

# TOWN OF HARWICH

## COMMUNITY PRESERVATION COMMITTEE

*Approved September 14, 2023*

### **Community Preservation Committee Regular Meeting Minutes August 24, 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.*

#### I Call to Order

Harwich Community Preservation Committee Meeting called to order with quorum of committee members present by Vice Chair Kathy Green at 6:04 PM, on Thursday, August 24, 2023 at the Harwich Town Hall, Donn B. Griffin Room.

Present: Vice-Chair Kathy Green, Bob Doane, Mary Maslowski, John Ketchum, and Marcy Vigneau

Absent: Chair Dave Nixon and Kelly Barber

Guests: Harwich Affordable Housing Trust Chairman Larry Ballentine and Vice-Chair Brendan Lowney

#### II Welcome Guests

- A. No Public Comment

#### III Approval of Minutes:

- A. Approval of CPC Meeting Minutes: June 29, 2023 and July 13, 2023

A motion was made by Mary Maslowski, seconded by Marcy Vigneau to approve the meeting minutes from June 29, 2023 and July 13, 2023.

VOTE: Vice-Chair Kathy Green - Aye; Mary Maslowski - Aye; Bob Doane - Aye; Marcy Vigneau – Aye; John Ketchum - Aye.

Motion PASSED unanimously.

#### IV New Business:

- A. Discussion: Pennrose's request

Pennrose, LLC, the firm reconstructing the Cape Cod Five Housing project, has requested their CPC funding to come in the form of a loan. A loan has advantages for tax credits. Chair Nixon consulted with the Harwich Town Administration regarding this request. Their reply was that they were not in favor of the change, as the town approved the funding article as a grant, as written in the Town Meeting Warrant (May 2, 2022 Annual Town Meeting Warrant).

Discussion points expressed:

- Agreed with town administration, the town voted to approve the warrant article, stating the funding was in the form of a grant.

A motion was made by Mary Maslowski, seconded by John Ketchum to keep the Pennrose project funding as a grant, not as a loan

VOTE: Vice-Chair Kathy Green - Aye; Mary Maslowski - Aye; Bob Doane - Aye; Marcy Vigneau – Aye; John Ketchum - Aye.

Motion PASSED unanimously.

- B. Update: Harwich Affordable Housing Trust, Chair Larry Ballantine and Vice-Chair Brendan Lowney

*Handout.*

- Mr. Ballantine offered to update the CPC quarterly or when something important comes up. He stated he wasn't happy with the speed of Trust's progress, but they are working. The Trust is currently focusing on the Marceline Property (0 Pleasant Lake Ave, 456 Queen Anne Road). The Trust contacted the Massachusetts Public Works Department Laura Shufelt. She did the original review of the Trust's properties. She is assisting in creating the RFP. She has a few ideas of how to put it out to developers. They hope to include green space and are looking at the environmental issues in the land. The Trust is having discussions with town housing committees and looking at the comprehensive plan. We will see what the developers come up with.
- As of June, the Trust has a bank balance of over \$900,000. With the 2023 town meeting approved funding, the balance will increase by another \$500,000.  
Other than CPA funds, the Trust's possible revenue sources may come from cell tower revenue and the stabilization funds that are earmarked for the AHT. The Trust is expecting expenses from pre-development and closing costs.
- It was suggested the Trust could create a trust for building housing units, for example at Pine Oaks. This would allow them to look at funding some ideas.

