

# TOWN OF HARWICH

## Community Preservation Committee

*Approved 9.17.2020*

### **Community Preservation Committee Regular Meeting Minutes and Public Information Hearing August 20, 2020**

#### *Meeting Held Remotely*

#### I. Call to Order

Harwich Community Preservation Committee Meeting called to order per Roll Call by Chair Dave Nixon at 6:01 PM, on Thursday, August 20, 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; Joseph McParland III – Aye. Meeting called to order.

Absent: James Donovan

Following the Roll Call Vote, the rules for the remote meeting were read into record by Board Secretary Jan Moore.

II. Public Information Hearing. Chair Dave Nixon read the rules for the Public Hearing into record. Hearing opened. Guests welcomed: Pelinda Deegan, Harwich Housing Coordinator; Paul Gazaille, Harwich Bikeway Committee; Chris Duren, Cape Cod Habitat for Humanity; Justin Tavano, Harwich Resident; Elaine Shovlin, Harwich Real Estate & Open Space Committee; Robbin Kelley, Harwich Cemetery Administrator

#### III. Public Information Hearing:

Guests were invited one by one to speak during the hearing.

Justin Tavano – Wanted to listen in to the meeting.

Paul Gazaille, Harwich Bikeways Committee – The Bikeways Committee will submit another application this year.

Chris Duren, Cape Cod Habitat for Humanity – Wanted to listen in to the meeting. She offered to provide the CPC with another update of their project if needed. Question: Are there going to be any updates or changes to the procedures this year? Thanked the CPC for their support.

Chair Nixon – Reminded the hearing participants that this Public Information Hearing is to solicit any information from taxpayers they would like to provide to give this committee any direction in areas relating to the Community Preservation Act. We are not going to discuss any procedural aspects currently. The floor is open to hear any idea.

Elaine Shovlin, Harwich Real Estate & Open Space Committee – The REOS committee will be submitting another project this year. Question: How are we to submitting this year? In the past, applications were brought to Harwich Town Hall. What are we going to be doing this year?

Chair Nixon – The application is online now and downloadable. To be consistent and for a paper record, the CPC is still requiring 12 hardcopy applications be submitted. The committee will discuss the application submission procedure further.

John Ketchum – The CPC will post any instructions on the CPC webpage on the town website.

Pelinda Deegan, Harwich Housing Coordinator – She works closely with the Harwich Affordable Housing Trust. She asked if anyone had a question for her on the Trust?

Chair Nixon – Asked her if the FinCom had a discussion with the Trust yet?

Pelinda Deegan – Not sure.

Chair Nixon - Is Don (Howell) the acting chair?

Pelinda Deegan – Yes, he is.

Robbin Kelley, Harwich Cemetery Administrator - Thanked the CPC for all the help she, and the Harwich Cemetery Department, has received. She will be submitting another project this year. She also wanted to know if there were going to be any updates or changes due to COVID-19 this year.

Chair Nixon – Thanked Robbin as well.

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Chair Nixon asked if the Committee had any recommendations for the application process at this point? He admitted this was not on the agenda, but so many of the guests tonight had questioned this.

Bob – He asked if there is any reason why applications cannot be dropped off at the Harwich Town Hall? He asked Mary if she could give us advice on that?

Mary – She informed the CPC the Town Hall is accepting other hardcopy forms and applications at this time. There are drop boxes at the Town Hall. If the applications are too big to fit into the drop box, an appointment may be needed to have department personnel meet you at the door to receive the paperwork.

Dave – He will check with the Admin office and report back at the next CPC meeting how this may work for us.

Donna – She asked if the Remote Participation meeting platform will continue? She is fine with an electronic copy of the applications. Maybe the CPC will need to discuss this. The CPC needs to be very clear with the public.

Mary – She reported at this time, there is no indication that in person CPC meetings will take place. Virtual meetings will continue at least through the beginning of next year for us.

John – He would like to discuss providing digital applications to committee members. The CPC can also discuss requiring 12 copies at that point.

Dave – He did not anticipate having this discussion now, but the committee will continue this discussion later.

Mary – She is hopeful that the CPC will see other Historic Preservation projects submitted this year. There are funds available.

Robbin Kelley, Harwich Cemetery Administrator – She said the Cemetery Department was submitting just one application this year. Another one was planned for the following year. Now, she may submit two after hearing funds are available.

A motion was made by Mary Maslowski, seconded by Bob Doane, to close the Public Hearing.

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

Public Information Hearing closed.

