

TOWN OF HARWICH

COMMUNITY PRESERVATION COMMITTEE

Community Preservation Committee Regular Meeting Minutes *Amended December 15, 2022

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.

I 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, December 15, 2022 at the Harwich Town Hall, Donn B. Griffin Room.

Present: Chair Dave Nixon - Aye; Vice-Chair Kathy Green - Aye; Carole Ridley - Aye; Elizabeth Harder - Aye; John Ketchum – Aye; Bob Doane – Aye; Mary Maslowski– Aye; Kelly Barber – Aye.

Absent: Joseph McParland III

II Guests Welcomed

Kathy Green spoke as a member of the Real Estate and Open Space Committee reporting the Spruce Woods Project has received confirmation of a \$500,000 grant from the State's Department of Conservation and Recreation. This completes the project's fundraising, some three million dollars. The L.A.N.D. grant funding of 400K will be received in June after the sale and CR are completed – it is a reimbursement grant so the money will be returned to the Open Space account.

III Approval of Minutes:

A. CPC Meeting – December 8, 2022

A motion was made by Elizabeth Harder, seconded by Mary Maslowski to accept the CPC meeting minutes of December 8, 2022.

Vote: Chair Dave Nixon - Aye; Vice-Chair Kathy Green - Aye; Carole Ridley - Abstain; Elizabeth Harder - Aye; John Ketchum – Aye; Bob Doane – Aye; Mary Maslowski– Aye; Kelly Barber – Abstain.

Motion carried.

IV New Business:

A. Discussion with Town of Harwich Health Director Kathleen O'Neill, S. D., R.S.

Health Director O'Neill was invited to tonight's meeting because there is confusion over what type of septic system can be installed in two Rec Department's restroom projects. If the projects are passed at Town Meeting, does the Country or State have the ability to change what has been proposed? The County cannot change things, the State can. Director O'Neill reported the Harwich Board of Health takes their instructions from the State DEP regulations, not the County. Following the State directive, the Harwich Board of Health decided what will be installed. She approved the Rec. Department's plans. The State hasn't changed anything yet, and though we don't know what will happen in the future, she doesn't feel it will impact the restroom projects.

B. Third night - Presentations of the 2022/2023 CPA Funding Requests. Each applicant will be given 5 minutes to present, followed by a 15-minute increment of time for discussion with CPC members.

CH 2 Harwich Affordable Housing Trust (AHT) Funds. Applicant: Harwich Town Administrator/ AHT Chair Joe Powers.

Project Manager: Harwich Town Administrator/ AHT Chair Joe Powers. Amount Requested: \$500,000

- The Town has a new position, a Housing Advocate, and has hired Brianna Nickerson. Mr. Powers is really excited she will be looking into the town's real housing needs. She has begun reaching out. She, along with the new town planner, will be updating the Housing Production Plan.
- Mr. Powers would like to make a slight change on the submitted CPA Funding Request Application, the project manager will be Brianna Nickerson. Additionally, in the project description, after housing - insert the wording "in support of the Housing Trust."
- Please refer to the last financial report that was submitted this fall in the CPC update status report. He doesn't have an updated balance sheet yet from the new Financial Director to add to this application. His best guess would be they have 1.1 million in their account. Mr. Powers noted the Trust has not asked the BOS for the cell tower revenue yet to be transferred to the Trust account.
- The Trust plans to continue to ask for CPA funding to build the Trust account for future projects.
- In early 2019 the Trust hired Jennifer Goldson to help develop their Action Plan. At that time, the Trust was a little over a year old. By mutual agreement during COVID, the original contract was negated. She has now been rehired under a

TOWN OF HARWICH

COMMUNITY PRESERVATION COMMITTEE

new contract, for the production of an action plan that will be completed by May 2023. The Action Plan will be a guide for the Trust in how they should be operating, generally. She will be taking community input on what the housing needs are and how it will impact Harwich. Ms. Goldson is a valuable resource on affordable housing and affordable housing trusts. Mr. Powers considers the Action Plan critical.

