

TOWN OF HARWICH  
COMMUNITY PRESERVATION COMMITTEE

**Harwich Community Preservation Committee Minutes**  
**Executive Session 6:00 PM**  
**Regular Meeting 6:20 PM**  
**Thursday, April 22, 2021**

**Approved 6.10.21**

*Meeting Held Remotely*

1. Call to Order, Roll Call

Harwich Community Preservation Committee Meeting called to order per Roll Call by Chair Dave Nixon at 6:01 PM, on Thursday, April 22, 2021, via GoToMeeting.com remotely. By Roll Call Present: Chair Dave Nixon – Aye; Vice-Chair Mary Maslowski – Aye; John Ketchum – Aye; Bob Doane – Aye; Donna Kalinick – Aye; Kathy Green – Aye; Joseph McParland III – Aye; Elizabeth Harder – Aye.

Motion carried unanimously.

Meeting called to order.

2. EXECUTIVE SESSION

Pursuant to M.G.L. c.30A, § 21(6), to consider the purchase, exchange, lease, or value of real estate if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body – A Land Purchase.

a) Discuss land purchase

A motion was made by Kathy Green, seconded by John Ketchum to move into Executive Session.

Roll Call Vote:

Chair Dave Nixon – Aye; Vice-Chair Mary Maslowski – Aye; John Ketchum – Aye; Bob Doane – Aye; Donna Kalinick – Aye; Kathy Green – Aye; Joseph McParland III – Aye; Elizabeth Harder – Aye.

Motion carried unanimously.

Committee exited Open Meeting at 6:03 PM.

Committee reopened Open Meeting at 6:47 PM

Rules read into the record by Board Secretary Jan Moore

3. Welcome Guests.

4. Approval of Minutes: CPC Meetings - March 11, 2021, and March 23, 2021 (Remote Meetings)

A motion was made by Kathy Green, seconded by John Ketchum to approve the March 11, 2021, meeting minutes as amended by Donna Kalinick.

Roll Call Vote:

Chair Dave Nixon – Aye; Vice-Chair Mary Maslowski – Aye; John Ketchum – Aye; Bob Doane – Aye; Donna Kalinick – Aye; Kathy Green – Aye; Joseph McParland III – Aye; Elizabeth Harder – Aye.

Motion carried unanimously.

A motion was made by Kathy Green, seconded by Mary Maslowski to approve the March 23, 2021, meeting minutes.

Roll Call Vote:

Chair Dave Nixon – Aye; Vice-Chair Mary Maslowski – Aye; John Ketchum – Aye; Bob Doane – Aye; Donna Kalinick – Aye; Kathy Green – Aye; Joseph McParland III – Aye; Elizabeth Harder – Aye.

Motion carried unanimously.

5. New Business:

a) Project Managers presenting oral and written reports on their projects with open balances

Amy Usowski, Harwich Conservation Administrator presented the next three projects. Have reports.

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Town of Harwich - Heinz Proft, Harwich Natural Resources Director  
2018 Article #57 Hinckley's Pond Remediation and Public Access - Natural Resources Department and Conservation Department, total project \$650,000  
Amy Usowski, Harwich Conservation Administrator – Public Access, \$75,00 of the \$650,000

The Public Access section of the project. Amy stated she is still waiting on engineering services. The site has wetlands and land bluffs and borders the Rail Trail Bike Path. The site will include a public picnic area, an ADA compliant viewing spot, stairs, and a bike sheltered area. They are waiting on a couple of work quotes. The original 2018 estimates had this job budgeted under \$75,000. Amy went on to state she knows the tree work estimates, among other things, have gone way up since 2018. She offered to provide the committee quotes for individual sections, if desired. She is not sure if they can get the project done now with the budgeted \$75,000. She is hoping to get this going soon, but COVID has also caused delays. This property is partially owned by the town and the State. She will need to get State approval. Permitting is also needed from other town departments. She was reminded time is money and was encouraged to make progress on the project. The more this project is delayed, the costs will increase. This public access is important to the town. Speed is of the essence. The committee thanked her.

