

# TOWN OF HARWICH

## Community Preservation Committee

*Approved February 4, 2020*

### Community Preservation Committee Regular Meeting Minutes January 16, 2020

*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, January 16, in the Harwich Town Hall, Donn B. Griffin Meeting Room.

Present: Chair Dave Nixon, Vice-Chair Mary Maslowski, John Ketchum, Bob Doane, Donna Kalinick, James Donovan, Kim Bourgea, and Joseph McParland III.

#### 2. Guests welcomed. No public comment.

#### 3. EXECUTIVE SESSION

Pursuant to M.G.L. c.30A, § 21(6), to consider the purchase, exchange, lease or value of real estate if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body - A Land Purchase.

Chair Nixon moved to go into Executive Session to consider the purchase of real estate declaring that an open meeting may have a detrimental effect on the negotiating position of the public body.

ROLL CALL VOTE: Chair Dave Nixon – Aye; Vice-Chair Mary Maslowski – Aye; John Ketchum – Aye; Bob Doane – Aye; Donna Kalinick – Aye; Kim Bourgea – Aye; Joseph McParland III – Aye; James Donovan – Aye.

Motion carried.

The Community Preservation Committee will immediately reconvene following the Executive Session.

Exited Regular CPC Meeting to move into Executive Session.

Returned to Open Regular CPC Meeting. 6:59 PM

#### 4. Approval of Minutes:

A motion was made by Bob Doane, seconded by Mary Maslowski, to approve the December 12, 2019 CPC Meeting Minutes.

VOTE: Yes 8; No 0; Abstain 0. Motion carried unanimously.

#### 5. New Business:

- a) Discussion and possible voting on the presented 2019/2020 funding year CPA Applications.

R 15 Harwich Community Playground Project - Town & HESPTO. Requested: \$641,035

Assistant Town Administrator Joe Powers reported the Harwich Board of Selectmen support this playground project. They are asking for a community playground on town land at the school location. During the three times the town administration and the school playground group met, they looked at what cuts could be made. *Handout of Master Plan Cost Analysis*. The numbers were reviewed. Originally, they requested \$641,035, now reduced to \$565,374. Reductions in the budget include what the town could do in house: site and design work, and the demo costs. The town will also provide additional funds. The school playground group will be taking on the brick work, signage, staging, and work on the water line. They will raise the funds to cover the outdoor gathering classroom cost. The overall budget will now have a lower contingency budget. Everything beyond the \$565,374 Mr. Powers said the town will cover. The nearly \$40,000 originally fundraised has already been allocated or spent and is not part of the original request, nor this revised budget.

The school playground group vetted the budget originally. The playground equipment numbers are good for a year. Mr. Powers has spoken to the staff to get the procurement process started to get proper numbers for the budget. They will get the bids back and be ready by Town Meeting. If this project receives Town Meeting support, the funds would be available July 1. They want to get going as soon as possible. They want to have the playground in place by next fall.

Chair Nixon thought the outdoor gathering classroom should be covered by school district funds; it is part of the educational process and should be covered with their expenses. Mr. Powers stressed it was not intended as a modular classroom. Though the school can use it during the school day as a multi-purpose pavilion, it is not to replace a classroom. Everyone can use it. It will be part of the playground. CPC funds will not be used to cover the costs; they are looking to the community to support the costs.

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Harwich Elementary School Principal Mary Oldach explained the line item of the New England Recreation Group of \$73,000 is for equipment and shade for the preschool play area. The Castle in the Clouds and the preschool play area were audited. It was determined that the preschool play area should be replaced because it lacked accessibility. The play surface has issues with tree roots. It needs a new fence and gate. Chair Nixon said the preschool play area was not a part of the Castle in the Clouds playground. He stated this area would be in addition to the playground and the replacement expense should be covered by the school district. It was questioned if it is a requirement to provide shade for preschool play area. The cost of the shade area was not broken down in the given budget.

James Donovan questioned the merits of using poured in place rubber surfacing versus a wood chips surface. Principal Oldach reported the poured in place rubber surfacing was specified by the designers. There are ADA requirements that require a percentage of play equipment be accessible. Brooks Park uses wood chips. The presenters said there is no maintenance cost for the poured in place rubber surfacing. The presenters didn't know the maintenance cost for a wood chips surface. James asked them to get the committee the actual regulations.

NOTES: Chair Nixon reported his conversation with the Community Preservation Coalition.

- 1) HP 1 Update of Town Historic Areas and Property Inventory Project: Can the CPA Admin Funds cover the expenses of this project? CPA Admin funds can only be used for committee administration and cannot help fund CPA projects.
- 2) OS 9 Restoration & Rehabilitation of Town-Owned Conservation Lands: CPA funds can only be used on land that was purchased with CPA funds. This project will only restore and rehabilitate town-owned conservation lands that were purchased with CPA funds.

A motion was made by Mary Maslowski, seconded by James Donovan, to approve \$198,762.20 from FY2019 Undesignated Fund account, and also moved to approve \$142,987.80 from FY2021 Undesignated Fund Anticipated Funds, totaling \$341,750.00 be allocated to fund the Land Bank Debt Service.

VOTE: Yes 8; No 0; Abstain 0. Motion carried unanimously.

HP 1 Update of Town Historic Areas and Property Inventory Project - Town HDHC. Requested: \$34,500

A motion was made by John Ketchum, seconded by Joseph McParland III, to approve \$34,500 from FY2019 Historic Preservation bucket for this project.

