

TOWN OF HARWICH

COMMUNITY PRESERVATION COMMITTEE

Approved May 11, 2023

Community Preservation Committee Regular Meeting Minutes April 13, 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.

1. Call to Order

Harwich Community Preservation Committee Meeting called to order with quorum of committee members present by Chair Dave Nixon at 6:04 PM, on Thursday, April 13, 2023 at the Harwich Town Hall, Donn B. Griffin Room.

Present: Chair Dave Nixon, Vice-Chair Kathy Green, Elizabeth Harder, Bob Doane, Mary Maslowski, Kelly Barber, and John Ketchum.

Absent: Carole Ridley

2. Guests Welcomed

No Public Comment

3. Approval of CPC Meeting Minutes: March 9, 2023 and March 30, 2023

A motion was made by Elizabeth Harder, seconded by Mary Maslowski to approve the CPC Meeting Minutes of March 9, 2023 and March 30, 2023.

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

Motion PASSED. 6 in favor, 1 abstention.

4. New Business:

- CPC funded open projects: Update Status Reports

- a. Recreation Director Eric Beebe

- i. 2019 Article #43 Sand Pond Restroom Replacement
 - ii. 2020 Article #36 Brooks Field Fencing
 - iii. 2021 Article #29 (5) Senior Memorial Field Fencing
 - iv. 2022 Article #36 Pickleball/Basketball Project at Brooks Park

Handout: Written report. Recreation Director Beebe reported on the projects. The Project Sand Pond Restroom Replacement project is waiting for the May 2023 Annual Town Meeting's vote for additional funds to cover the increase in prices since the delay in completing 2019 project approval.

They are currently working on the Brooks Field Fencing project. Expected completion by April 14, 2023. All the funds will have been spent.

The Senior Memorial Field Fencing project went out to bid. The returns came in over their estimate. The Rec Dept will have to evaluate the situation. They will decide next month.

The Pickleball/Basketball Project at Brooks Park project is moving forward. They need engineering for design. Once they have that, they will create the RFP for bids. Work desired to be done in the fall.

- b. Town of Harwich - Brooks Academy Museum - David Spitz, Chair BAMC

- i. 2019 Article #41 Assessment & Restoration of Foundation
 - ii. 2021 Article #31 Structural Improvements Project

Handout: Written report. David Spitz, Chair BAMC reported on the projects. They went out to bid; four bids came in, one within budget. They have been working on the project, but the progress has been slowed by a problem with a wall's deterioration. The work will exceed the CPA funds, but to complete the project, additional funds are required. The Town Administrator has offered funds to get back on track. The work was expected to be completed by now, but the newly estimated completion date is June 30th. Mr. Spritz also reported the BA's boiler has died.

- c. Town of Harwich - Harwich Conservation Administrator Amy Usowski

- i. 2018 Article #57 Public Access -Hinckley's Pond Remediation & Public Access Project
 - ii. 2020 Article #31 (4) Restoration & Rehabilitation of Town-Owned Conservation Lands

Handout: Written report. Harwich Conservation Administrator Amy Usowski reported. The Hinckley's Pond Public Access project has been completed. The remediation of the pond part of the project went well, but the land side has been difficult

TOWN OF HARWICH

COMMUNITY PRESERVATION COMMITTEE

Harwich CPC 4.13.2023 Page 2

to kick off. In 2018 & 2019, the town lost its surveyor and engineer and the project stalled. They received on bid but have now been waiting for the State (part of the area is on State land.) Harwich town bounds will review plans after the State does. The stairs to the water will not be ADA compliant. The viewing area will be ADA compliant. Costs have increased. So far \$4,000 has been spent. The plan is to have the majority of the work done in-house so the money will go towards the materials. It was suggested the cover over the bike kiosk could be skipped to afford the project.

The Town-owned conservation improvements project addresses vandalism and dumping issues. \$2,000 has now been spent on beefing up 200 feet of fencing at Bell's Neck. The DPW did the installation. They also bought outdoor cameras and signs. \$14,000 remains in the account. ConsCom may decide to add gates at the Depot Street parking area.

- d. Pennrose, LLC - Charlie Adams, Project Manager, Rio Sacchetti, Developer
 - i. 2022 Article #35 Pennrose LLC/Cape Cod 5 Housing Project

Handout: Written report. Charlie Adams reported. The housing project is moving forward. Seven communities supported this project. The project has been awarded tax credits. They will be going after government funds. Half of the construction is in existing building. If they start in August 2023, then the expected completion date will be December 2024. They are planning the projected closing date as Aug. 30 or Sept. 1. After that they will submit their invoice to the town.

