

TOWN OF HARWICH

Community Preservation Committee

Approved 2.11.2021

Community Preservation Committee Regular Meeting Minutes January 14, 2021

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, January 14, 2021 via GoToMeeting.com remote. By Roll Call Present: Chair Dave Nixon – Aye; Vice-Chair Mary Maslowski – Aye; John Ketchum – Aye; Bob Doane – Aye; Donna Kalinick – Aye; Joseph McParland III – Aye; Kathy Green – Aye; Elizabeth Harder – Aye. Motion carried unanimously.

Meeting called to order.

Rules read into the record by Board Secretary Jan Moore

2. Public comment.

Eric Beebe, Harwich Recreation Director reported the R16 Whitehouse Field Lighting Project may be withdrawn. They are working through new procurement methods. The Rec Department, Town Administration, Town Engineer, and the Mariners are working to trim the numbers. The scoreboard, safety netting, and lights will be covered. Eric will let the CPC know of the decision soon. Eric's priority list of the Rec Dept. projects: 1) R13 Brooks Park Lighting Project. 2) R14 Sand Pond Revitalization Project, Phase 2. 3) R15 Senior Memorial Field Fencing Project.

Chair Nixon announced Harwich Superintendent of Water and Wastewater Dan Pelletier has withdrawn R10 Hydration Station for Outdoor Recreation Facilities in Harwich Project from consideration.

Donna noted there were a number of emails sent today before tonight's meeting that she was unable to read because she was at work. She has another commitment at 6:30 PM and will have to leave this meeting early.

It was noted for tonight's meeting, public comment will allow discussion with BAMC David Spitz and John Wathne, President of Structures North Consulting Engineers, Inc. on HP 4 Brooks Academy Museum Structural Improvements Project.

3. Approval of Minutes: December 17, 2020.

A motion was made by Mary Maslowski, seconded by Kathy Green, to adopt the CPC meeting minutes of December 17, 2020.

ROLL CALL VOTE: Chair Dave Nixon – Aye; John Ketchum – Aye; Bob Doane – Aye; Joseph McParland III – Aye; Vice-Chair Mary Maslowski – Aye; Kathy Green – Aye. Donna Kalinick – Abstain; Elizabeth Harder – Abstain. Motion carried.

4. New Business:

a) Discussion with Harwich Finance Director Carol Coppola.

The prior received 11.30.2020 financial reports were reviewed. The FY21 funds are not available for appropriation until certified by the Department of Revenue, anticipated in August or September of 2021. The funds from prior approved projects that were completed or not acted on that were rescinded (Return of funds) are not available for funding this year's round of requests.

The numbers are fluid, changing. The surcharge is an estimate. The report's figures are conservative because we are challenged by what the Town receives from the State. Available for spending on this year's round of projects: FY20 Balances and Estimated FY22 Balance (this includes Estimated FY22 3% Surcharge Revenue, and Estimated FY22 State Revenue) without Estimated FY21 Balance. Funding the Land Bank Dept Service also needs to be considered.

Note: 6:30 PM Donna Kalinick had to leave the meeting.

b) Discussion with BAMC David Spitz and John Wathne, President of Structures North Consulting Engineers, Inc. on HP 4 Brooks Academy Museum Structural Improvements Project

TOWN OF HARWICH

Community Preservation Committee

John Wathne, President of Structures North Consulting Engineers, Inc. said he is very experienced with historical preservation. The firm does about 200 projects a year, with 60% in historic preservation. He has been in business for 25 years.

This project is to address the foundation repairs and excavation of the basement of the Brooks Academy. Mr. Wathne has done an on-site visit. If the project is approved, the design engineering contract will provide the detail. When they get some project approval from the CPC, they can get the pretty firm numbers, ready by Town Meeting. The historical appearance of the building will be preserved, one shouldn't be able to tell the new work. They don't want to have just a new brick wall. They would want something a little more imperfect. There are three ways they can address to foundation: 1) cast in place concrete foundation or prefab; 2) concrete block wall; 3) cantilever out of the ground. The firm has successfully used the cantilever system on other projects, like the Orchard House. They could dig out half or the full basement to provide storage at the Academy.

Chair Nixon reported he considers the current conditions in the basement are difficult to work in.

