12, 2020, 6:30 PM.

### 8. Adjournment by Roll Call

A motion was made by John Ketchum, seconded by Bob Doane, to adjourn.

ROLL CALL VOTE: Chair Dave Nixon – Aye; John Ketchum – Aye; Bob Doane – Aye; Donna Kalinick – Aye; Joseph McParland III – Aye. Motion carried unanimously.

Adjournment at 7:19 PM.