

TOWN OF HARWICH

Community Preservation Committee

Approved 2.11.2021

Community Preservation Committee Regular Meeting Minutes January 28, 2021

Meeting Held Remotely

1. Call to Order

Harwich Community Preservation Committee Meeting called to order per Roll Call by Chair Dave Nixon at 6:03 PM, on Thursday, January 28, 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; Kathy Green – Aye; Elizabeth Harder – Aye. Motion carried unanimously.

Meeting called to order.

Absent: Joseph McParland III

Rules read into the record by Board Secretary Jan Moore

2. No Public comment.

3. Approval of Minutes: January 14, 2021 - postponed.

4. New Business:

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

Funding Admin Account may be addressed later in the meeting.

A motion was made by Mary Maslowski, seconded by Kathy Green, to approve \$223,050.00 from the Undesignated Fund Account, consisting of \$51,692.06 from FY20 Undesignated Fund Account and \$171,357.94 from FY22 Undesignated Anticipated Revenues to fund the Land Bank Debt Service.

Discussion:

Figures were reviewed.

The motion was amended by Mary Maslowski, seconded by Elizabeth Harder, to approve \$233,050.00 from the Undesignated Fund Account, consisting of \$51,692.06 from FY20 Undesignated Fund Account and \$171,357.94 from FY22 Undesignated Anticipated Revenues to fund the Land Bank Debt Service.

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

A motion to reconsider at corrected figures was made by Mary Maskowski, seconded by Elizabeth Harder, to approve \$233,050.00 from Undesignated Fund Account, consisting of \$51,692.06 from FY20 Undesignated Funds Account and \$181,357.94 from FY2022 Undesignated Fund Anticipated Revenues to fund the Land Bank Debt Service.

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

CH 5 Lower Cape Community Housing Institute; Applicant: Community Development Partnership (CDP); Project Manager: Ann C. Robinson, CDP Chief Program Officer; Request: \$15,000 over two years, \$7,500 per year.

A motion was made by Mary Maslowski, seconded by Kathy Green, to approve \$7,500.00 from FY20 Community Housing Reserve to fund the Lower Cape Housing Institute.

Discussion:

The Community Housing Reserve is in the negative. Negative Accounts will be addressed by the Town Treasurer.

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The motion was amended by Mary Maslowski, seconded by Kathy Green, to approve \$7,500.00 from FY22 Community Housing Anticipated Revenues to fund the Lower Cape Housing Institute.

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

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; Request: \$25,000.00

A motion was made by Mary Maslowski to approve \$25,000.00 from FY22 Community Housing Account Anticipated Revenues to fund the Veterans Home in Dennis Project. Elizabeth Harder seconded the motion for purpose of discussion.

Discussion: Bob Doane stated he is in support of the project but prefers to fund the project request at \$15,000. Kathy Green, Elizabeth Harder, Dave Nixon agreed with Bob. Mary Maslowski stated she supports the project in general.

The motion was amended by Mary Maslowski, seconded by Kathy Green, to approve \$15,000 from FY22 Community Housing Account Anticipated Revenues to fund the Veterans Home in Dennis Project.

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

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; Request: \$50,000.00

A motion was made by Mary Maslowski, seconded by Bob Doane, to approve \$50,000.00 from FY22 Community Housing Anticipated Revenues to fund the Harwich Affordable Housing Trust Housing Coordinator.

Discussion:

Kathy Green stated she in general supports this project but still questions the number of hours the \$50,000 would cover.

Donna Kalinick stated she still questions the Housing Coordinator's work. The Housing Production Plan spelled out the Housing Coordinator's duties. She read the Plan's list of Housing Coordinator duties into the record. Donna stated she didn't think it was the plan for the community that the Housing Coordinator was to be under the Housing Trust and only what duties they designated. She hopes going forward that the Trust evaluates the Housing Coordinator's duties, making them broader that support more than the just the trust. In the time this Part-time Housing Coordinator has been employed, the CPC has only received one written report. Donna stated she hoped the CPC would see more (Bi-annual) Update Reports and more Quarterly Reports from the Part-time Housing Coordinator. She supports community housing. There is a reporting system to the CPC. She wants more progress reports. She questions what is it this consultant will actually do? She wants the position to assist housing programs in town.

Bob Doane, John Ketchum both stated they are in support of it.