Town of Harwich - Conservation Commission - Amy Usowski, Harwich Conservation Administrator  
2019 Article #45 Red River Beach Shoreline Stabilization Project, \$100,000

Amy stated the east end of Red River Beach has been an area of concern for many years; the jetty is becoming detached from the land. In 2014 the Harwich Conservation Commission approved placing rocks there to protect the parking lot and wetland resource areas. That was held up by the State, and they never issued a permit. She is looking to refile to the Commission and to the State, a new smaller plan, a 50-foot extension. That plan estimated the cost in 2019 at \$80,000, the project budget is \$100,000. She is concerned if that will be enough now. A new site plan is needed. Last year the Conservation Commission did give an emergency certification for some work to shore up the area and make it more stable. The State sees this as temporary work. Because of its location, permitting can take over a year. It's been two years and things have changed at the site. She knows she will need a new site plan, then she can get new estimates. If the costs go up, she will need to resubmit the project to the CPC if she requires additional funds. Again, the delays were a cause of concern for the committee.

*7:06 PM Joe McParland left the meeting.*

Since July 2019 when the funds became available, no permitting applications or work have been accomplished. Amy stated she has been waiting on the new site plan. She had put in a request for an outside team to do the new site plan. The last time she spoke to the Harwich Town Engineer, this request was in the queue with the appropriate specs.

Town of Harwich - Conservation Commission - Amy Usowski, Harwich Conservation Administrator  
2020 Article #29 (4) Restoration & Rehabilitation of Town-Owned Conservation Lands, \$20,000

Amy stated some progress has been made on this project that was to provide new gates, new fencing, trail cameras, and signage. This work will be on town conservation lands purchased with CPA funds. Split rail fencing has been purchased and will be installed. Spent \$1,100 so far. Some conservation lands in town lack or have poor signage. New signs arrived last week and will be installed soon. Spent \$500. The DPW will fabricate the gates, which will cost less than the estimated \$4,000 a gate. (Project may cost less than estimated.) She will seek BOS approval for installation.

Brooks Free Library - Virginia Hewitt, Library Director  
2015 Article #31 Rogers Groups Statues Restoration, \$23,000  
Virginia Hewitt presented. Have report.

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The project for the restoration of the 26 Rogers Groups statues.

Virginia stated in 1881 the BFL received their first statue as a donation. As the years went on, their collection grew to some 69 statues, the second largest collection of Rogers Groups statues known in the country. It was a great source of pride for the Town and BFL, of cultural and historical significance. In 1976, a thief stole 46 statues. The BFL has only recovered one statue, in 2014. Over the years they have bought some additional statues, bringing their collection up to 26.

The statues have deteriorated somewhat and the BFL requested CPA funds for restoration. But time constraints meant that this project really had to wait until after the library's exterior restoration project was complete. The project's first phase was assessment which began in 2018, costing some \$3,000. This was finished in 2019. It was determined that three statues weren't to be worked on.

The second phase was the restoration work. A contract was awarded in 2019 to a well-respected company. The statues were transported to their studio and the work began in December 2019. BFL had hopes the work would be completed by now, but COVID struck. The studio was not an essential business, so it had to shut down. When they could return to work, the number of employees was limited, and then some of their skilled workers contracted COVID, which meant even more delays. The skilled experienced workers are the preferred people to do this task. The statues are safe and insured at the studio. A new estimated project completion date is October 15, 2021. At the end of the project, an estimated open balance of \$270 may be refunded to CPC accounts.

Side note: Prior CPA funded projects of digitizing historical newspapers are now available online.

Town of Harwich - Bikeways Committee - Paul Gazaille, Harwich Bikeways Committee

2019 Article #40 Depot Street North Crossing Lights, \$27,000

Paul Gazaille of the Harwich Bikeways Committee presented. *No written report has been provided.*

Paul stated the new crossing lights were installed in December 2020. The project was delayed maybe six months because of COVID. The Town Engineer and the DPW didn't feel there was a need for the warning beacons at this site as had been planned originally. The budgeted cost of \$27,000 was reduced to \$13,992. The open balance of \$13,008 may be refunded to the CPA accounts. In January 2021, the Bikeways Committee applied for a Mass Bike Trails grant for an 80% re-imbusement. Paul will let us know if they are successful after June. This grant is just for completed projects. They have tried for this grant before but have not been successful, yet. He will apply annually with the completed projects.