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- Developers prefer to create 40 – 50 housing units. It is a challenge for them to do a development of just 8 – 14 units.
- The handout shows the list of properties the Trust has reviewed over the last four years and discussed how to make them work. In addition to those six properties, the Trust owns five properties they are now investigating for housing.
- Kathy Green asked for follow-up on the Willow Street Property, which backs up to Murray Lane. The Trust doesn't have possession of it, the Board of Selectmen do. The property has been under review for a long time; the lawyers say there is an issue with the property lines.
- Regarding the 10% Affordable Housing target, Harwich is at 5.4% compared to Orleans at 9.2%. Though all paperwork lists the term "Affordable Housing", maybe a better term for us would be "Attainable Housing", this would include units for "Workforce Housing." The Trust will follow the State guidelines based on moderate income, but housing is most needed for the 80% or less group.
- Another idea the Trust is following is working together with the Harwich Conservation Trust, creating housing with open green space and looking at the land's environmental issues. They are planning to attend the coming Smart Housing forum on Sept. 27.
- It was suggested any new housing also include energy efficiency. Pine Oaks is trying to go carbon neutral with solar generation.
- It was questioned if the Trust is earning proper interest on their funds. Interest rates have amped up over the last 18 months. Mr. Ballantine will look into the restrictions involved to see if they can capitalize on them.
- Affordable housing loans that are offered by cities were discussed. One type is Soft Seconds, a system to make property affordable to individuals with part of the funding from city loans.

C. Meetings calendar. Postponed until next meeting.

D. Discussion and possible voting: Rescind open balances to CPC accounts. Nothing for tonight's meeting.

### V Old Business:

A. Discussion: Option to have all CPA projects listed in one warrant article for the town meeting.

The Warrant is under the Board of Selectmen's authority. The CPC votes to recommend a project for town meeting. The taxpayers vote to approve the project or not.

- The CPC emailed past project managers to get their opinion on this bundle idea. The committee did receive some replies, including two Board of Selectmen's notes, offering their views.

Discussion points expressed:

- One committee member offered they are not in favor of the idea of bundling all the projects into one article but can see bundling the projects by the CPA funding four categories work. This system has worked in Yarmouth's town meetings. Questions can be asked on individual projects.
- Another committee member prefers to keep the projects separate. It is agreeable to list the projects by category/bucket funding.
- Another committee member offered that if can be difficult to separate a project out from the bundle. By amendment, the project has to be pulled out from the bundle article, the moderator has to approve this choice. The amendment must be written down on the town meeting floor. Then the amendment requires a vote. That is the process for just one project that needs to be changed from the bundle article. Then you go back to the bundle article vote. Bundling by category is better than a total bundle of CPC projects, but this may be a disservice to the projects and more time may be needed to get through them at town meetings.
- It was offered that bundling may or may not be a time saver plan. Many of the CPC projects go through with little discussion.
- It was offered that some taxpayers at the recent town meeting were not happy with the newly bundled capital budget (the framework model). Some people thought that something was trying to get slipped through. Does this work if the CPC is trying to be more transparent?
- It was offered that maybe it is more important to have voters see the buckets and where they are being spent.

The matter was tabled until another CPC meeting.

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B. Update: Online Application, John Ketchum

- What is our process for the applications? Tabled for discussion until next meeting.
- One application has been submitted. It was time stamped. John forwarded the application to Dave and Jan. John emailed the applicant a confirmation their application was received, along with a reminder that they need to submit their paper copies by the Oct 3<sup>rd</sup>, 2023 deadline.
- John will check into the ability to DocuSign the online application next year once the town's website is updated.

C. Update: Facebook postings, Kelly Barber - Postponed

D. Update: New CPC signs

- Kathy will speak with Harwich Chamber of Commerce Executive Director Cyndi Williams on the next steps to getting the signs ordered.
- The plan is to have the signs this fall.
- Locations selected: Brook's Park Pickleball Courts, Brooks Academy, on the split rail fence at Herring River in Bell's Neck, Coldbrook's walking trails kiosk, and the old fire station on Bank Street.
- Committee may determine if there needs to be a time limit on displaying the sign banners.

VI Other:

VII Next meeting's Agenda points - Thursday, September 14, 2023 at the Harwich Town Hall, 6:00 PM

- Discussion: Online Application process
- Update: New CPC signs
- Review: CPC Meeting Calendar
- Discussion: Bundling all CPC projects in one warrant article for Town Meeting
- Project Managers' Presentations: Update Status Reports

VIII Adjournment

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

VOTE: Vice-Chair Kathy Green - Aye; Mary Maslowski - Aye; Bob Doane- Aye; Marcy Vigneau – Aye; John Ketchum - Aye.

Motion PASSED unanimously.

Adjournment at 7:11 PM