Dave Nixon stated the Housing Plan was not taken into consideration when this (Housing Trust) began. The applicants for the Housing Trust requested funds for the Part-time Housing Coordinator. The CPC was told Harwich was going to coordinated with another town for the Housing Coordinator. They instead subcontracted out to a consulting firm, that was different from what we were told. Now however, things are moving in the trust and he doesn't want to block any actions at this time. We can amend the amount of support. A grant agreement can address committee concerns. Elizabeth Harder stated she supports funding something for this project.

John Ketchum stated he realizes it is problematic, but there are needs now.

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

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; Request: \$15,000.00

A motion was made by Mary Maslowski, seconded by Elizabeth Harder, to approve \$15,000.00 from FY22 Undesignated Fund Anticipated Revenues to fund the Bikeways Committee Crossing Lights (at Depot Road South) Project.

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

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; Request: \$1,000.00

A motion was made by Mary Maslowski, seconded by Elizabeth Harder, to approve \$1,000.00 from the FY22 Undesignated Fund Anticipated Revenues to fund the Old Colony Town Boundary/Marker Project.

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

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; Request: \$125,000.00

A motion was made by Mary Maslowski, seconded by Kathy Green, to approve \$125,000.00 from FY22 Undesignated Fund Anticipated Revenues to fund the Brooks Park Lighting Project.

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

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; Request: \$83,500.00

A motion was made by Mary Maslowski, seconded by Elizabeth Harder, to approve \$83,500.00 from FY22 Undesignated Fund Anticipated Revenues to fund the Sand Pond Revitalization Project, (Phase 2).

Discussion:

Elizabeth Harder stated she does not support the project. She stated she feels the parking lot is bumpy, but she likes the pond in the natural state, and now is not the time for this project.

Kathy Green stated she applauded the Rec. Department's time and effort, the costs are high, but she supports project.

Donna Kalinick stated she does not support the project. She wants to see Sand Pond, Phase 1 completed first and more community input before she supports the project.

Bob Doane stated he supports the project now, where he hadn't in the past. It is a valuable piece of town property.

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John Ketchum stated it is a tough decision. This project could be deferred for a year.

Mary Maslowski stated she is in favor of revitalization of the pond. When she was young, this pond was vital. This project would provide recreation in this section of North West Harwich where there isn't anything.

Dave Nixon stated the pond is a gem. It would service the community in an area that would otherwise have to travel to find a playground. There are a lot of young families in this part of town. As a kid, he remembers swimming there.

It is a wonderful pond, and a playground would be a part of that, and serve that part of the village.

ROLL CALL VOTE: Chair Dave Nixon – Aye; Vice-Chair Mary Maslowski – Aye; Bob Doane – Aye; Kathy Green – Aye; John Ketchum – Nay; Donna Kalinick – Nay; Elizabeth Harder – Nay. Motion carried. Vote 4 to 3.

R 15 Senior Memorial Field Fencing Project; Applicant: REVISED Town of Harwich, Interim Town Administrator Joseph Powers; Project Manager: Eric Beebe, Harwich Recreation Director; Request: \$40,181.00

A motion was made by Mary Maslowski, seconded by Elizabeth Harder, to approve \$40,181.00 from FY22 Undesignated Fund Anticipated Revenues to fund the Senior Memorial Field Fencing Project.

Discussion:

Bob Doane asked if there were funds available to fund this project and others?

Dave Nixon stated finances could be moved to cover the project.

Bob Doane, John Ketchum, Donna Kalinick, Mary Maslowski all stated they support the project. Mary also stated that the Undesignated fund couldn't cover all requested projects. In her mind, maybe one of the historical preservation graveyard projects would be impacted.

Kathy Green pointed out this project was third in Eric Beebe's priority list of the Rec Department projects.

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

R 9 Harwich Natural Heritage Trail Project, Phase 1; Applicant: Harwich Conservation Trust (HCT); Project Manager: Michael Lach, Executive Director, Harwich Conservation Trust; Request: \$150,000.00

A motion was made by Mary Maslowski, seconded by Kathy Green, to approve \$150,000.00 from FY 22 Undesignated Fund Anticipated Revenues to fund the Harwich Natural Heritage Trail Project, (Phase 1).

Discussion:

Kathy Green stated she thinks ADA accessible trails are important for the town.

Elizabeth Harder stated she has just discovered the joys of hiking.

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

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; Request: ~~\$28,209~~ ~~REVISED \$43,000~~ REVISED \$48,385.00

A motion was made by Mary Maslowski, seconded by Bob Doane, to approve \$48,385.00 from FY22 Undesignated Fund Anticipated Revenues to fund the Veterans Memorial Circle (at Evergreen Cemetery) Project.

