

# TOWN OF HARWICH

## Community Preservation Committee

Approved June 11, 2020

### Community Preservation Committee Regular Meeting Minutes May 14, 2020

#### *Meeting Held Remotely*

#### 1. Call to Order

Harwich Community Preservation Committee Meeting called to order per Roll Call by Chair Dave Nixon at 6:00 PM, on Thursday, May 14, 2020 via GoToMeeting.com remote. Following the Roll Call Vote, the rules for the remote meeting were read into record by Mary Maslowski.

#### 2. Roll Call

Present: Chair Dave Nixon – Aye; Vice-Chair Mary Maslowski – Aye; John Ketchum – Aye; Bob Doane – Aye; Donna Kalinick – Aye; James Donovan – Aye; Joseph McParland III – Aye.

Absent: Kim Bourgea

#### 3. No guests present.

#### 4. Approval of Minutes:

A motion was made by John Ketchum, seconded by Bob Doane, to approve the February 4, 2020 CPC Meeting Minutes.

ROLL CALL VOTE: Chair Dave Nixon – Aye; Vice-Chair Mary Maslowski – Aye; John Ketchum – Aye; Bob Doane – Aye; Donna Kalinick – Aye; James Donovan – Aye; Joseph McParland III – Aye. Motion carried unanimously.

A motion was made by Bob Doane, seconded by Donna Kalinick, to accept the February 18, 2020 CPC Meeting Minutes.

ROLL CALL VOTE: Chair Dave Nixon – Aye; Vice-Chair Mary Maslowski – Aye; John Ketchum – Aye; Bob Doane – Aye; James Donovan – Aye; Joseph McParland III – Aye; Donna Kalinick – Abstain. Motion carried.

Deferment: Approval of Executive Session Minutes February 4, 2020.

#### 5. New Business:

- a) Review Project Managers' written reports on CPC projects with open balances. (Reports were created for the cancelled March 14, 2020 CPC Meeting. Reports provided online.)

- 1) Brooks Free Library, Rogers Groups Statues Restoration, 2015 Article #31, Brooks Free Library Director Virginia Hewitt. 3.12.2020 Report.

Bob Doane provided additional information: The RFP was sent out, a contract was awarded, and work has begun on the statues.

- 2) Bikeways Committee, Depot St. North Crossing Lights, 2019 Article #40, Harwich Bikeways Committee Paul Gazaille. 3.12.2020 Report. Bids to go out the end of March.

- 3) Recreation & Youth Services, Harwich Recreation Department Director Eric Beebe. 2.27.2020 Report.

Six projects:

Brooks Park Expansion, Phase 4, 2017 Article #29.

This project is complete. Remaining balance - \$10,014. The CPC decided to leave the remaining balance on account until the Town receives final approval from the State Disability Rights Committee to open the new restroom facility which is located next to the tennis courts.

Veteran's Memorial Field Fitness Stations, 2017 Article #30.

This project is complete. Remaining balance - \$6,770. The Town is working out a new rescinding process. The CPC will wait for the process to be formalize before going forward.

Brooks Park Expansion, Phase 5, 2018 Article #54.

0 funds spent yet. Project awaiting the Town to formulate the RFP to go out to bid.

CPC would like an update of the project's progress since 2.27.2020 report.

Whitehouse Field Improvements, 2019 Article #44.

0 funds spent yet. Scoreboard awaiting the Town to formulate the RFP to go out to bid. A plan for the safety netting that will be installed in front of spectator berms is awaiting review and approval from Recreation Commission and Highway Department.

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Sand Pond Restroom Replacement, 2019 Article #43.

0 funds spent yet. First draft of RFP is being approved.

Donna asked if the restroom was intended for use this summer? Unknown.

Replace 11 Lifeguard Stands, 2019 Article #40.

0 funds spent yet.

Mary asked if any stands had been made yet? Unknown. Donna asked if the stands were intended for use this summer? Unknown. Bob asked if the Highway Department can complete the project? Dave reported he is in discussion with the Highway Department.