The committee thanked Paul and the Bikeways Committee for their work and their efforts in applying for the grants.

Chase Library Association, Inc. - Patricia A. Tworek, President, Chase Library Board of Trustees

2020 Article #29 (2) Historic Restoration & Preservation of Original Door and Entrance, \$15,000

Patricia A. Tworek, President, Chase Library Board of Trustees presented. Have report.

Update on the restoration of the door and entrance to Chase Library. Patricia stated the work had been delayed a bit, but restoration of the door began in October 2020. The door was removed, and a temporary door was installed in its place. The restoration has been done in the contractor's workshop. The door has a new deadbolt matching the existing handle. The interior finish of the cypress door will be natural, the exterior side will be painted white. The sidelights were disassembled, cleaned, and will be re-installed soon. The storm door has arrived. A new lockset will be installed. Patricia has been extremely impressed by the contractor's work and his care on this restoration project. They estimate project completion to be by the end of the fiscal year.

The estimated budget is thought to be close to cover the project.

The committee thanked Patricia.

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

2019 Article #41 Assessment & Restoration of Foundation, \$130,000

David Spitz, Chair BAMC presented. Have report.

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David stated they have received two reports from the structural engineer (both reports were emailed to the committee): 1. Design of the work on the foundation repairs and basement excavation; 2. Assessment of the entire building and evaluation of its structural needs that should be addressed further. They will focus on the foundation now. The building's other structural repairs may be future projects. David is extremely impressed with the work done in the firm's reports. He would offer the firm a contract, but the contract will have to go through the Town's procurement process. He will wait on Town Meeting on the upcoming project. The FinCon voted in support of the upcoming project.

These studies cost some \$15,000. The bill has not been paid yet. \$115,000 should be remaining on the project, that may be available for the upcoming project, same as listed on his upcoming application project.

Elizabeth stated she was pleased with the studies. She suggested this project be named for Peggy Rose.

David stated they are still waiting to hear on the Cultural Council grant. They are out of the running on the historic grant, as it required a conservation easement. They noticed this requirement too late to work on, but maybe in future.

John stated he thought the studies were well done.

Habitat for Humanity - Vicki Goldsmith, Habitat for Humanity Executive Director  
2018 Article #53 Murry Lane Project (Harwich 93-97 Main St./Rt. 28), \$300,000  
Chris Duren, Habitat's CPC Liaison presented. Have report.

Chris stated the project in Harwich is for six houses of two to three bedrooms. There have been several delays to getting the project going. 1. The difficulties of relocating the utility pole – that took 15 months for the utility companies. 2. The tenant needed to be relocated. 3. COVID. But they are underway now. Water and electricity are in. They still have two slabs to pour. Habitat expects to have their Wall Raising in June. Chris will send the invitation to the CPC. Many of their volunteers are seniors. Now that we have vaccines, they hope to see more of their volunteers. Habitat expects to be occupant ready by July 2022. They have received a federal grant for \$180,000, in addition to the CPA funds at \$300,000. The Cape Cod Five construction loan of \$540,00 will be paid off. Their corporate donations are down. Habitat thinks they are giving to COVID relief. Habitat is below where they were financially, but they will reach out. The costs of material, lumber, cabinets, vanities, and concrete have increased. In December 2020, they received 58 applications. On April 29, 2021, next week, the selection will take place. The Habitat project in Falmouth for ten homes just received 66 applications.

This CPC project, awarded in July 2018, is nearing the three-year completion deadline, but they aren't there yet. Habitat would like to request an extension. They have been active. Dave told Chris they will talk in the future regarding this request.

Chris stated Habitat doesn't think the costs of material will come down within their construction timeline, even with the COVID delays.

The committee thanked her for Habitat's great job.

Chris complimented Habitat staff and counselors for doing their jobs on this project in this difficult time.