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Discussion:

Elizabeth Harder stated she that this is a beautiful idea, but it isn't a priority, or maybe it could be postponed, or at least, search for other sources of funding.

Kathy Green stated they are looking for other funding sources. If found, they can refund the CPC funds.

Donna stated she wants to see more creative ways to cover the expenses of these projects.

Dave Nixon stated a grant agreement can specify things we want to see.

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

In reviewing the remaining funds that haven't already been committed, Mary Maslowski stated for full disclosure, she was prepared to make motions to fully fund the Brook Academy projects, but that would mean only one of the two remaining cemetery projects could be funded.

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; Request: ~~\$785,000~~ REVISED \$1,150,000.00

A motion was made by Mary Maslowski, seconded by Bob Doane, to approve \$1,150,000.00 from Historic Fund and Undesignated Fund Accounts, specifically, \$485,734.55 from the FY20 Historic Account, \$184,000.00 from the FY22 Historic Anticipated Revenues, and \$480,265.45 from the FY22 Undesignated Fund Anticipated Revenues to fund the Brooks Academy Structural Improvement Project.

Discussion:

Donna Kalinick stated because this project is so large, it is the only historic preservation projects she will support tonight.

Kathy Green stated she agreed the foundation needs to be fixed. But it is hard to ask the town to spend \$580,000 for a storage area. Then, soon we will be asked for more money for it to be finished, furnished, and to add a climate control system. She asked the committee to remember a few years ago we funded the Town Hall Basement Storage Area project for document storage. At the same time, the \$130,000 Community Center Storage Area Project was approved for town documents. It would create a storage area with climate control. When the Town Hall Basement Storage Area Project was complete, the Community Center Storage Project was no longer needed for town documents storage, the project didn't go ahead. The Community Center potentially could be a storage area instead of the Academy's basement, providing a secured climate-controlled space. This could be considered.

Elizabeth Harder stated she supports the project; we should do it and do it right.

John Ketchum stated he supports the project.

Bob Doane stated he supports the project. The HDHC voted they declared the full basement excavation was essential.

Mary Maslowski stated this building will take millions of dollars. It is a town owned property. She supports the full basement project.

ROLL CALL VOTE: Chair Dave Nixon – Aye; Vice-Chair Mary Maslowski – Aye; John Ketchum – Aye; Bob Doane – Aye; Donna Kalinick – Aye; Elizabeth Harder – Aye; Kathy Green – Nay. Motion carried. Vote 6 to 1.

Mary Maslowski stated she didn't prepare motions for HP1 or HP2 because after funding HP4, the Historic Preservation Fund is completely allocated and there is a balance of some \$163,000 in the Undesignated Fund. She had reservations on the remaining projects. Others could make motions for these projects. She plans to ask the committee to fund \$25,000 for future admin costs.

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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; Request: \$360,000.00

Notes: The Board of Selectmen have not yet voted on the Hinckleys Pond Watershed Preservation Project. The CPC has received a letter from Steven Morue, a resident of Headwater. He stated there is strong support of this project from residents of Headwaters Area.

A motion was made by Mary Maslowski, seconded by Kathy Green, to approve \$360,000.00 from FY22 Open Space Account to fund the Hinckleys Pond (Watershed Preservation) Project.

Discussion:

Elizabeth Harder stated she is in favor of it.

Kathy Green received a call from a resident and a current coach at the High School. He thought it was very forward thinking and is strongly in favor of it. Kathy stated she is in favor of it.

Donna stated she is not prepared to vote on this tonight. 1) She wants to know how the BOS feel about the project. 2) She wants to know the long-term costs.

Bob Doane stated he supports it, thinking it is a great opportunity to preserve the land.

John Ketchum stated it would be a real mistake not to preserve this land, noting water nutrients correction needs.

Dave Nixon stated he is in support of it, but he wished there were some way to connect with the schools.

ROLL CALL VOTE: Chair Dave Nixon – Aye; Elizabeth Harder – Aye; John Ketchum – Aye; Bob Doane – Aye; Kathy Green – Aye; Vice-Chair Mary Maslowski – Nay; Donna Kalinick – Abstain. Motion carried. Vote 5 to 1 with 1 abstention.

A motion was made by Mary Maslowski, seconded by Kathy Green, to approve \$25,000.00 from FY22 Undesignated Fund Anticipated Reserves to fund administrative costs of the Community Preservation Committee.

