

TOWN OF HARWICH

Community Preservation Committee

Approved 4.7.2022

Community Preservation Committee Regular Meeting Minutes March 10, 2022

Meeting held remotely.

I Call to Order

Meeting Rules read into the record by Board Secretary Jan Moore.

Harwich Community Preservation Committee Meeting called to order online per Roll Call Vote by Chair Dave Nixon at 6:05 PM, on Thursday, March 10, 2022 via GoToMeeting.com. VOTE Present by Roll Call: Chair Dave Nixon - Aye; Mary Maslowski - Aye; Bob Doane - Aye; Kathy Green - Aye; Elizabeth Harder – Aye; Carole Ridley – Aye; Joseph McParland III – Aye.

Motion carried unanimously.

Meeting called to order.

Absent: John Ketchum

II GUESTS WELCOMED

No Public Comment

III APPROVAL OF MINUTES

CPC Meetings – February 3, 2022 and February 17, 2022

A motion was made by Elizabeth Harder and seconded by Bob Doane to approve the CPC Meetings minutes of February 3, 2022 and February 17, 2022.

Roll Call vote: Chair Dave Nixon - Aye; Mary Maslowski - Aye; Bob Doane - Aye; Kathy Green - Aye; Elizabeth Harder – Aye; Carole Ridley – Aye; Joseph McParland III – Aye.

Motion carried unanimously.

IV NEW BUSINESS

A. Updates for preparations for the upcoming Annual Town Meeting

In an email via Town Administrator Joe Powers, Town Attorney John Giorgio of KP Law wrote an answer to the rules about the CPC Admin Funds 5% rule. The rule is that you can only use 5% of the CPC funds for Admin Funds. We are under the 5% rule. The submitted Admin Funds article passes this test.

The Town submitted the CPC warrant articles to be vetted by KP Law. KP Law flagged the Admin Funds article and varied it. All of the CPC articles moving forward have been vetted by attorneys at KP Law.

It was noted that all of the town submitted CPC applications were reviewed by KP Law. Chair Nixon sent the three non-town submitted CPC applications to KP Law's CPA specialist to be vetted.

B. Discussion on the CPC Application

How to address any confusion of the CPC application process? A written policy with timelines would be useful to address any confusion.

Does the CPC Application and Guidelines stand on their own? It is a document that the CPC uses for our process. Would additional policies be too redundant?

Does the CPC application state a policy regarding incomplete submissions?

The application has a table for supporting committees to show their support by their chairperson signing their initials. The applicant decides which committees will review the application. It was suggested this could be tightened up. The projects related to a certain reserve bucket of funds should come before the corresponding committees.

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Getting the sign offs can be hard because some supporting committees have limited meetings to hear the project. So, creating a hard deadline has challenges. A committee member offered that in the past the CPC has allowed extra time for these sign offs. In the last few years, this extension was in December for supporting committees to sign off on the proposed application project. But the CPC doesn't have a follow-up on that from the applicants. For example, this year, an application was submitted with no supporting committee sign offs. We don't know if the project was reviewed by any committee. We have no follow through.

A committee member made the point that the lack of applicants completing the application form is why we need a written policy. To have a written policy in place with timeline would allow the CPC to have a follow up procedure within a timeframe. The applicant comes in and knows the time limit on what still needs to be done. Some applicants have had extended time limits and that has created problems. The private sector has deadline requirements.

Another member offered 90% of the applicants follow the rules, while about 10% don't. Many of the applicants are repeats; they know the system.

It was suggested the CPC create a firm, hard line. This is what you have to do. If you don't, we send the application back. If they don't complete the application, they wouldn't receive the funding request. We can add steps in the timeline.

A member offered their idea of a timeline – Application submission date is October 1st. Submitted applications would be reviewed at the October CPC meeting. The CPC would discuss what the applications are missing, what clarification is needed. The applications with questions will be returned to the applicant. The applicants must submit their missing required information by December X date. We even go over which supporting committee sign offs are needed.

Another member stated the application is a contract they sign, acknowledging they have read it. The CPC can adopt rules and regulations with public hearings, etc. It might be preferable to add a few lines of more detail in the application. Questioning if having a policy not written in the application/contract will improve the situation. Another member questioned if a hardline was too much of a burden on the applicants and might hamstring the CPC? It was asked if we are trying to solve preventing an applicant from shortchanging information on the application? Then that brings up the question - what is an incomplete application?

