

TOWN OF HARWICH
COMMUNITY PRESERVATION COMMITTEE

Approved 12.7.23

**Community Preservation Committee Regular Meeting Minutes
November 16, 2023**

Recording and Taping Notification: As required by law the Town may audio or video record this meeting. Any person intending to either audio or video record this open session is required to inform the chair.

Call to Order

Harwich Community Preservation Committee Meeting called to order with quorum of committee members present by Chair Dave Nixon at 6:01 PM, on Thursday, November 16, 2023 at the Harwich Town Hall, Donn B. Griffin Room.

Present: Chair Dave Nixon, Vice-Chair Kathy Green, Bob Doane, Kelly Barber, John Ketchum, Marcy Vigneau, and Emily Brutti

Absent: Mary Maslowski

REGULAR CPC MEETING

1. Welcome Guests

A. No Public Comment

2. Approval of Minutes

CPC Meeting – November 2, 2023

A motion was made by John Ketchum, seconded by Marcy Vigneau to approve the amended Nov. 2, 2023 CPC meeting minutes.

VOTE: Chair Dave Nixon – Aye; Vice-Chair Kathy Green – Aye; John Ketchum – Aye; Bob Doane – Aye; Marcy Vigneau – Aye; Emily Brutti – Aye; Kelly Barber – Abstain.

6 in favor; 1 abstain

Motion PASSED.

3. New Business

A. Presentations of the 2023/2024 CPA Funding Requests continues:

It was announced that **CH 4** and **CH 5** have been withdrawn.

CH 4 Pine Oaks Village Homes IV Phase A Project, Applicant: Gregory Y. Winston, Pine Oaks Village Homes (Mid Cape Church Homes, Amount Requested: \$1,575,000

CH 5 Pine Oaks Village Homes IV Phase B Project, Applicant: Gregory Y. Winston, Pine Oaks Village Homes (Mid Cape Church Homes, Amount Requested: \$1,575,000

R 2 Monomoy Regional School District Press Box Project

Applicant: Michelle Claire Canto

Monomoy All Sports Boosters Club

Project Manager: TBD

Amount Requested: \$100,000

After reviewing the submitted application, Chair Nixon offered to the project presenters that the Town of Harwich owns the property Monomoy Regional High School sits on. The high school is leased from the Town of Harwich. Since the Town of Harwich owns the land, Harwich is in charge. The Project Manager has to be the Town of Harwich. The school business manager needs to contact the Harwich Town Administrator Joe Powers and have that discussion. There needs to be an agreement between the Town of Harwich and the Monomoy Regional School System for the press box building project to go forward. If there is no meeting of the minds, no agreement, this project application is incomplete and the press box building project cannot go forward. The school business manager is advised to contact the Chatham CPC.

Presenters: Karen Guillemette, Athletic Director Monomoy Regional High School. Also present Representatives of the Monomoy All Sports Boosters Club: project applicant Michelle Claire Canto, President Terry Deveau, and Secretary Scott Long.

- The Boosters Club have been working on the press box idea for about a year and a half.
- The Press Box would be located at the main stadium of the high school. It is a turf field with a track around it.
- It will be used for all sports, graduation ceremonies, Harwich and Chatham youth sports and other organizations. In the past the field has hosted Special Olympic programs, club sport clubs, field days for the middle school and the high school, pep rallies, tournaments, and award ceremonies.
- The building would be able to house a proper sound system. Things can get quite chaotic during events without a proper system loud enough to be heard. They currently have a portable sound system that is difficult to hear.
- Another feature of having this building is having the ability to film video from the top of it, a wonderful vantage point.

TOWN OF HARWICH

COMMUNITY PRESERVATION COMMITTEE

11.16.23 CPC Meeting Minutes Page 2

- The Boosters have applied for funding from the Harwich CPC and the Chatham CPC for \$100,000 from each town.
- They will meet with the Chatham CPC in December.
- So far, the Boosters have raised \$33,000 in their fundraising campaign. They will continue their donation drive in the winter through spring. They have plans to reach out to businesses.
- They have some work commitments from contractors.
- The plan is to a proper design drawn up. The project will then go out to bid. Build in Fall/Winter 2024. Completed by Spring 2025.
- The school business manager is aware of the project.
- The Boosters envision working closely with the Harwich Town Administrator Joe Powers.

The committee questions:

More details on the project:

- The building will be some 18' x 18', 12'6" high, located behind the bleachers. They have contacted companies to do the building. One company that built the school's bleachers has an interesting idea, attaching the building to the bleachers.
- The building will be ADA compliant with a lift. Foundation will be concrete.
- If the Town of Harwich is the applicant, the project must go through the town's procurement process, not through the school.
- The tech is already secured. This project would be for the building. The proper sound system can't be out in the elements and needs to be mounted. They need a building to secure their sound system, video and internet capabilities.
- Budgeted for contingencies? President Deveau believes they have covered everything in their presented budget. It was offered that other CPC funded recreation projects usually include a 20% contingency in their budgets.
- What is the plan if the Boosters don't receive the CPC funds? Monomoy doesn't have it in their budget to cover the cost, there are higher priorities. That's why the Booster Club took it on. If they don't receive CPC funds they will continue to fundraise and apply for other grants.
- The school will maintain the building.
- The building use will go through a school approval process for scheduling.
- The building should fall under Monomoy's lease. Insurance should be through the school's umbrella.
- Legal details can best be answered by the lawyers.
- Does this project qualify for CPC funding?
- **Follow Up:** In addition to contacting and making arrangements with the school's business manager and the Town of Harwich Administrator Joe Powers, and the Chatham CPC, does the Booster Club have commitments and support from town committees and boards? Written letters of support should be sought. Has the club met with Harwich Rec Director Eric Beebe/Youth and Rec Commission concerning this project?