- 4) Cape Housing Institute, 2019 Article #40, CDP Chief Program Officer Ann Robinson  
0 remaining funds. 3.5.2020 Report.  
Donna reported she has attended a few of their programs and they are very good. Even during COVID-19 they have continued to conference via zoom with the pier groups and host emergency rental hearings. Mary also said it is an excellent program.
- 5) Habitat for Humanity Cape Cod, Murry Lane, 2018 Article #53, Chris Duren, CPC Liaison, Habitat for Humanity CC  
Provided a report update 4.8.2020. Due to the COVID-19 restrictions, the project has been affected. Habitat sites on Cape have had to be closed to volunteers, and work has slowed. John noted that the report states they are waiting on the Harwich Water Department to install taps and water gates. The HWD was working on essential projects only, which this is not. He has seen the Water Department working now and asked if this situation had changed? Unknown. Dave reported that Habitat submitted an invoice, but then asked the Town to hold back, that they would be using other funds right now.
- 6) Brooks Academy Museum, Phase 1 Study, 2014 Article #65; Assessment & Restoration of Foundation, 2019 Article #41, Brooks Academy Museum Commission Chair David Spitz  
Project awaiting the Town to formulate the RFP to go out to bid. CPC would like an update of the project's progress since 3.12.2020 status report.
- 7) Albro House Ramp Access, Poarch, and Door Replacements, 2016 Article #30; Harwich Town Planner Charleen Greenhalgh  
Mary hoped this project would be completed soon; it has been going on since 2016. Bob noticed the work on the brackets was to be done by Mr. Eldredge, but he is now retired. CPC would like an update of the project's progress since 2.27.2020 status report.
- 8) Hinckley's Pond Remediation & Public Access, 2018 Article #57, Harwich Natural Resources Director Heinz Proft  
The 3.10.2020 report states the treatment, monitoring, and landside access work will all come in under budget. Mary noted the treatment is done but it is unclear about the monitoring occurrences. Does this include two more years of monitoring, or two more monitoring tests?  
The landside public access report is under Conservation. Harwich Conservation Agent Amy Usowski may have left the reports in the Harwich Town Hall mail room, but we have not had access to the mail room due to COVID-19. We will try to contact Amy again for the status report for the next CPC meeting.

No written reports:

- 9) Conservation Commission, Red River Beach Shoreline Stabilization Project, 2019 Article #45, Harwich Conservation Agent Amy Usowski  
Again, Due to COVID-19, the report is missing. James reported that some work has been done. The State has not given approval of the project. The project may never receive State approval. We will try to contact Amy again for the status report for the next CPC meeting.
- 10) Housing Trust and Part-time Housing Coordinator, 2018 Article #58 and 2019 Article #42, Chairperson Don Howell  
Report update was provided too late for this meeting. Report will be available for the next CPC meeting.
- 11) Records Storage Facility at the Harwich Community Center, 2018 Article #52, Interim Town Administrator Joseph Powers. Town Administration may be making some changes to this project. Project to be discussed at the next CPC meeting.

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### 6. Old Business:

#### a) Discussion: Drafted Warrant Articles for Town Meeting

Dave has asked for all CPC Warrant Articles to be on the Town Warrant. He asked the committee if they wanted all the Articles on the Warrant as approved. John noted Article #31 the wording regarding the CPC funding is not accurate. Dave will discuss the changes with the Harwich Finance Director. The committee may need to vote on the corrected wording.

The CPC has received a second part of the State Grant.

John agreed with Dave, all the CPC articles should be on the Warrant; he felt this is taxpayers' money that should be spent sooner than later. Some of these projects move at glacial pace. Putting things off may not be the right thing to do.

Mary agreed with John. An Article needs to reflect the motion. If there is a change, the CPC needs to vote on it. She felt all the Articles should go forward, based on the budget. Unless the figures change, they should proceed.

Donna questioned the wording in two of the Drafted Articles: The Lighting at Brooks Park and the Playground. Both Drafted Articles list the total project cost at what the CPC funds contributions are, not necessarily at the total project cost. Mary could not remember another case like this. This may need to be researched.

James supported all the Articles going on the Warrant.

Joe supported all the Articles going on the Warrant.

Bob thought the committee could cooperated with the Board of Selectmen (BOS) and whittle down the Articles as the BOS decides. Dave thought the BOS were waiting on the CPC to decide.

The possible quorum changes to the Town Meeting were discussed.

A motion was made by Mary Maslowski, seconded by John Ketchum, that all the CPC Articles voted in 2020 should move forward at the next Annual Town Meeting.

Discussion: Bob asked if this could all mean that the BOS will hear all or nothing of the CPC Articles? Dave thought the committee needed to vote on this.

ROLL CALL VOTE: Chair Dave Nixon – Aye; Vice-Chair Mary Maslowski – Aye; John Ketchum – Aye; Donna Kalinick – Aye; James Donovan – Aye; Joseph McParland III – Aye; Bob Doane – Nay. Motion carried.

### 7. Other:

- a) Massachusetts Conflict of Interest Law for Municipal Employees. Due to COVID-19, Mary will follow up with the Town to see if we could wait to get committee members' signatures of receiving the State COILFME paperwork.
- b) Dave announced that committee member Kim Bourgea will be stepping down when her term expires in June. Dave thanked her for time and what she brought to the table.

### 8. Next meeting's Agenda points

- a) The Public Hearing meeting will be discussed in the future.
- b) The missing project status reports and maybe the status updates requested at tonight's meeting.
- c) Maybe a revised finance report reflecting the new numbers due to COVID-19.

### 9. Adjournment

A motion was made by Mary Maslowski, seconded by Donna Kalinick to adjourn.

ROLL CALL VOTE: Chair Dave Nixon – Aye; Vice-Chair Mary Maslowski – Aye; John Ketchum – Aye; Bob Doane – Aye; Donna Kalinick – Aye; James Donovan – Aye; Joseph McParland III – Aye. Motion carried unanimously.

Adjournment 7:12 PM.