

TOWN OF HARWICH

Community Preservation Committee

Approved 9.17.2020

Community Preservation Committee Regular Meeting Minutes August 26, 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 Wednesday, August 26, 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; James Donovan – Aye; Joseph McParland III – Aye. Motion carried unanimously.

Guest Present: Town Real Estate and Open Space Committee Chair Elaine Shovlin

Rules read into the record by Board Secretary Jan Moore

Meeting called to order.

2. Public comment

REOS Chair Elaine Shovlin – Spoke to the CPC application submission process: Electronic vs. hardcopy (paper copy) submissions of this year's application. She pointed out the accessibility of applications submitted electronically would allow anyone to print it out as needed.

Chair Dave Nixon said the committee will take this under consideration.

Announcements:

- 1) Interim Town Administrator Joe Powers has given us access to their office and equipment as needed for committee use. We will be able to scan paper copy submissions. Dave officially thanked both Joe Powers and Administration Secretary Danielle Delaney.
- 2) Town Interim Administrator Joe Powers and Dave have been addressing the three CPC warrant articles that contain statements regarding grant agreements. The articles are being reviewed by the legal counsel and BOS. The wording of the grant agreements come into question. The CPC requires non-town entity projects, including the Harwich Affordable Housing Trust, to have grant agreements. The BOS is the contractual authority in Harwich town business. Following Town Meeting, the grant agreements points need to be determined for each project requiring them. Then the CPC needs to interact with the BOS to provide the details for each grant agreement for each project. The process of the grant agreements will be an agenda item for the next CPC meeting. Dave was thankful to receive this information from Joe.

3. Approval of Minutes: August 20, 2020 meeting minutes postponed.

4. New Business:

- a) Application submission process
 - i) The project applications will be received at Town Hall. Applicants can call ahead to the Town Administration office and arrange an "at the door meet" to gather the application submissions. Dave will be at the Town Hall for the application deadline, Wednesday, October 30, 2020 at 4 PM to collect them.
 - ii) Eight (8) hard paper copies of the CPC project applications will be required. Many of the committee members volunteered to use the electronic format of the application submissions. We still need to have hard paper copies for the Town Clerk, Town Admin. Office, Town Financial Director, Brooks Free Library binder, and two copies for committee records.
 - iii) A digital format of their CPC project application will be strongly requested. Applicants will be requested to provide a thumb drive of their application in a PDF file format. The thumb drive should be submitted with the hard paper copies of the application.
- b) Submitted applications will be posted on the committee webpage for committee members and public access. John volunteered to add the applications to the committee webpage. Jan volunteered to number the applications. She will scan the applications that do not provide a thumb drive.
- c) Discussion if the CPC project application deadlines needed to be modified.

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A motion was made by Donna Kalinick, seconded by Joseph McParland III to establish the deadline as Friday, October 30, 2020 at 4 PM for the application documents, with supporting documentation from sending committees to be submitted no later than Wednesday, December 30, 2020 at 4 PM.

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.

- i) The deadline of the project application submission was changed to allow applicants time between Town Meeting (Sept.26, 2020) and the application deadline. The new deadline for application submissions is no later than 4 PM on Friday, October 30, 2020.
For the next few months at least the CPC meetings will be held remotely. The application review process via remote meetings will be a new factor. The new deadline will still allow time for the application review process to begin in November.
- ii) The deadline of the project application's supporting documents was changed to no later than 4 PM on Wednesday, December 30, 2020. This would allow applicants time to get documentation from supporting committees. For example, the HDHC has not received any requests for CPC historical project reviews yet. Applicants may need extra time to get on other committees' agendas for their review process.

To announce the changes of the revised application:

- The current online application will be modified with all the new changes. The committee webpage will have the announcement of the new details.
- Channel 18 – conduct an interview and run the announcement
- Email the announcement to the list of possible applicants
- Email Town Administration the announcement

d) Discussion of how to conduct the reviews of the CPC project applications

- i) To keep things moving along, this meetings format is better served following an orderly manner and employing concise comments.
- ii) It is important the committee members have the time to discuss the proposed project with the project applicants. So, like the Public Information Hearing last month, the applicant will be on the GoToMeeting remotely held meeting.
- iii) As the CPC has done in the past, the public can ask their questions at the next scheduled meeting's public comments period. We will need to announce to the public they will be given this time. This allows the public time to prepare, time to review the application online and time to have heard the discussion.
- iv) How many meetings will be needed for application reviews? It will be easier to set the schedule once we know how many applications are submitted. Mary can put "space holders" in the months of November and December for the application review meetings.

5. Old Business:

- Website updates. John will post the changes that were discussed at tonight's meeting on the site as soon as possible. He will coordinate with Jan.

6. Other:

- Calendar dates were selected:

Thursday, September 17, 2020 @ 6 PM; Thursday, October 8, 2020 @ 6 PM; Thursday, November 5, 2020 @ 6 PM; Thursday, November 12, 2020 @ 6 PM; Thursday, December 3, 2020 @ 6 PM; Thursday, December 10, 2020 @ 6 PM; Thursday, December 17, 2020 @ 6 PM.

Mary will book for the committee.

The committee meetings may not always have the LIVE Broadcast and recording on Channel 18 because other committees have already reserved our selected meeting times. But the meetings will be recorded by GoToMeeting.com

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- Jan will email this year's project managers to remind them they need to attend the Town Meeting (Saturday, September 26, 10 AM) and be ready to speak in support of their proposed projects. They are their project's spokesperson.

7. Next meeting's Agenda's points

- Grant Agreements – the process
- Not all the CPC projects on the Town Warrant are funded solely with CPC funds. A couple of the projects this year are costing more than the CPC requested amounts. How to address this at Town Meeting?

8. Adjournment by Roll Call

A motion was made by Mary Maslowski, seconded by Bob Doane, 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 at 7:09 PM.