CH 2 Rental Assistance Program

Applicant: Town of Harwich Housing Advocate Brianna Powell

Town of Harwich Housing Advocacy Department

Project Manager: Town of Harwich Housing Advocate Brianna Powell

Amount Requested: \$250,000

Presenter: Town of Harwich Housing Advocate Brianna Powell *Handout* Income limits

- This project, modeling the Wellfleet Housing Authority rental assistance program, will provide individuals and families the ability to maintain year-round affordable housing by ensuring their rent at 30% of their household monthly income.
- This program would offer participants assistance for 100% AMI.
- This program would offer assistance for 12 months. If the household needed it longer, they could apply for an additional 12 months of assistance, the maximum period.
- The program would offer an educational component in financial planning to help move the participants forward. This will help participants to deal with the situation when the rental assistance stops.
- The program is still being flushed out. Town Administrator Powers and Brianna are working out the details.
- They will evaluate after the first year to determine the program's progress.
- They haven't spoken to a company yet but they would hire a management company or agency to run the program at an estimated cost of \$50,000. That's 20% of the program's funding request. Brianna can look into it and see what it will actually cost. She will also look into grants.
- It was asked how many the program could assist and for how long. No details yet.
- 33% of Harwich households are considered "rent burdened." That means they are spending more than 30% of their household income on rent. 499 households are at the 33% level. Harwich has a list of some 350 rentals that are used. So, there is a large

TOWN OF HARWICH

COMMUNITY PRESERVATION COMMITTEE

11.16.23 CPC Meeting Minutes Page 3

potential of households they could assist. They do hope the program will do enough good to continue as an annual CPC funding request.

- It was asked if Brianna had spoken with the Harwich Housing Authority about their rental assistance program. Brianna had spoken with them.
- The HHA program has been funded with CPC funds. We have been told they have had difficulty assisting renters. Maybe the word isn't getting out about the program. Their program is structured differently, with different rental assistance limits. Their program offers participants up to \$300 rental assistance monthly, for a maximum of three years. Much more is needed. This new proposed project will be more flexible and offer assistance at a higher level comparatively.
- Concern was expressed about duplicating efforts of the Harwich Housing Authority program. Maybe more research is needed. How can we better support our community?
- It was questioned if the program will have a mental health competent. Will a social worker be part of the program? It was suggested the managerial company might.
- It was asked if Brianna had spoken to the Harwich Affordable Housing Trust. The Trust has a cap limit at the 80% level. This program would go to 100% level.
- She has spoken to the Housing Authority Committee, but not the Housing Committee yet.
- During a conversation with the Trust, they had said they were thinking of providing a rental assistance program. Brianna explained the Trust was going to submit a CPC funding request for a program but it was decided Brianna would apply and would run this program.
- Brianna estimated she would have follow-ups provided to the committee before her pregnancy leave began.

4. Old Business

A. Update: Signs

- The installed signs are looking great. The sign at the Marceline property needs tweaking.
- Other location ideas were discussed:
 - Contact Judy Ford at the South Harwich Meeting House.
 - Crowell Barn may be closed for the season. (No heating.) A road sign would work there.
 - Maybe ask Robbin Kelley about the idea of having a sign at Evergreen Cemetery by the stone fence or Union Street Cemetery. Would a sign be appropriate at a cemetery?
 - How could a sign be displayed at the Red River Beach marking the lifeguard stands project? Maybe display something for next season. John offered to investigate if the stands are always on the beach. Kathy will look into maybe creating a plaque that can be attached to the back of the stand.
 - Banner at Whitehouse Field.
 - Banner at Brooks Park.
 - Sign at the bocce courts.
 - Harwich Conservation Trust lands. Want to keep in mind that the sign should be visible. Don't want the sign to walk away.
 - Cornelious Pond Woodlands on Queen Anne Road.
 - How could Hinckley Pond host two signs? No town public access.
 - Judah Eldredge - can a sign be on Hawksnest Road?
 - Bell's Neck – a banner at the herring run?
 - The town already placed a sign at the new playground at the elementary school.
- Kathy will order more signs.
- John volunteered to help install the new signs.

B. Update: Website

The website is the Town of Harwich website, on the CPC webpage.

- On the CPC webpage - John will mark the applications CH 4 & CH 5 as "withdrawn".
- John would like to show someone the workings on the CPC webpage. It isn't challenging, but in case John isn't available, it would be nice for another committee member to know the ropes.
- John would welcome some ideas on updating the webpage.
- John will ask the town if we can see how many visits our webpage receives.

C. Update: Social Media

The Facebook postings are on the Brooks Free Library Facebook page.

- Kelly will post about the signs including photos.

TOWN OF HARWICH
COMMUNITY PRESERVATION COMMITTEE

11.16.23 CPC Meeting Minutes Page 4

- Emily volunteered to partner with Kelly to write a press release on the signs that will be given to The Chronicle and the Harwich Channel (formerly – Channel 18).

5. Other

6. Next meeting's Agenda points – Thursday, December 7, 2023

- Project Presentations – four recreation projects will be presented.
- Continue discussion on the idea of the Warrant bundling CPC projects
- Website review

7. Adjournment

A motion was made by Kathy Green, seconded by John Ketchum, to adjourn the meeting.

VOTE: Chair Dave Nixon, Vice-Chair Kathy Green - Aye; Kelly Barber – Aye; Bob Doane - Aye; Marcy Vigneau – Aye; John Ketchum – Aye; Emily Brutti – Aye.

Motion PASSED unanimously.

Adjournment at 7:22 PM.