Discussion:

Vice-chair Mary Maslowski asked if the committee wanted to fund anything towards the Admin Fund at the beginning of the meeting. It had been noted the financial report shows two Admin accounts. One account, named CPC Administrative Costs has a balance of \$23,899.79. Another account in the Admin has a balance of \$50,000. It was concluded that account is to be used solely for legal title research.

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

In review of the funds already allocated through approved motions so far tonight, the remaining balance of funds will only allow for one more project to be funded. There are two requested projects still to be considered.

HP 1 East Harwich Methodist Cemetery Gravestone Conservation & Preservation Project, Applicant: Town of Harwich. Project Manager: Robbin Kelley, Harwich Cemetery Administrator. Requested: \$112,200

A motion was made by John Ketchum to approve H1 East Harwich Methodist Cemetery Gravestone Conservation & Preservation Project and allocate \$51,692.06 from FY20 Undesignated Funds and the balance \$60,507.94 from FY22 Undesignated Funds. Mary Maslowski seconded for discussion.

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Discussion:

The figures were reviewed. The balance of the FY20 Undesignated Funds have already been allocated tonight for the Land Debt Service (Vote approved.)

The motion was amended by John Ketchum, seconded by Bob Doane, to approve H1 East Harwich Methodist Cemetery Gravestone Conservation & Preservation Project and allocate \$112,200 from FY22 Undesignated Funds.

Discussion:

Mary Maslowski stated she is in favor of the project, but at the last CPC meeting, Don Howell statements left her with questions regarding if the church approves of the project.

Dave Nixon agreed with Mary's statements. He would rather this project return next year with the answers this committee needs.

Elizabeth Harder is happy to support the gravestones project.

Kathy Green stated she thought Don's comments were that as long as no one tried to claim the church's property, that they were willing to have the work done. She is more concerned with the liability issue on that property.

Donna Kalinick agrees with everyone. She is concern with the liability. She also wants the project to return next year with the applicants to include the Church and the Town and the liability to be addressed.

Bob Doane stated he wanted to table the vote until we could get answers.

Dave Nixon stated all motions were not needed to be made tonight.

John Ketchum supports this project in general. The gravestones are in rough shape and need to be fixed. He agreed with Bob, that this vote could be postponed.

Dave Nixon stated in his opinion there has been ample time for answers to be provided. He is still concerned about the comments from Don regarding the Church.

Donna Kalinick stated in her opinion the committee should vote tonight. The applicant had been given enough time.

ROLL CALL VOTE: Elizabeth Harder – Aye; John Ketchum – Aye; Bob Doane – Aye; Kathy Green – Aye; Donna Kalinick – Nay; Chair Dave Nixon – Nay; Vice-Chair Mary Maslowski – Nay. Motion carried. Vote 4 to 3.

It was announced there were not enough funds available to fund 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; Requested: ~~\$127,750~~ REVISED \$135,025

Regarding reconsidering motions: Dave Nixon stated the committee tried to have all committee members present tonight to vote on projects. But Joe was called up by FEMA at the last minute, conditions beyond his control. We followed procedure. A couple of votes were close. A motion to reconsider can be made.

5. Old Business:

- a) Website updates: What could be added?

John Ketchum asked how and when should the projects' votes be listed?

To be decided later.

6. Other

Announcements:

The Recreation Department is removing from consideration 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; Request: \$100,000.

The committee discussed the Town Clerk's membership lists. The Town Clerk list is incorrectly missing two committee members names. All the committee members are legally on the CPC and able to vote on the motions tonight. All

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committee members need to return their State Ethics reports to the chairperson of the committee they represent. Committee members need to verify their CPC term date.

It was questioned if CPC funds could be used for the Brooks Academy excavation and foundation work project. Chair Nixon called the Executive Director of the Community Preservation Coalition, Stuart Saginor. Mr. Saginor had visited Harwich in 2006. At that time, the CPC had funded an exterior project at the Brooks Academy. Mr. Saginor says it is appropriate to fund the foundation project at the Brooks Academy now, in whatever form the CPC chooses. After the work is completed, photos can be sent to the Coalition.

The deadline date for warrant articles will be announced soon.

7. Next meeting's Agenda points

New meeting calendar has not been set.

Committee agreed the next meeting should be Thursday, February 11, 2021 or 6 PM. The posted Feb. 4, 2021 meeting will be canceled.

Agenda Point: Possible development of grant agreements

8. Adjournment

A motion was made by Kathy Green, seconded by Donna Kalinick, to adjourn.

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

Adjournment at 8:04 PM.