To secure the building, they need to do the basement. The Brooks Academy will need additional work in the future to bring it back may require an additional \$2 million to \$3 million dollars.

A contractor also did a site visit to provide estimated work numbers. This amended project cost estimate is \$1,150,000. After completion of preliminary design work from the former CPC project (2019 Article #41), they anticipate a remaining balance of \$115,000. They would like to apply those funds to this work. To address only the foundation repairs, without basement excavation, will be \$378,000, with contingencies would cost some \$568,287. They are requesting to repair the foundation and do a full basement excavation, estimated to cost some \$842,193, with contingencies would cost some \$1,263,290. The remaining balance of \$115,000 plus this request of \$1,150,000 would cover this full project. They need to support the first floor while they mine underneath it. A full basement idea is to provide storage with an eight-foot dugout basement, not the current 4-foot-high basement. The newer addition has a basement.

Future projects: 1) Finish the basement 2) Interior projects 3) Install elevator 4) Address columns

Submitted Questions. Answers given:

- 1) Could the project be conducted in multiple phases? That would be difficult. There is no cost advantage to buildout the basement in three projects.
- 2) The foundation bulge? When the building was built, a lime-based mortar was used. As the mortar goes away, dirt, roots, etc. would take hold. Historically, common building foundations would start with stacked stones, then the above grade is the structure. Sometimes giant timbers are used to bridge over the soft structures. On the Cape, there are not angular stones, but rounded beach stones, like ball bearings, where structures are built upon.
- 3) What caused the foundation problem? The original building is old and had an addition in the early twentieth century. Settlement and cracks appeared in foundation. Water gets in there and freezes and unfreezes. That causes problems, crumbles the materials, shifting it. So, water, foundation materials and construction, unstable support causes the problems over time. The gutters can be fixed.
- 4) The columns? They need to support the wood columns. The work could be done by a different contractor. This work could be put off. This is not part of this project. Lynn Spencer spoke with John recently and remembers when they replaced the column bases.
- 5) Grants? They are actively pursuing two grants. A grant through the Cultural Facilities Capital Fund might be some \$250,000. In the last three years, they have given out \$200,000. Submission date is January 15th. The other grant is from the Massachusetts Historical Commission has a submission deadline in March, awards some \$50,000 to \$100,000 to recipients. This project meets the grants requirements.
If the CPC funds the project – how would that affect the grants? David Spitz said it is unknown how the Cultural Fund would look on the funding, but he noted that if the project is just foundation repair, they may consider that just too small of a project. He plans to submit the full basement excavation project to both grant applications. Massachusetts Historical Commission generally is happy with other sources of funding. It implies the project is more secure in the projection of completion.

Other committee member comments:

This is a town building that requires the work to be addressed. It is a big ask, but either tax dollars or CPC funds will be spent to address the issues.

TOWN OF HARWICH

Community Preservation Committee

c) Discussion and possible voting on the submitted 2020/2021 CPA Funding Requests

HP 1 East Harwich Methodist Cemetery Gravestone Conservation & Preservation Project

Applicant: REVISED Town of Harwich, Interim Town Administrator Joseph Powers

Project Manager: Robbin Kelley, Town of Harwich Cemetery Administrator

Amount Requested: ~~\$102,000~~ REVISED \$112,200

HP 2 Historic Restoration of Fence Posts & Rails at East Harwich Methodist Cemetery Project

Applicant: REVISED Town of Harwich, Interim Town Administrator Joseph Powers

Project Manager: Robbin Kelley, Town of Harwich Cemetery Administrator

Amount Requested: ~~\$127,750~~ REVISED \$135,025

Discussion:

The committee had asked questions regarding why the town is responsible for the cemetery and who is liable if someone is injured at this cemetery.

No answer was provided regarding liability.

Robbin Kelley, Town of Harwich Cemetery Administrator, had provided the CPC with the State legislation - Massachusetts General Law Chapter 114, Section 18. Any town having within its limits an abandoned or neglected burying ground may take charge of the same and keep it in good order, and may appropriate money therefor, but no property rights shall be violated, and nobody shall be disinterred. No fence, tomb, monument, or other structure shall be removed or destroyed, but the same may be repaired or restored.

The committee questioned the town's involvement in this cemetery. It is owned by an active church. They feel that is different from other town cemetery projects done in the past.

