

TOWN OF HARWICH  
COMMUNITY PRESERVATION COMMITTEE

*Approved 3.9.23*

**Community Preservation Committee Regular Meeting Minutes  
February 9, 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.*

I Call to Order

Harwich Community Preservation Committee Meeting called to order with quorum of committee members present by Chair Dave Nixon at 6:02 PM, on Thursday, February 9, 2023 at the Harwich Town Hall, Donn B. Griffin Room.

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

Meeting called to order.

II Guests Welcomed

Public Comment

Harwich resident Mr. Anthony Skiabi, an Air Force Veteran, spoke in favor of funding the **H6** Revolutionary & Civil War Memorials Project. He offered that it to be a very worthy, important project for our town, recognizing those from Harwich that served our Nation, starting from the beginning. The project is part of the Cemetery Commission’s Master Plan. He offered that it shows good management and proper planning. Kicking the project down the road may impact everything that is in their Master Plan. It is important to take care of our sacred places.

III Approval of Minutes:

CPC Meeting – January 12, 2023

A motion was made by Kathy Green, seconded by Mary Maslowski to approve the January 12, 2023 CPC Meeting Minutes.

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

Motion passed unanimously.

IV New Business:

A. Possible updates: CPC numbers

*Handouts:* The *Financial Report* from the Harwich Financial Director. The Financial Report shows the account funds and the amount of funds available for appropriation on projects. These are conservative amounts.

A *spreadsheet* Mary Maslowski created for a quick view of the bucket reserve amounts for voting on possible projects’ fundings.

The Financial Report was reviewed. A committee member commented he was confused where the land bank debt service numbers were accounted for. It was explained the funds were from the Certified FY 22 Undesignated funds.

B. Discussion: Online CPC Application – John Ketchum

Sample draft of an online Application was emailed to committee this week. To have applicants submit their application online is a step forward, in time and paper savings. We still can have paper hard copies in addition to online applications. Document retention can be managed by the town process. John hasn’t resolved all options yet. Currently, John uploads the submitted applications to the CPC web page, but not as soon as they are submitted. The committee needs to make some decisions on the process and steps going forward. John suggested committee members try testing the link and create an application. The town will soon be changing their system to Microsoft 365. In a few months, we may have a clearer picture what this will mean to this new idea.

C. Discussion and possible voting: Rescinding open balances of CPC projects

None

D. Follow-ups: from any applicant

None

E. Discussion and possible voting: 2022/2023 CPA Funding Requests:

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▪ **Land Bank Debt Service**

A motion was made by Mary Maslowski and seconded by Kathy Green to approve \$166,650.00 from the Undesignated Fund Account, consisting of \$166,650.00 from FY2022 Undesignated Fund Certified Balance to fund the Land Bank Debt Service.

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

Motion PASSED unanimously. 8 in favor.

▪ **Appropriations/Housekeeping:**

*Carole Ridley recued herself, left the room before motion, discussion, and voting.*

A motion was made by Mary Maslowski and seconded by Kathy Green to appropriate and allocate the following sums of money from the FY2024 estimated annual revenues of the Harwich Community Preservation Act Fund as required by G.L., Chapter 44B and Chapter 149, Section 298 of the Acts of 2004, as follows:

- A sum of money for the acquisition, creation, and preservation of the open space;
- A sum of money for the acquisition, reservation, restoration, and rehabilitation of historic resources;
- A sum of money for the acquisition, creation, preservation, and support of community housing;
- A sum of money for Administrative Expenses;
- And the remainder of Anticipated Revenues to be placed in the Undesignated Fund Balance to be available for use for open space, historic, community housing, and recreation in accordance with the Community Preservation Act requirements.

APPROPRIATION	FY 2024
Open Space Reserve	\$ 198,700.00
Historic Preservation Reserve	\$ 198,700.00
Community Housing Reserve	\$ 198,700.00
Administrative Expenses	\$ 50,000.00
Undesignated Fund (Anticipated)	\$1,390,900.00

Discussion: Admin funds are used for various things like covering the costs of land surveys, legal fees, admin salary, conservation restriction filing fees for LAND grants.

Admin fees comes from the Undesignated Reserve bucket.

It was noted on Page 2 of the Financial Report, a correction: Total Estimated FY 23 should be FY 24.

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

Motion PASSED. 7 in favor, 1 recusal.