Harwich Housing Authority - Harwich Housing Authority Executive Director Tracy Cannon  
2020 Article #32 Rental Assistance Program, \$200,000  
Harwich Housing Authority Executive Director Tracy Cannon presented. Have report.

Tracy stated she had little to report as they just recently received the funds. They did have a big waitlist to get through. Because of COVID, they had emergency money available to aid people. Now that emergency money is drying up and they are getting more requests. Currently, they are aiding four families and are working to add one more family. All slots will be filled. They are doing a little marketing with fliers in school backpacks, but mostly it is word of mouth. Rents have increased and some families can't quite make that rent.

Donna stated many families are in transition and need assistance. She suggested in the upcoming year we really need to look at who needs the help.

Elizabeth praised Tracy for her work.

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Town of Harwich - Cemetery Department - Robbin Kelley, Town of Harwich Cemetery Administrator  
2020 Article #30 Pine Grove Cemetery Gravestone Conservation & Preservation Project, \$75,000  
Robbin Kelley, Town of Harwich Cemetery Administrator presented. Have report.

Robbin stated she has been meeting with the Town for the procurement process. They are reviewing the contract language, and the request for bids will go out soon.

Kathy stated she was happy work was being done in West Harwich to continue the area's historic preservation efforts.

The committee thanked Robbin.

Town of Harwich - Heinz Proft, Harwich Natural Resources Director  
2018 Article #57 Hinckley's Pond Remediation and Public Access - Natural Resources Department and Conservation Department, total project \$650,000

Heinz Proft, Harwich Natural Resources Director – Pond Remediation – Treatment, \$500,000 and Monitoring, \$75,000 (Amy Usowski, Harwich Conservation Administrator – Public Access, \$75,00 of the \$650,000 addressed earlier in this meeting.)

Heinz Proft, Harwich Natural Resources Director presented. Have report.

The pond remediation section of this project is for treatment and monitoring water quality. Heinz stated the treatments costs came in less than expected. Completed in 2019. In just a few weeks, the monitoring will be wrapping up the three-year period. Conservation Commission required monitoring. The cost of monitoring: Pre-treatment and the first-year cost \$37,000. Second-year cost \$15,876. Third-year -- bill to come. At the end of the third year, the CPC project will conclude. The town will continue to monitor the water quality, that will be covered as part of Heinz's budget. Heinz expects an open balance refund to CPC accounts. The public access part of the project is under Harwich Conservation Administrator Amy Usowski. She doesn't know her costs yet. She may need to ask for the remaining open balance to be applied to her section. But that is up to her and the CPC. Heinz stated he will not pay any invoices for the Public Access portion of 2018 Article 57.

Kathy stated that the 2018 Warrant Article #57 specified the allocations. The CPC cannot reallocate the funds. To fit their budget, the public access project may have fewer installations.

John questioned the fall water sample quality from the report. Heinz stated he doesn't feel that the peak will be repeated, but only time will tell the final resting level.

Bob stated he has property on the pond, and it is a much nicer pond now.

Committee thanked Heinz.

Town of Harwich - Town Administrator Joe Powers

2020 Article #35 Harwich Community Playground, \$500,000 (\$681,034 Cost Estimate, less \$39,998.66 in funds raised prior)

Town Administrator Joe Powers is on vacation and could not attend. Have report.

Pleasant Bay Community Boating - Ted Baylis, President PBCB

2020 Article #29 (5) Pleasant Bay Community Boating Accessible Dock Project, \$25,000

Ted Baylis, President PBCB presented. Have report.

Ted stated they estimate a project completion date of Memorial Day, 2021.

It was suggested the sign could acknowledge this was a multi-town CPA project, showing community involvement. Ted thought that was a good idea. Signage is part of CPA guidelines. It educates the public on what the CPA money can do.

Ted stated their programs will begin by mid-June. They are training their staff, but more in-depth staff training will be needed for participants with more difficulties. They will work on it.

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Next month the floating classroom, a handicap enabled boat, will be ready. It can host six wheelchairs. That's another opportunity.

The committee thanked Ted for the progress, complimenting him on the whole project. Ted invited committee members to come visit.