An incomplete application is one that doesn't have the paperwork complete. If the CPC members have additional questions of the application, that would be different. It is often during the discovery period that questions arise. Those answers may take time. Maybe we need to think about the time periods. We have let some applicants slide because of that. But have we given codification?

Another thought offered was that in the past, applicants could reach out to various committee representatives. The other way around, to be more pro-active, could be that we reach out to various committees.

New this year, all town applications were sent from the Town Administration. But non-town applicants are not a part of that process. So that needs to be considered.

It was offered that basic committee policy information is needed. This information needs to be written and available on the website. In addition to writing the details on the signed application, the timeline can be written in the application's "Terms and Conditions" section.

We can say we don't accept your application because your application is incomplete, but what are we going to do about it. A possible penalty was suggested: If the applicant doesn't meet the guidelines and submit the requested materials to the CPC by the deadline, then the committee cannot consider the application. The committee can walk the applicant through the steps. But the policy has to be the same for everyone. This year we can review the applications and get back to the applicants as soon as possible requesting the information. It was agreed we include a sufficiency section, asking the applicant – Did you meet all the requirements? If not,

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then the CPC will return the application for them to complete with a deadline. If they do, the application moves forward for further review.

Carole was asked to write something up. Carole requested members submit their ideas to her directly. Elizabeth may assist her.

C. Update Status Report:

2020 Article #31 (1) Update of Town Historic Areas and Property Inventory Project, \$34,500

Bob Doane presented report. Written Report was emailed to committee.

The first part of the project is to update the 2015 100 Year Historic Buildings List through 2022. Since the 2015 inventory, fifty-eight more properties have turned 100 years old and will be added to the list. The inventory listings are being reviewed in-person. The second part of the project is to update the MACRIS database with the Form Bs, listing the property's historically significant background. A consultant would need to be hired to do that work on the Form Bs, via an RFP.

Bob has been volunteering his time, working on this project with the Cape Cod Commission. They have been analyzing the already posted Form Bs, identifying missing information. This identified work to be completed will be included in the statement of work needed in the RFP.

They also have discovered many Form Bs that were not entered into the database.

Twenty-five years ago, extensive work on the villages was done. Unfortunately, no Form Bs were done in North Harwich. The HDHC needs to get caught up with these forms.

The last part of the project was to update objects of historic nature. That part probably won't get done.

The HDHC estimates the project will be completed within the year.

They estimate the RFP on this project will go out within the next four months.

The MACRIS - Massachusetts Cultural Resource Information System - lists properties (individual buildings) or objects (cannons or monuments) of historic nature. Plus, villages and clusters. It is an open database.

The historical information entered into MACRIS can be used as a first step of for getting on the National Registry Historic Places.

The town uses the 100 Year Historic Buildings List when demo requests come in. Not having an updated list causes problems and delays.

It would be significant if the town's database could be loaded with the Form Bs, filling the MACRIS database. Currently, the inventory has some 550 listings in Harwich.

Bob was thanked for his volunteering.

V. Old Business

VI. Other

- Annual Town Meeting is in May. Preparations for reaching out to the public for the ATM:
 - Joe will do a presentation on Channel 18. He will organize an airdate.
 - The remaining printed Tri fold CPA brochures should be distributed again.
 - Digital format of the Tri fold is on the website.
 - Elizabeth has been drafting a press release. She will hand it over to John when ready.

VII. Agenda Points for the next Meetings

- Thursday, April 7, 2022 meeting, in-person at the town hall. Regular CPC Meeting: the semi-annual update status reporting. Written reports must be submitted. Oral reports should be limited to five minutes to allow time for CPC questions; no need to read written report.

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- Thursday, May 12, 2022 meeting, in-person at the town hall. Regular CPC Meeting: Follow-up from Elizabeth on other local towns' affordable housing trusts.
- Thursday, June 9, 2022 meeting will be the Annual Public Hearing, in-person at the town hall. To be followed by the Regular CPC Meeting. (As long as it doesn't conflict with school Graduation.)
- To be determined: Follow-up from Carole on the new application policies.

VIII. Adjournment

A motion was made by Kathy Green, seconded by Mary Maslowski to adjourn.

VOTE by Roll Call: Chair Dave Nixon - Aye; Mary Maslowski - Aye; Bob Doane - Aye; Kathy Green - Aye; Elizabeth Harder – Aye; Carole Ridley – Aye; Joseph McParland III – Aye.

Motion carried unanimously.

Adjournment at 7:22 PM.