▪ **OS 1 Bells Neck Road - Herring River Land Preservation project:**

*Carole Ridley recued herself, left the room before motion, discussion, and voting.*

A motion was made by Mary Maslowski and seconded by Elizabeth Harder to approve \$125,000 from FY2022 Open Space Certified Balance to fund the Bells Neck Road - Herring River Land Preservation Project.

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

Motion PASSED. 7 in favor, 1 recusal.

*Carole Ridley returned to the meeting.*

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### ▪ CH 2 Affordable Housing Trust funding:

A motion was made by Mary Maslowski and seconded by Bob Doane to approve \$500,000.00 consisting of \$210,000.00 from 2022 Certified Community Housing and \$198,700.00 from FY2024 Community Housing Anticipated Revenue and \$91,300 from FY2024 Undesignated Funds Anticipated Revenue to fund the Affordable Housing Trust.

Discussion:

A committee member questioned funding the Trust as it lacked a mission statement and direction.

Another member sited the Trust provided the CPC limited information on their project application.

Others commented on the Trust's fair amount of turmoil reported and thought maybe we should wait to provide additional funds.

Another committee commented they were in favor of the funding, including they thought the Trust will straighten out their issues. They stated if the Trust didn't receive their funding request, that it might impede their process when they do decide how they plan to move forward. If they don't have enough funds, they fall even further behind. They did buy a parcel of land last year, so they have started to use the CPC funds. But one land parcel isn't enough to fulfill the town's affordable housing needs. If another parcel of land becomes available, they need the funds to act. The only way they can move forward is to fund the Trust.

Another member stated they could see funding at a lesser amount, questioning if providing more funds to the Trust is the answer right now. Offering that the Trust has about one million dollars in their account currently. They can sell some of their land inventory if needed.

Another member stated the Trust needs to get organized, and the Board of Selectmen are looking at them to do just that.

Another member offered the CPC has taken a giant leap of faith in funding the Harwich Affordable Housing Trust for the last five years. They didn't want to delay or do any damage to people that need the help by not funding the Trust.

Another member offered the funds would not be lost. The CPC money can only be spent following CPA Guidelines.

But, once the funds go to the Trust, the CPC cannot rescind the funds and be returned to the CPC accounts.

It was also noted the Harwich Housing Authority is sitting on CPA funds.

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

Motion FAILED. 3 in favor, 5 against.

A motion was made by Kathy Green and seconded by Bob Doane to approve \$250,000.00 consisting of \$210,000.00 from FY 2022 Certified Community Housing Fund and \$40,000 from FY 2024 Community Housing Anticipated Revenue to fund the Affordable Housing Trust.

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

Motion PASSED. 7 in favor, 1 against.

### ▪ CH 3 Lower Cape Housing Institute funding:

*Carole Ridley recued herself, left the room before motion, discussion, and voting.*

A motion was made Mary Maslowski and seconded by Kelly Barber to approve \$7,500.00 consisting of \$7,500.00 from FY 2024 Community Housing Anticipated Revenues to fund the Lower Cape Housing Institute.

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

Motion PASSED. 7 in favor, 1 recusal

*Carole Ridley returned to the meeting.*

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▪ **HP 4&5 Exterior Preservation and Window Restoration at Brooks Academy Museum project:**

A motion was made by Mary Maslowski and seconded by Kathy Green to approve \$640,000.00 to fund the Exterior Preservation and Window Restoration at Brooks Academy Museum and an additional \$50,000.00 to fund combination storm windows in the event that the preservationists determine that combination storm windows are necessary to the preservation, said appropriations consisting of \$250,000.00 from FY 2022 Historic Certified Balance; \$198,700.00 from FY 2024 Historic Anticipated Revenues, and \$241,300.00 from FY 2024 Undesignated Fund Anticipated Revenues. Totaling \$690,000.

Discussion: HDHC is in favor of project.

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

Motion PASSED unanimously. 8 in favor.

▪ **HP 6 Revolutionary War and Civil War Memorial project:**

A motion was made Mary Maslowski and seconded by Bob Doane to approve \$256,282.40 to fund the Revolutionary War and Civil War Memorial consisting of \$256,282.40 from FY2024 Undesignated Fund Anticipated Revenue.