CPC Selectmen Liaison Don Howell is a member of the East Harwich Methodist Church and serves on some church committees. He stated the church is active. Their New England United Methodist Conference owns the assets, property, and church building. They have not signed away their property rights to the town. The cemetery predates the church.

This cemetery is on the inactive list. That means there are no longer any new burials there.

The town collected the church's perpetual funds with the understanding town to mow the lawn, etc.

In 1994, the Methodist Church built a new building, a Fellowship Hall. They followed regulations and moved and reinterred graves at that time.

Some headstones are breaking. The church didn't ask for the town to address this.

Kathy Green has toured the site. She didn't feel safety was a concern. The fence is a combination of split rail and granite posts. The granite posts section is what this project would address. She thinks the maintenance should first be addressed. The deteriorating posts may be due to a lack of cleaning. Maybe a less expensive option would be to reuse some of the posts in good condition. The whole fence doesn't need to be scraped and started fresh with all new granite posts.

It was pointed out that CPA funds cannot be used for maintenance unless previously performed maintenance on CPC projects.

John Ketchum doesn't think the committee has received the answer why the project is required to use these pink granite posts, historically correct materials.

Don Howell reported the split rail fence is not historic, but twenty-two years old. The church only expects the town to do modest work, like mowing.

Bob Doane stated CPA funds can be used here. It is essential to fix the broken gravestones. He doesn't consider this maintenance; age and water have created the damage. He supports doing the project.

Joe McParland in a quandary accepting this project at this time.

Kathy Green stated she supports the gravestone project, but the fence project needs another look.

Mary Maslowski stated in the past she has been supportive of the gravestone conservation projects. But she is concerned with liability. She wants the town to protect itself. The church and the town need to address before. A contract of some sort needs to be worked out. The Conference needs to agree to the work. Whose insurance will cover an injury that might occur.

TOWN OF HARWICH

Community Preservation Committee

Elizabeth Harder asked if the church wants the work done?

Don Howell stated he didn't want to say the church didn't want it done but as long as they don't have to do any work, they would accept the gift. This gravestone repair/fence work isn't high on their priority list. The church isn't conveying any property rights.

Bob Doane addressed the HP2 Fencing project. He felt this project could be deferred.

John Ketchum stated this project is low on his priority list.

Kathy Green reminded the committee that Robbin was looking into less expensive materials for the fence work.

Robbin's the three cemetery projects were prioritized as: 1st the gravestones; 2nd the Circle Flags; 3rd the fence project.

HP 3 Veterans Memorial Circle at Evergreen Cemetery, Flag Poles Project

Applicant: REVISED Town of Harwich, Interim Town Administrator Joseph Powers

Project Manager: Robbin Kelley, Town of Harwich Cemetery Administrator

Amount Requested: ~~\$28,209~~ REVISED ~~\$43,000~~ REVISED \$48,385

Discussion:

John Ketchum stated he feels this project should be considered Recreation and use Undesignated funds, not historic.

Mary Maslowski agreed with John's statement.

Kathy Green stated she would like a letter of support from the current Veterans Affairs Agent.

HP 4 Brooks Academy Structural Improvements Project

Applicant: REVISED Town of Harwich, Interim Town Administrator Joseph Powers

Project Manager: REVISED Griffin Ryder, PE Town Engineer and David Spitz, Chair, BAMC

Amount Requested: ~~\$785,000~~ REVISED \$1,150,000

Discussion:

Bob Doane stated he felt that for the grant application that would be submitted tomorrow, David Spitz would like an indication from the CPC tonight if they will support this project. But many committee members weren't comfortable at this time without a good discussion on all the projects, project priorities, and proper voting of the full board. No vote taken.

CH 5 Lower Cape Community Housing Institute

Applicant: Community Development Partnership (CDP)

Project Manager: Ann C. Robinson, CDP Chief Program Officer

Amount Requested: \$15,000 over two years, \$7,500 per year

Discussion:

Many committee members commented they were in support of this project at the \$7,500 funding level for one year.

CH 6 Veterans Home in Dennis Project

Applicant: Cape & Islands Veterans Outreach Center

Project Manager: Adam Gracia, Director of Development, Cape & Islands Veterans Outreach Center

Amount Requested: \$25,000

Discussion:

Mr. Gracia answered all the committee questions. Submitted the revised application. The report from Mr. Gracia listed five Harwich residents have been served by the Outreach Center, 87 times in 2020.

