

TOWN OF HARWICH

Community Preservation Committee

Approved 8.20.2020

Community Preservation Committee Regular Meeting Minutes July 16, 2020

Meeting Held Remotely

1. Call to Order

Harwich Community Preservation Committee Meeting called to order per Roll Call by Chair Dave Nixon at 6:02 PM, on Thursday, July 16, 2020 via GoToMeeting.com remote. By Roll Call Present: Chair Dave Nixon – Aye; Vice-Chair Mary Maslowski – Aye; John Ketchum – Aye; Bob Doane – Aye; Donna Kalinick – Aye. Meeting called to order.

Absent: James Donovan and Joseph McParland III

Guest Present: Town Finance Director Carol Coppola

2. No public comment

3. Approval of Minutes:

A motion was made by John Ketchum, seconded by Bob Doane, to approve the June 11, 2020 CPC Meeting Minutes as amended.

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

4. New Business:

- a) Welcomed Finance Director Carol Coppola
- b) Possible Rescind of Open Balances

- a. 2018 ATM Article #52 Preservation and Archiving of Public Records Storage at Harwich Community Center
Funding: \$18,946 from Historic Reserve and \$101,329 from FY19 Estimated Annual Revenue for a total of \$120,275.40. Project never started. Rescind Open Balance - full amount approved at Town Meeting.

A motion was made by Donna Kalinick, seconded by Mary Maslowski, to rescind the amounts we just listed from the funding sources that were just identified.

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

Chair Nixon confirmed with Recreation Director Eric Beebe the following two completed project's accounting.

- b. 2017 ATM Article #29 Brooks Park Expansion, Phase 4
Funding: \$167,900 from the Undesignated fund balance. Project Completed. Rescind Open Balance \$10,014.20
- c. 2017 ATM Article #30 Veteran's Memorial Field Fitness Station
Funding: \$13,800 from the Undesignated fund balance. Project Completed. Rescind Open Balance \$6,490.16

A motion was made by Donna Kalinick, seconded by Bob Doane, to rescind \$6,490.16 related to Article #30 Veteran's Memorial Field Fitness Station and \$10,014.20 Brooks Park Expansion, Phase 4, Article #29 from the 2017 Undesignated fund balance.

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

Finance Director Carol Coppola will receive the 7.16.2020 CPC Minutes after approval at the next CPC meeting.

Discussion with Finance Director Carol Coppola.

- Monies that were just rescinded will be available in next fiscal year, after they are certified as free cash.
- The State estimates are from last fall. Carol has made no reductions. The town has not received any new estimates from the State.
- Does Harwich offer the CPC Tax Exemption as part of the tax program? Can you apply the CPC Tax Exemption? Carol will have to get back to us with that information.

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- Finance Director Carol Coppola files the annual CP financial reports with the State DOR as part of the year end reports. Carol can share the FY 19 reports with us. This year's reports are not ready yet. The Harwich Affordable Housing Trust is required to file a financial report as well. Chair asked Carol to follow up on this and get to us at her convenience.
- With the COVID -19 episode, does the DOR's point of view change on the emergency use of these rescinded funds? Can we use these rescinded funds now, so we don't have to wait an additional year? Carol will ask the State and get back to us.

c) Possible Committee Reorganization

A motion was made by Donna Kalinick, seconded by Mary Maslowski, to nominated Dave Nixon as Chairman.

Mary Maslowski moved to close nominations. Vote on closing nominations.

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

Vote on the nomination motion.

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

A motion was made by Bob Doane, seconded by Dave Nixon, to nominated Mary Maslowski as Vice-Chair.

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

5.Old Business:

- a) Preparations for Annual Public Hearing
 - PH to be held remotely via GOTOMEETING.COM
 - Mary still needs to confirm the Aug 20, 2020 date. Mary will confirm the date and let Jan and Dave know on Friday.
 - Dave will notify the BOS of the Annual PH; ask them to help get the word out.
 - Prior applicants from the last few years will be invited. Jan will email a PH announcement to them.
 - The CPC members will notify their represented committees, boards, commissions Chairs of the PH date.
 - Department heads are traditionally notified by town administration. Dave will confirm with the town administration of the PH date and that they inform the department heads.
 - To inform the public of the PH.
 - 1) Post - Notice on CPC webpage. John will do.
 - 2) Post – Notice on News items on the town website
 - 3) Get on Town's EBLAST program listings. John has signed up for this program and he is receiving notifications of all upcoming town meetings. John will speak to Caleb.
 - 4) Channel 18 listing. Notice has been prepared. John will speak to Caleb.
 - 5) Interview on Cable – Channel 18. Someone must speak for the CPC. The interview can be via GOTOMEETING for a half hour interview. Mary and John will arrange the time for this. Jamie will then receive the interview and put on Channel 18. Dave will ask Joseph if he would be willing to be interviewed. If he declines, Donna will be interviewed.
 - 6) Harwich Chamber of Commerce e-newsletter: Mary and Dave will see if they can run the PH announcement.
 - 7) Bob will see if the Harwich Historical Society, or any other group he can find, if the PH announcement can run in their e-newsletter.
- How the meeting will be conducted was decided. The PH is soliciting public input.

The meeting format: The public will be on the video chat with the CPC. As the individual signs in for the meeting, we will see their names. Dave will conduct the meeting and invite them one by one to speak during the meeting. The meeting will be broken down into the four categories of the CPC: Historic Preservation, Community Housing, Real Estate & Open Space, and Recreation.

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Prior to the PH, the public can send letters to the CPC address at Town Hall. The letters can be read aloud during the PH.

- The trifold brochure – we have a few remaining from the first printing. If needed, we can mail them out if requested. The digital copy of the trifold is on the CPC committee webpage for easy access. The PH announcements/invites will include the trifold webpage link address. Jan will mail a copy of the trifold to whoever does the Channel 18 interview.

5. Other:

- Not all the CPC projects are funded solely with CPC funds. A couple of the projects this year are costing more than the CPC requested amounts. Donna would like to know if the warrant articles will list the project's total cost. She didn't have paperwork in front of her but thought the playground and the ball field lighting projects were two articles that should list the total cost in addition to the CPC funding request amount. Dave will see if he can get an answer on this.
- A subcommittee of the BOS and FinCom members has been set up. There was a question initially if all the CPC warrant articles were going to be on the warrant. Dave will ask the subcommittee to get the answer to that question.

6. Adjournment by Roll Call

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

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

Adjournment at 7:11 PM.