Discussion: Robbin Kelley reported she is working on getting contributions. Only 20 Brewster Revolutionary Veterans are buried in Harwich, so she is not sure if she can count on their CPC for contributions. More of Harwich Veterans are buried in Dennis. And a number were buried at sea.

One committee member commented they thought this project was a lot of money.

In the bidding process, Robbin hopes the project will come in lower. Robbin said she strides to make sure the proposed projects have enough money to cover the work. In this case, each letter of the 284 memorial names will be a charge. As with her other projects, any remaining balances are returned to the CPC accounts.

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

Motion PASSED. 7 in favor, 1 against.

▪ **HP 8 203 Bank Street Preservation of the Old Fire Station project:**

*Carole Ridley recued herself, left the room before motion, discussion, and voting.*

A motion was made by Mary Maslowski and seconded by Kathy Green to approve \$350,000.00 from the FY2024 Undesignated Fund Anticipated Revenues to fund the 203 Bank Street Preservation of the Old Fire Station.

Discussion: HDHC supports this project. Another committee member commented that they think it is a shame if the building isn't fixed up. The site is highly visible, plus a CPC funded trailhead is there.

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

Motion PASSED. 7 in favor, 1 recusal.

*Carole Ridley returned to the meeting.*

▪ **R 9 Oak Street Bike Path Crossing Lights project:**

A motion was made by Mary Maslowski and seconded by Kathy Green to approve \$13,000.00 from the FY2024 Undesignated Fund Anticipated Revenues to fund the Oak Street Bike Path Crossing Lights.

Discussion: One committee member commented there is a need there.

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

Motion PASSED unanimously. 8 in favor.

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▪ **R 10 Senior Softball Fields Restroom project:**

A motion was made by Mary Maslowski and seconded by Kathy Green to approve \$150,000.00 from the FY2024 Undesignated Fund Anticipated Revenues to fund the Senior Softball Fields Restroom Project.

Discussion: One committee member commented they were happy the Senior Softball League contributed to the project.

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

Motion PASSED unanimously. 8 in favor.

▪ **R 11 Brooks Park Tennis Court/Pickle Ball Resurfacing project:**

A motion was made by Mary Maslowski and seconded by Kathy Green to approve \$110,000.00 from FY2024 Undesignated Fund Anticipated Revenues to fund the Brooks Park Tennis Court/Pickle Ball Resurfacing.

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

Motion PASSED unanimously. 8 in favor.

▪ **R12 Sand Pond Restroom project - additional funding:**

A motion was made by Mary Maslowski and seconded by Kathy Green to approve \$35,000.00 from the FY2024 Undesignated Fund Anticipated Revenues to fund the Sand Pond Restroom additional funding request.

Discussion: One committee member commented they would like to get the project finished.

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

Motion PASSED unanimously. 8 in favor.

▪ **R14 Skinequit Pond Remediation project:**

*John Ketchum recused himself, left the room before motion, discussion, and voting.*

A motion was made by Mary Maslowski and seconded by Kathy Green to approve \$92,000.00 from FY2024 Undesignated Fund Anticipated Revenues to fund Skinequit Pond Remediation project.

Discussion: One committee member commented they were happy to receive the answer to their questions emailed to committee.

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

Motion PASSED. 7 in favor, 1 recusal.

*John Ketchum returned to the meeting.*

*Spreadsheet was updated.*

**(Withdrawn Applications: H7 North Harwich Cemetery Fence Post & Rails Project; R13 Veterans Complex Pavilion Project; CH15 Adult Shared Living – From the Ground Up; CH16 Adult Shared Living)**

Project applications can be found on:

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

IV. Old Business:

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V. Other:

A motion was made by Kathy Green, seconded by Mary Maslowski to accept the December 15, 2022 Amended Meeting Minutes.

Nothing significant, just typos.

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

Motion passed unanimously.

*February 16, 2023 Scheduled CPC meeting is cancelled.*

VI. Next scheduled meeting's Agenda points – March 9, 2023:

- 1) Follow-up with Kelly Barber: The social media project using the Library's Facebook account.
- 2) Discussion: Do we need to organize a special meeting prior to May's Annual Town Meeting?
- 3) Follow-up with Elizabeth Harder: Cape Cod Tech's - Design the CPC Logo - competition.

VII. Adjournment

A motion was made by Mary Maslowski, seconded by Elizabeth Harder to adjourn.

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

Motion passed unanimously.

Adjournment at 7:09 PM