Town of Harwich Recreation & Youth Services - Eric Beebe, Recreation Department Director

2018 Article #54 Brooks Park Expansion, Phase 5, \$333,500

2019 Article #44 Whitehouse Field Improvement-Scoreboard, netting, \$55,000

2019 Article #43 Sand Pond Restroom Replacement, \$125,000

2019 Article #40 Replace 11 Lifeguard Stands at Town Beaches, \$37,950

2020 Article #33 Whitehouse Field Lighting Project, \$380,360 after Harwich Mariners' contribution

2020 Article #34 Brooks Field Fencing, \$72,657.00

Eric Beebe, Recreation Department Director presented. Have report.

2018 Article #54 Brooks Park Expansion, Phase 5, \$333,500

Eric stated the new lights required an additional \$125,000 for project completion. They are waiting on 2021 Town Meeting approval for the funds. The engineering and design are done. If approved at Town Meeting, they should be able to move quickly.

2019 Article #44 Whitehouse Field Improvement-Scoreboard, netting, \$55,000

Eric stated the Scoreboard project is moving forward. The scoreboard has been ordered. The Highway Department is setting up the connections. When the scoreboard arrives, it can be quickly installed for this baseball season.

2019 Article #43 Sand Pond Restroom Replacement, \$125,000

Eric stated the draft of the RFP is done. The Town Engineer and Town Admin need to approve it. The precast unit will be a quick installation. The engineering is ready. The septic design is ready, but not installed.

Bob stated he hoped they would have the unit open for this summer. The RFP needs a quick turnaround.

Eric offered maybe a portable could be installed if and while is being done there.

2019 Article #40 Replace 11 Lifeguard Stands at Town Beaches, \$37,950

Eric stated the Highway Department is doing the work. The project budget is just for the materials, not the work. This project would have cost a lot more if the Highway Department weren't providing the labor. All the materials have been purchased. One stand is complete. Three more are being worked on. There is a priority list. The Harwich Highway Department is the cheapest route, but it was suggested they have been terribly slow at the job, maybe it would be better to hire someone else. Eric stated they hope their construction speed will increase to have most, if not all, of the stands completed by next summer. This project was sold to the committee as a safety concern. Eric stated the stands are not in dire shape, but there is a safety issue as he looked ahead.

2020 Article #33 Whitehouse Field Lighting Project, \$380,360 after Harwich Mariners' contribution

Eric stated they have the BOS approval on the bid. That will now move forward. They plan to be ready by this baseball season.

2020 Article #34 Brooks Field Fencing, \$72,657.00

Eric stated the fencing is in the procurement process. He has provided all the necessary information to the Town. There is quite a backlog for the RFP process.

Community Development Partnership (CDP) -

Ann Robinson, CDP Chief Program Officer, and Andrea Aldana, Cape Housing Institute

2020 Article #29 (3) Lower Cape Housing Institute, \$7,500

Ann Robinson, CDP Chief Program Officer presented. Have report.

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Ann stated that COVID did impact the Cape Housing Institute, but they pivoted. They concentrated on three aspects of training: 1) The basics of Housing 101. 2) Advanced training of RFP's. 3) The last week of training focused on Affordable Housing Trusts. Peer groups met monthly. Before COVID, they met quarterly. Their monthly newsletter goes out to some 500 recipients. That continued through the COVID era.

Elizabeth stated she is a graduate of the CDP program. She credits the training with helping her tremendously.

Donna stated she wants the stats on how many Harwich residents/workers have participated in the programs. Ann will get the committee those numbers.

Andrea Aldana stated she would like to get input from the CPC on what they want to see in programs.

Dave suggested having the programs on YouTube. Ann offered the programs are free and online from their website but will investigate that idea.

Harwich Affordable Housing Trust - Don Howell, Chair of Trust

2018 Article #58 Harwich Affordable Housing Trust & Part-Time Housing Coordinator, \$500,000

2019 Article #42 Harwich Affordable Housing Trust & Part-Time Housing Coordinator, \$340,000  
(\$310,000 Trust & \$30,000 PT Coordinator)

2020 Article #31 Harwich Affordable Housing Trust & Part-Time Housing Coordinator, \$250,000  
(\$200,000 Trust & \$50,000 for PT Housing Coordinator)

Andrea Aldana, the Part-time Housing Coordinator presented. Have report.