Kathy Green stated she is on the fence on this project. It is worthwhile but she needs to consider the number of Harwich residents served for the project request. Elizabeth Harder agreed.

Bob Doane stated he is in support of this project, but at a reduced level of funding, \$15,000.

7:55 PM Donna Kalinick rejoined the meeting.

Donna Kalinick stated she wants it in writing that the Town of Dennis will hold the deed restriction.

TOWN OF HARWICH

Community Preservation Committee

CH 7 Funding for the Part-time Housing Coordinator

Applicant: Town of Harwich, Harwich Affordable Housing Trust

Project Manager: Don Howell, Chair of the Harwich Affordable Housing Trust

Amount Requested: \$50,000

Discussion:

Many committee members stated they were in favor of the project, as the work at the Trust is heating up, a paid staff person is important.

Kathy Green stated she would still like to know how many hours the staff position would work for the \$50,000. She would like to see quarterly reports.

Donna Kalinick stated the committee has requested written quarterly reports. She should like the Housing Coordinator to meet with the CPC. And it is still not clear how many residents are being served.

Don Howell stated the contract with the Part-time Housing Coordinator is based on tasks, not on hours. The PR is not just Harwich specific. The Sisson Road project has really taken off. An RFP will be going out in a few weeks and help is needed there. The town with limited funds doesn't want to hire a new employee. If it were a town hire, the breakdown would be closer to \$30,000 in salary and 24% in extras. The Trust's five-member board wants a staff person in the Town Hall doing the work needed. Don stated he hasn't made up his mind what he wants going forward. They are trying to organize. This work is not limited to just town residents. Don told the current housing coordinator – the CDP they need to be accessible. They need help with housing outreach.

Donna Kalinick questioned the job duties. It may not be the Trust's responsibility to provide public assistance in housing issues, but it is the town's responsibility.

Don Howell said this area has HECH, Lower cape Outreach, etc. to do that work.

Dave Nixon reminded the committee they were here to evaluate the application, nothing else.

OS 8 Hinckleys Pond Watershed Preservation Project

Applicant: REVISED Town of Harwich, Interim Town Administrator Joseph Powers

Project Manager: Elaine Shovlin, Chair, Harwich Real Estate & Open Space Committee

Amount Requested: \$360,000

Discussion:

Bob Doane stated he that he appreciates the cranberry bog issue, but this was a great opportunity and supports the project.

Donna Kalinick stated she thought it is important to hear from the Board of Selectmen before she weighs in.

Kathy Green stated as the REOS representative, she thinks this is a great opportunity and supports the project. The economics are not feasible for cranberry growing.

Elizabeth Harder, Joe McParland, and John Ketchum stated they agreed with Kathy. Preservation of the land, but many are disappointed the cranberry bogs are disappearing, and wished the horticultural property could continue.

Dave Nixon stated he wanted the property to have a working cranberry bog.

Donna Kalinick stated her concerns of long-term costs.

This project is for just the purchase price of the land. Long-term costs are a different story.

Bob Doane reminded the committee if not protected, the property could be sold for housing. The bog would be abandoned anyway.

Michael Lach could answer any questions at the Town Meeting regarding this project.

R 9 Harwich Natural Heritage Trail Project, Phase 1

Applicant: Harwich Conservation Trust (HCT)

Project Manager: Michael Lach, Executive Director, Harwich Conservation Trust

Amount Requested: \$150,000

Discussion:

Many committee members stated they would support this project.

TOWN OF HARWICH

Community Preservation Committee

Some concerns that were raised. The parking modification will be in Parking Option 2. Parking Option 1 will use the same grading.

Which Fund Reserve to fund this project was questioned. Kathy Green stated the project is recreation, and should not use Open Space funds, but should use Undesignated funds.

R 10 Hydration Stations for Outdoor Recreational Facilities in Harwich Project

Applicant: REVISED Town of Harwich, Interim Town Administrator Joseph Powers

Project Manager: REVISED Dan Pelletier, Town Superintendent of Water and Wastewater

Amount Requested: \$20,000

WITHDRAWN

R 11 Bikeways Crossing Lights at Depot Road South Project

Applicant: REVISED Town of Harwich, Interim Town Administrator Joseph Powers

Project Manager: Griffin Ryder PE, Town Engineer and Paul Gazaille, Bikeways Committee

Amount Requested: \$15,000

Discussion:

Mary Maslowski stated she would support the project. Last year the CPC couldn't fund this project due to lack of funds.