- The Trust has had town owned land transferred to their control/use. The Trust plans to examine the buildability of the parcels. Can they be developed?
- The Trust has bought one 13.7-acre parcel of land off Pleasant Lake Ave., the former Marceline property, with CPA funds. They are still looking at options for this land. The Trust has more than 75 acres of land in addition to the Marceline property. They may work with a developer (financing is unknown), or maybe they will sell the land and take the proceeds to fulfil their directive. They don't have definite plans for the land, yet. Mr. Powers doesn't feel they should be in the building business.
- The Trust can be a fiduciary or non-fiduciary operation. The Trust can do a buy down program or provide mortgage assistance that would support low-income families, a fiduciary function. Looking at the Yarmouth's Trust model, they may be "a funder". They need to determine their plan of action.
- The Trust is to preserve and create low- and moderate-income housing. The low- and moderate-income housing is less than 60% of the medium income.
- It was asked if the direction of development can be changed to develop work force housing? Mr. Powers said they are working with the State DHCD and they don't have the ability to change at this point. There isn't any momentum to change at this time.
- The trustees have not looked into what the town needs. The new Housing Advocate will be looking into that.
- CPA funds have been the sole financial contributions to the Trust so far. The Trust can look into other funding sources like the State's One Stop Community Portal related to housing. Mr. Powers would like to build up the Trust's capital so they can use just the interest going forward. He feels they are sitting on more land than money. And more money than ideas.
- It was commented that the Trust's submitted application is really light on information.

R10 Senior Softball Fields Restroom Project – New item:

Eric Beebe recently submitted a letter of commitment from the Men's Senior Softball League's \$20,000 contribution to the project. It had been emailed to the committee.

R 9 Harwich Bikeways Oak Street Crossing Lights Project. Applicant: Harwich Town Administrator Joe Powers.

Project Manager: Harwich Assistant Town Administrator Meggan Eldridge. Amount Requested: \$13,000

Presenter: Charles Walkley, member of the Harwich Bikeways Committee

- The proposed set of crossing lights is the same type of unit that was installed last year at Headwaters. A new vendor last year. People are happy with it. The unit is solar powered. It will also have a push-button operation.
- The project is supported by the Town Administrator and the Harwich Traffic Safety Committee.
- Based on last year's crossing lights, Mr. Libby estimated the job and felt they have adjusted for any cost increases, though Mr. Walkley was unsure if Mr. Libby got a cost estimate from the vendor. It was commented that the Bikeways Committee completes their projects and returns unspent funds.
- The last two sets of crossing lights were covered by a grant. The Bikeways Committee will jump on any new funding sources if something comes up.
- Mr. Libby and a traffic engineer from the Cape Cod Commission looked at the site, and felt it is an adequate location. Drivers will be alerted. It will be helpful to have drivers slowdown in anticipations of riders.
- It was pointed out that the crossing lights have significant delays. Are there quicker reacting units? Mr. Walkley offered they have looked at the Headwaters set of lights and they are more comfortable with that unit's timing compared with other units. But he didn't know about the delays precisely.

HP 4 Brooks Academy Exterior Preservation Project. Applicant: Brooks Academy Museum Commission (BAMC) Chair David Spitz. Project Manager: Brooks Academy Museum Commission (BAMC) Chair David Spitz. Amount Requested: \$250,00
Presenters: David Spitz and Lynn Spencer of the Spenser Preservation Group (Historic Preservationist – Lynn's firm has been working with the BAMC for a little more than a year.)

Power Point Presentation

Handout - Costs estimates

This is a Historic Preservation project.