VOTE: Yes 7 - Dave Nixon, Mary Maslowski, John Ketchum, Joseph McParland III, Bob Doane, James Donovan, Kim Bourgea  
No 0  
Abstain 1 - Donna Kalinick

Motion carried.

HP 2 Chase Library - Historic Restoration & Preservation of Original Door/Entrance - Chase Library Requested: \$10,698

A motion was made by Mary Maslowski, seconded by Donna Kalinick, to approve \$15,000 from FY2019 Historic Preservation bucket for the Chase Library Door project.

VOTE: Yes 8; No 0; Abstain 0. Motion carried unanimously.

HP 3 Pine Grove Cemetery Gravestone Conservation & Preservation Project - Town Cemetery Dept. Requested: \$75,000

A motion was made by Mary Maslowski seconded by Bob Doane, to approve \$75,000 from FY2019 Historic Preservation bucket for cemetery preservation for Pine Grove Cemetery project.

VOTE: Yes 8; No 0; Abstain 0. Motion carried unanimously.

OS 9 Preservation & Restoration of Town-Owned Conservation Lands - Town Conservation Dept. Requested: \$20,000

A motion was made by Mary Maslowski, seconded by John Ketchum, to approve \$20,000 from FY2019 Open Space bucket for the Preservation & Restoration of Town-Owned Conservation Lands.

VOTE: Yes 8; No 0; Abstain 0. Motion carried unanimously.

CH 4 Lower Cape Housing Institute - Community Development Partnership. Requested: \$15,000 over 2 years, \$7,500 per yr.

A motion was made by James Donovan, seconded by Joseph McParland III, to allocate \$7,500 from FY2019 Affordable Housing fund for the Lower Cape Housing Institute.

VOTE: Yes 8; No 0; Abstain 0. Motion carried unanimously.

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CH 6 Rental Assistance Program - Harwich Housing Authority. Requested: \$200,000

A motion was made by Donna Kalinick, seconded by Kim Bourgea, to fund the Harwich Housing Authority Rental Assistance Program in the amount of \$200,000, \$160,911 from FY2019 Affordable Housing fund and \$39,089 from FY2021 Affordable Housing Anticipate Revenues.

VOTE: Yes 8; No 0; Abstain 0. Motion carried unanimously.

CH 5 Harwich Affordable Housing Trust Fund / Part-time Housing Coordinator - Town & Trust. Requested: \$550,000

A motion was made by James Donovan, seconded by Bob Doane, to approve \$250,000, \$138,511.28 from FY2021 Affordable Housing Anticipated Revenues and \$111,488.72 from FY2021 Undesignated Fund Anticipated Revenues allocating \$50,000 for the Harwich Part-time Housing Coordinator and \$200,000 for the Harwich Affordable Housing Trust Fund.

VOTE: Yes 8; No 0; Abstain 0. Motion carried unanimously.

R 11 Pleasant Bay Community Boating Accessible Dock Project - PBCB. Requested: \$25,000

A motion was made by Joseph McParland III, seconded by John Ketchum, to fund the Pleasant Bay Community Boating Accessible Dock Project at \$25,000 from FY2021 Undesignated Fund Anticipated Revenues.

VOTE: Yes 7 - Dave Nixon, Mary Maslowski, John Ketchum, Joseph McParland III, Bob Doane, Donna Kalinick, Kim Bourgea  
No 0

Abstain 1 - James Donovan

Motion carried.

R 15 Harwich Community Playground Project - Town & HESPTO. Requested: \$641,035. Revised: now reduced to \$565,374.00

A motion was made by John Ketchum, seconded by James Donovan, to fund the Playground project at \$500,000 from FY2021 Undesignated Fund Anticipated Revenues bucket.

VOTE: Yes 7 - Mary Maslowski, John Ketchum, Joseph McParland III, Bob Doane, Donna Kalinick, Kim Bourgea, James  
Donovan

No 1 - Dave Nixon

Abstain 0

Motion carried.

R 14 Whitehouse Field Lighting Project - Town Recreation Dept. Requested: \$380,360 (Revised)

A motion was made by James Donovan, seconded by Kim Bourgea, to approve funding the Whitehouse Field Lighting Project at \$380,360.00 from FY2021 Undesignated Fund Anticipated Revenues bucket.

VOTE: Yes 8; No 0; Abstain 0. Motion carried unanimously.

R 13 Brooks Field & Senior Memorial Field Fencing Project - Town Recreation Dept. Requested: \$112,000

A motion was made by John Ketchum, seconded by Kim Bourgea, to allocate \$72,657 from FY2021 Undesignated Fund Anticipated Revenues bucket for the Brooks Field Fencing Project.

This motion would fund only the work at Brooks Field. Budgeted at \$63,180.00, plus 15% Contingency at \$9,477.00.

VOTE: Yes 8; No 0; Abstain 0. Motion carried unanimously.

8. Next meeting's Agenda points

Include Executive Session for discussion of land purchase and approval of 12.12.2019 and 1.16.2020 Executive Session Minutes. Report of Harwich Board of Selectmen Executive Session. Review Drafted Warrant Articles.

9. Adjournment

A motion was made by James Donovan, seconded by Dave Nixon to adjourn.

VOTE: Yes 8; No 0; Abstain 0. Motion carried unanimously.

Adjournment 9:23 PM.