Kathy Green stated she would support this project. She feels the Bikeways Committee does a great safety job. IN the last year, we have seen an increase in passive recreation.

R 12 Old Colony Rail Trail Harwich/Chatham Town Border Marker Project

Applicant: REVISED Town of Harwich, Interim Town Administrator Joseph Powers

Project Manager: Griffin Ryder PE, Town Engineer and Paul Gazaille, Bikeways Committee

Amount Requested: \$1,000

Discussion:

Donna Kalinick stated the application states the project would begin before Town Meeting. It cannot. The committee is still looking for a revised application.

Most committee members stated they would support the project.

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

Applicant: REVISED Town of Harwich, Interim Town Administrator Joseph Powers

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

Amount Requested: \$125,000

Discussion:

John Ketchum stated he had nothing new to say that he hadn't already said on the issue with the budget. He supports the Brooks Park Lighting. It needs to be addressed. It is a safety concern for him. New lighting would provide nighttime lighting, but there will be an increase in operating costs.

Bob Doane, Mary Maslowski, Elizabeth Harder all stated they would support the project.

Joe McParland, Donna Kalinick stated they are on the fence.

Many expressed concerns about the budget.

R 14 Sand Pond Revitalization Project, Phase 2

Applicant: REVISED Town of Harwich, Interim Town Administrator Joseph Powers

Project Manager: Eric Beebe, Harwich Recreation Director

Amount Requested: \$83,500

Discussion:

Bob Doane, Joe McParland, and Mary Maslowski stated they would support this project.

Kathy Green stated she was not convinced we needed to move forward on this project this year.

Donna Kalinick stated she wanted to see the Phase 1 completed before moving forward on another project at this site.

TOWN OF HARWICH

Community Preservation Committee

Elizabeth Harder stated she would not support this project. It is not needed this year. She loves Sand Pond as it is right now, as a retreat.

R 15 Senior Memorial Field Fencing Project

Applicant: REVISED Town of Harwich, Interim Town Administrator Joseph Powers

Project Manager: Eric Beebe, Harwich Recreation Director

Amount Requested: \$40,181

Discussion:

Mary Maslowski and Joe McParland stated they would support the project.

Kathy Green stated since this is a low priority, it could be skipped this year.

Elizabeth Harder stated she would support this project if Sand Pond wasn't supported.

Bob Doane stated the fencing needs to be replaced. But his is a low priority project for him.

John Ketchum stated he agreed with Bob.

R 16 Whitehouse Field Lighting Project, Phase 2

Applicant: REVISED Town of Harwich, Interim Town Administrator Joseph Powers

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

Amount Requested: \$100,000

Discussion:

Bob Doane stated this project does include the scoreboard now. He wants the scoreboard in the project name.

John Ketchum stated he is still confused. The technical questions were answered, but still questions the budget.

Is the scoreboard part of the project or not?

Kathy Green stated she agreed with John.

Joe McParland stated he is still confused and had many questions. He is fond of the project but felt this was a low priority.

Mary Maslowski stated she would support the project, but not necessarily if we are low on funds during voting.

Donna Kalinick stated she agreed with Mary. This process has been painful. The question of if the scoreboard was included in the project went back and forth. She stated she thinks lights at the baseball field are needed.

6. Other:

There wasn't time to set a meeting calendar for 2021.

All can attend BOS meeting on January 21, 2021.

Cancel meeting for January 19, 2021.

Looking into meeting on February 4 and February 11, 2021.

8. Adjournment

A motion to adjourn was made by Mary Maslowski, seconded by Kathy Green.

ROLL CALL VOTE: Chair Dave Nixon – Aye; John Ketchum – Aye; Bob Doane – Aye; Joseph McParland III – Aye; Vice-Chair Mary Maslowski – Aye; Kathy Green – Aye. Donna Kalinick – Aye; Elizabeth Harder – Aye. Motion carried.

Adjournment at 9:08 PM.