TOWN OF HARWICH

COMMUNITY PRESERVATION COMMITTEE

- A little history of the Brooks Academy. The building is 180 plus years old. It was a school. Now it is the home of the Harwich Historical Society and Museum. An outer building houses a large collection of wooden carved decoys. At the time it was built there were no zoning codes. In 2018 the BAMC commissioned a comprehensive master plan. They received suggested ideas for building preservation, improved displays, archival storage, and creating access for all. In the 1820/30's buildings had shallow foundations of stone and sand, which just aren't adequate today. Lynn's firm is involved with creating it's new solid foundation. This past spring, the bids came in higher than expected. They took a breath and sent out a rebid request without a time restriction. Campbell Construction, an excellent firm, came in with a winning bid. Next is the restoration of the exterior trim and clapboards. The surface needs to be prepped for painting, removing loose paint, using lead safe practices. Some boards need attention. In a future phase the deck of the front portico will be addressed. They plan to use the front door to enter the building and will add a handicap ramp to the deck. This will allow accessibility to all floors with the use of a to-be-installed limited use elevator.
- Tonight's handout shows the job cost estimate, including carpentry repair, insurance, contingency estimate, architectural fees, etc. The painters' cost, which will employ lead safe practices and equipment, is about \$10 a square foot. Their contractor will be lead paint certified. Removal of lead paint is more extensive work with a safety process. The carpentry repairs are an estimate, but more of a guess. Once they see what is needed, that will be included in the contract.
- The cupola will remain.
- What is the plan going forward after this painting job is completed? Is the BAMC going to return and ask for money again for painting? We are living with wood on this historic building. How are we dealing with it?
- They will start with a good prep, then follow with a very good paint coating. The prep and application process are important. Paint protects the wood underneath. We know not all painting will degrade at the same rate. The south painted elevations are expected to last about 7-10 years. The other elevations' paint should last about 10 years.
- How the building is ventilated is also a factor in the painting lifespan. It is important that the windows not trap moisture. The windows project is the next project to be discussed tonight.
- Proper weather conditions are needed to paint. The application's timeline lists fall/winter. Lynn said they will adjust the schedule as they need the paint to dry properly.
- The difference between this job and what the library had done is that the library had all the paint stripped down to the bare wood over the entire building because there were so many layers of paint. Mr. Spitz offered that the Academy doesn't require stripping the paint down to the bare wood.
- It was inquired if the BAMC has looked for additional funding? Mr. Spitz has looked at grants. No awards yet. The Town's Capital Plan may be able to add some money to the project.
- Drainage away from the building? The building has gutters. Mr. Spitz offered there is something coming out soon that will be addressing additional drainage. We don't know the specifics yet.
- The structural package and foundation work will be starting soon.

HP 5 Brooks Academy Windows Restoration Project, Applicant: Brooks Academy Museum Commission (BAMC) Chair David Spitz. Project Manager: Brooks Academy Museum Commission (BAMC) Chair David Spitz. Amount Requested: \$440,00

Presenters: David Spitz and Lynn Spencer of the Spenser Preservation Group (Historic Preservationist – Lynn's firm has been working with the BAMC for a little more than a year.)

Power Point Presentation

Handout - Costs estimates

This is a Historic Preservation project.

- This will be a window conservation project. The Academy has great illumination, a lot of glazing with 15 over 15 lights windows and 15 over 2 lights on another level. They have a lot of original or very old glass. There has been some repair work done over the years.
- The windows will be removed and sent out to be restored for reglazing. Woodwork defects will also be addressed. Lead glazing may be present, which will increase the work cost. The windows will be reinstalled. The defective glazing may be caused by improper venting by using storm windows.
- The cost estimates are \$408,500 on the handout. They are requesting \$440,000.
- The project is a whole window package restoration. The goal is to have proper working windows. The storm windows stay on year-round now. The desire is to have 52 storm windows with a middle rail. The one-piece of glass storm

TOWN OF HARWICH

COMMUNITY PRESERVATION COMMITTEE

windows do not show off the windows to their best. Maybe screens could be added to allow for windows to be opened, offering ventilation.

- It is Lynn's recommendation to combine HP 4 and HP 5 for cost effectiveness.

Committee questions:

- A member offered that the storm windows aren't old. They were supposed to be historically correct, but they may not be the best choice. Are they installed correctly? The storm windows need to be examined. Should they all be replaced? Could weep holes be drilled to ventilate? The 1927 version of windows on the west wing don't appear to be in poor shape. ~ Lynn suggested she prefers to do them all once, but they can examine each window and make their decision for the work contract.
- There is one company, Allied, that manufactures a low-profile window that is vented.
- The windows on the west wing are covered by interior museum exhibits. Should we include redoing windows that aren't used? ~ All the windows should be addressed. The windows can be seen from the exterior.
- The project finances were discussed. A Clerk of Works will be hired for the foundation work. There may be funds returned from that project that could be used to cover that cost on this project. The architectural firm will be overseeing the project, but the Town wanted someone on site daily.
- It was suggested combining both the exterior preservation – painting - project and this windows restoration project into one warrant article and get new pricing.
- Benefits of combining projects could be an economy of savings on the work.
 - There might be some cost savings by having all the work done at once.
 - If the cost of work on the exterior is less than expected and the cost of the windows is more than budgeted, the monies could be spent where it is needed unlike if these are two separate projects. If one project's work cost increases more than planned, the project would have to wait another year for additional CPA funding to complete the project.
 - The windows project can be done over the winter when contractors are happy to get the work. The exterior preservation project can be done in spring when the weather is warmer. This might make the bidding of the jobs more in our favor.
- There is a risk in having two different warrant articles –
 - The town may vote to only fund one project. Both projects need to be done. (It was noted the exterior project is the priority between the two.) The CPC can decide to go with one warrant article addressing both exterior and windows work but the town meeting can make an amendment to alter the project. Maybe the CPC could be ready and have a plan to adjust on the TM floor if needed.
- It was questioned if it wouldn't be cheaper to have new windows made? Wouldn't they have a longer life? Even though they aren't the original, they wouldn't require the same amount of endless maintenance. ~ Mary answered this, talking about the significance of the Brooks Academy, as it is like a bookend to the Exchange Building – Brooks Free Library. They are the jewels of the town center. The Town owns the building. We should keep it historically appropriate. Taxpayers' money contributes to this obligation. On-going maintenance is an on-going obligation. The Town has to develop a maintenance plan to address the needs in the future. The HDHC has to approve work plans for the building. As a member of that committee, she wouldn't approve any plan with new windows knowing they could be restored. We need to protect the period characteristics to receive their certificate. This isn't a maintenance project. The CPC cannot fund maintenance. The old windows were made of old growth woods. The cost of new windows to match that would be too expensive. We don't want to use aluminum or vinyl; they cannot be fixed like a wood window can.
- It has just been announced the Harwich Historical Society plans for using the building may be changing, moving away from displaying museum exhibits. How will this impact the future of Brooks Academy?
- It was asked if the glazing has been tested for lead? ~ No, not yet. Windows from the 1890's can have asbestos. The work related to conserve the windows will address what needs to be done, but this may increase the costs.
- Mr. Spitz will get back to the committee with a cost estimate if both projects were combined into one revised project application. Mr. Spitz offered didn't know if there will be a cost savings.

Postponed -- **OS 1** Bells Neck Road-Herring River Land Preservation Project. Applicant: Harwich Conservation Trust. Project Manager: Harwich Conservation Trust Executive Director Michael Lach. Amount Requested: \$125,000

Project applications can be found on:

<https://www.harwich-ma.gov/community-preservation-committee/pages/2022-2023-cpa-funding-requests-for-fy2024>

TOWN OF HARWICH
COMMUNITY PRESERVATION COMMITTEE

V Old Business:

VI Other:

- The traditional second Thursdays of each month will be reserved for the 2023 CPC meeting dates.
- In addition to Jan. 12, the CPC plans to hold a meeting on Jan. 5, 2023 to discuss the projects.

VII Next meeting's Agenda points - Thursday, January 5, 2023 at the Harwich Town Hall, 6:00 PM

- **OS 1** Bells Neck Road-Herring River Land Preservation Project presentation
- Possible voting on 2022/2023 CPC Funding Project Requests
- Financial Report - if Financial Director has it ready. The numbers in each bucket (reserve accounts) must come from her directly. The funds have a baseline, then grow with the State's 3% levy contributions and the interest on accounts. Rescinded funds have to wait to go through State certification.
- Follow-ups

VIII Adjournment

A motion was made by Carole Ridley, seconded by Kathy Green to adjourn.

Vote: Chair Dave Nixon - Aye; Vice-Chair Kathy Green - Aye; Carole Ridley - Aye; Elizabeth Harder - Aye; John Ketchum – Aye; Bob Doane – Aye; Mary Maslowski– Aye; Kelly Barber – Aye.

Motion passed.

Adjournment at 8:32 PM