Andrea stated she is contracted to the town to offer housing coordinator services. The Trust provides referral services to people needing housing, assisting in staffing Trust positions, monitoring the town's subsidized housing inventory, and other special projects as needed.

Last year the Trust prioritized two activities. The first was developing their Action Plan. They are working on that with consultant Jennifer Goldsten. They want to get community input. The second activity was to develop their RFP for Sisson Road. They received a grant to do this work. But COVID caused a pause in the action planning and the Sisson Road's RFP, because they want to do the work in person. COVID is also responsible in limiting their performance.

Andrea stated she is meeting with Jennifer in May to ready the action plan.

Elizabeth stated she has been frustrated with the lack of communication from the Trust in the past. She is looking forward to improved conditions with Andrea.

Bob stated he has been frustrated with the lack of online Trust meeting minutes.

Donna stated in review of the newly provided report, the Trust received only ten inquires over a few months. She would like to see a boost in that number. She stated we know that there are many residents that need assistance. She asked for a breakdown on the Trust's received CPC money – showing how much CPA money has been spent and where. She would like to see the financial reports since 2018. When will the Sisson Road project work resume?

Don Howell, Chairman of the Trust, stated he gets the frustration. He did have good news. Though he couldn't give the committee the details, the Trust has been actively pursuing a new land purchase for the last five months. He could tell the CPC that it is larger than Sisson Road project land. The expenses will include the purchase price, professional services, and legal fees and will pretty much use all the Trust's funds on account. The CPC is the Trust's source of funding. Without their past CPC funding projects, the Trust couldn't have moved on this land purchase.

Elizabeth asked about setting up a line of credit with the bank. Don stated they don't do that anymore. The Trust cannot bond. The CPC can bond, and a bank can work with that. That is different from a line of credit.

Donna suggested they inquire how Orleans is creating their funding options. She would like to set up a meeting between the CPC and the Trust to talk about how best to work together. It doesn't have to wait for their strategic planning component to happen.

Mary stated she is happy the Trust has something in the works. That was the reason the war chest was requested, so they had the ability to act.

Don stated he was grateful. In this case, the sellers came to the Trust. The land wasn't available 6 months ago. So, time is an important factor. Having the Trust and the funds in place to act when land becomes available is a wonderful opportunity.

Dave reminded everyone this is a leap of faith.

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Town of Harwich - Albro House - Charleen Greenhalgh, Harwich Town Planner  
2016 Article #30 Ramp Access, Porch, and Door Replacement, \$18,700  
Bob Doane presented. Have photos of project.

Bob stated the project is complete. The final bill has been paid. Town Finance Director will provide the final figures.

Town of Harwich - Historic District and Historic Commission (HDHC) - Mary Maslowski, Chairperson, HDHC  
2020 Article #29 (1) Update of Town Historic Areas and Property Inventory Project, \$34,500  
Mary Maslowski, Chairperson, HDHC presented. *No report has been provided.*

Mary stated Bob has started doing the background vetting work on the most recent inventory list and doing the deeper dive on the clusters. There are some fifty clusters, but most are on the small side. The next step is to begin the procurement process.

Donna offered her work on the Form B's she had done in Brewster.

6. Old Business:

7. Other:

8. Next meeting's Agenda points

An executive session just before Town Meeting may be needed if committee has information on the Jenkins property purchase article. Committee will be advised.

9. Adjournment by Roll Call

A motion was made by Bob Doane, seconded by Elizabeth Harder to adjourn.

Roll Call Vote: Chair Dave Nixon – Aye; Vice-Chair Mary Maslowski – Aye; John Ketchum – Aye; Bob Doane – Aye;  
Donna Kalinick – Aye; Kathy Green – Aye; Elizabeth Harder – Aye.

Motion carried unanimously.

Adjournment at 9:20 PM.