- e. Harwich Housing Authority Executive Director Tracy Cannon
 - i. 2020 Article #34 Harwich Housing Authority Rental Assistance Program

Postponed.

- f. Harwich Conservation Trust Executive Director Michael Lach
 - i. 2021 Article #34 Harwich Natural Heritage Trail, Phase 1
 - ii. 2022 Article #34 Phase 2 of the Natural Heritage Trail Boardwalk Project

Handout: Written report. HCT Director Michael Lach reported. The HCT partnered with other entities on the projects. They have held design meetings. To create public awareness, they have reached out to the community via Channel 18, mailings to Harwich households, and giving free guided walks. Car parking was discussed.

- g. Town of Harwich - Harwich Real Estate/Open Space Committee Chair Elaine Shovlin
 - i. 2022 Article #37 Purchase Conservation Restriction at Spruce Woods Project

Handout: Written report. REOS Chair Elaine Shovlin presented. Last year we received a State L.A.N.D. grant, CPC will receive some funds reimbursed for the property purchase. The HCT also met their fundraising \$3 million deadline. Now the property's conservation restriction has been submitted for BOS and ConsCom review. The DCR has reviewed it. The Town and the Mass Department of Conservation will hold the restriction. We had thought the purchase was for 75 acres, but following two land surveys, it turns out that we have 67 acres. 3.1 acres were removed from the purchase because 1/3 of the land couldn't get a clear title. The HCT is interested in researching this bit of land to finish the area.

- h. Town of Harwich – HDHC Chair Mary Maslowski
 - i. 2020 Article #31 (1) Update of Town Historic Areas and Property Inventory Project

Handout: Written report. HDHC Bob Doane presented. The HDHC, spearheaded by Bob Doane, submitted the information to the Town in February for them to create the RFP which will soon be produced. It will take five to six weeks to receive the bids. Updating the historical inventory is important. The town uses the "100 Year List" to determine if the Demo Tear Down Delay kicks in. It took Bob a lot of time for building the spreadsheets identifying these buildings complete with what the State's MACRES needs. The historical research filled in huge gaps. We now have four books full.

- i. Town of Harwich – Administration Office
 - i. 2018 Article #55 Judah Eldredge Property Acquisition

Updated written report emailed to committee. No presentation was requested.

- Discussion and possible voting to rescind open balances to CPC accounts:
 - j. 2020 Article #37 Harwich Community Playground completed project.

A motion was made by Kathy Green, seconded by Mary Maslowski to rescind the balance the Assistant Town Administrator reported in the amount of \$14,107.09.

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.

Motion PASSED unanimously.

TOWN OF HARWICH

COMMUNITY PRESERVATION COMMITTEE

Harwich CPC 4.13.2023 Page 3

5. Old Business:

- Follow-up CPC sign logo options with Executive Director Cyndi Williams, Harwich Chamber of Commerce

Ms. Williams provided sign logos examples.

- Incorporating the tag line into the signs, "Support for this project as provided by the taxpayers of Harwich through the Community Preservation Act."
- These branding signs should be consistent.
- The exterior signs could be posted at projects that used CPA funding like land purchases, recreation projects, historical building restoration projects, cemetery restoration projects.
- The signs can be placed at entrances to trailheads, recreation courts, open land kiosks.
- Materials for the sign was discussed; brass plaques for historical buildings would be nice but expensive. What about using wood alternatives.
- Some CPA projects (Library and Recreation projects) already have signs showing CPA funding.
- Maybe we could use the new logo in a decal. That can be added to existing project signs.
- Bigger signs or banners can be used at projects under construction.
- The town has a sign bylaw.
- The HDHC has a permitting process. Historical District wouldn't approve of the orange in the logo.

Kathy will work with Cyndi. More work is needed.

- Refine the sign design.
- They will review the projects list and select a few locations to start with.
- A budget will have to be agreed on. Admin funds can cover the costs. An RFP may be required. Maybe reach out and get some quotes on different sign options.

It was offered that right now we produce a big colorful sign to be installed. And then evaluate the size and materials for additional sign displays.

6. Other: Elizabeth Harder announced she is stepping down from the Harwich Community Preservation Committee, saying it was a joy.

7. Next scheduled meeting's Agenda points – May 11, 2023:

1. Cyndi Williams - Follow up logo.
2. John Ketchum - Follow up online application.
3. Kelly Barber - Follow up with Facebook postings.
4. HHA Tracy Cannon – Postponed Update Status Report

8. Adjournment

A motion was made by Mary Maslowski, seconded by John Ketchum 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.

Motion PASSED unanimously.

Adjournment at 8:10 PM