#### IV. Regular CPC Meeting

1. No Public comments.

2. Approval of Minutes:

A motion was made by Bob Doane, seconded by Joseph McParland 111, to accept the Committee Regular Meeting Minutes of July 16, 2020.

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

3. No New Business listed.

4. Old Business:

a) Website updates:

John has updated the CPC webpage. He thanked the committee for their comments. He does think we need to add some information about application submission. He thinks we need to talk about it.

Mary does think because of remote meetings, it will be helpful to have the applications online to allow for public access. Just like the BOS agenda packets, our agendas will need to include the applications as part of the meetings. That means a digital copy of the application will be needed. A scanned application may be an easy way for the committee to see the application. Personally though, she still likes a paper copy. But the public needs access. Scanning the applications and placing them online for the public to view is less complicated than one's need to make an appointment with Town Hall to see a hardcopy of the application in person. Maybe we can scan in the applications like we scan in our agendas, just a scanned application in a pdf format online. She does not think we have to use Dropbox. The CPC needs to decide.

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Dave agreed with Mary. He is concerned about the amount of content that needs to be scanned in. He asked if we are going to be able to handle that type of information? When you look at the Playground application submitted last go round, that was extensive.

Donna reported in Brewster they ask for applicants to include a thumb drive with the hardcopy of their applications and to email the entire package if viable. That way they have a hardcopy and digital format to distribute. She did not know if that will work for our applications or not. Brewster has not had any issues. She asked if the committee could discuss this at the next CPC meeting. She would also like to discuss how the interviews will be conducted.

John thought most of the applicants were preparing their application digitally anyway. The submitter should provide their application digitally. Some packets maybe too big to email. How to receive the digital format should be discussed. How to receive a thumb drive or use of a Dropbox, etc. should be discussed. The number of hardcopies is a legal requirement, but the number of hardcopies should be discussed.

Dave would like to have a hardcopy because sometimes a digital item has technical difficulties. But we need to give the public access and make the applicant comfortable.

Bob asked John how complicated it is to have the applications submitted online?

John discovered so far that the Town website did not have a built-in utility to allow for online submissions. Maybe something could be added down the line. But that is out for this year. On the Conservation Commission webpage, there is a Dropbox for submissions. Maybe we could investigate that option. Or just require a thumb drive. The CPC should get as many digital submissions as possible, so we reduce the work to scan the applications.

Mary likes Donna's idea of a thumb drive, considering the short time frame. It is simpler. A Dropbox brings up legal worries, security wise; who is going to house the data? It should be on our website. The CPC needs to have control over the content. The applications are public records. Small emailed applications can get through, but she also agrees significant sized applications will get blocked by email protocols. It is easy to scan paperwork into a pdf format. A thumb drive application can be uploaded online.

### 5. Other:

Town Meeting and Warrant Articles.

Donna asked if all the CPC project articles were going on this year's warrant? Dave said yes. FinCom has a few questions though. He referred them to the CPC online meeting minutes. During Town Meeting the applicants speak for their own projects. They are the project's best experts.

### 6. Next Meeting Agenda Points:

What is the desired end point?

- Electronic applications

A digital copy of the applications posted online will allow public access to the information via the Town website. The digital copy must be unchangeable online. The website can link to the application file.

John volunteered to post the digital copies on the site. Should he make the electronic applications only available for committee use? He is not sure how the application can be uploaded to the website and not provide the public access if that is the end wish.

Mary did not see why that would be a committee wish. The public needs access to the public records.

Donna thinks most other town Community Preservation Committees post their applications online. The online applications will provide information the public can access in the future as the need arises. The pandemic gives us the opportunity to make this change in procedure.

Joe agrees with what has been discussed. He wants to make the procedure the most simplistic way possible.

Bob agrees with what has been discussed. The pdf format can be added online.

Jan volunteered to scan the applications. Her scanner can handle up to 11" x 14" paper size. Paper larger than that would be difficult.

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- How many hard copies

Dave will need to speak to the Administration Office at Town Hall. The CPC will need more access.

- Vetting process of applications

Donna would like to discuss how the applications' reviews will be conducted

- Application's deadlines be reviewed

The submission deadline is currently Oct. 1<sup>st</sup>. Maybe with the delayed Town Meeting, applicants may need more time. Some committees are not meeting as often. Deadlines have been changed in the past. The CPC could recommend delaying the deadlines to provide more time for the applicants. Supplemental paperwork was given a deferred deadline of the end of December a couple of years ago.

The next meeting date was decided, August 26, 2020. The date will need to be confirmed with Mary tomorrow.

### 7. Adjournment by Roll Call

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

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

Adjournment at 7:09 PM.