

TOWN OF HARWICH

Community Preservation Committee

Approved December 12, 2019

Community Preservation Committee Regular Meeting Minutes December 3, 2019

Meeting Electronically Recorded

1. Call to Order

Harwich Community Preservation Committee Meeting called to order by Chair Dave Nixon at 6:04 PM, on Tuesday, December 3, 2019, in the Harwich Town Hall, Donn B. Griffin Meeting Room.

Present: Chair Dave Nixon, Vice-Chair Mary Maslowski, John Ketchum, Bob Doane, Donna Kalinick, James Donovan, Kim Bourgea, and Joseph McParland III

2. Guests welcomed. No public comment.

3. Approval of Minutes:

A motion was made by Kim Bourgea, seconded by John Ketchum, to approve the Nov. 21, 2019 CPC Meeting Minutes.

VOTE: Yes 8. Motion carried unanimously.

4. New Business:

a. Presentations of submitted CPC Applications –

R 10 Bikeways Crossing Lights at Depot Road South, Harwich, MA Project
Applicant: Paul Gazaille, Town of Harwich Bikeways Committee
Project Manager: Griffin Ryder PE
Amount Requested: \$27,000

Presenter Paul Gazaille of the Harwich Bikeways Committee requested an estimated \$27,000 for this Bikeways Crossing Lights at Depot Road South project. The goal is to always improve bicycles safety. That's what this project will do. The application shows letters of support of this project from the Harwich Traffic Safety Committee, Lincoln Hooper of the Harwich DPW, Town Engineer Griffin Ryder, and Selectman Ed McManus. The CPC has approved similar projects for the last five years which include crossing lights at 1) Great Western Road, 2) Route 39, 3) Queen Ann Road, 4) Pleasant Lake Avenue, 5) Northside Depot Road.

Committee questions:

Bob - When you go out to bid, do you include many companies?

Paul – The town will handle that. When it goes out to bid, legally it will need at least three bidders. The other lights are all from the same company. The system is consistent and easy; DPW is used to them and likes them.

Donna – How many more crossing lights are planned?

Paul – Four more lights are planned. 1) Route 134, 2) Oak Street, 3) Headwater, 4) Lothrop Avenue. The plan is to do one a year. Each project is about \$27,000. Doing one at a time is an easier ask than a big dollar amount. It would be easier on the Bikeways Committee to do them all at once. The Harwich Bikeways Committee has spoken with the Harwich Traffic Safety Committee just to be sure we all are in sync.

Donna – Suggested doing multiple purchases at once could get a better price. Brewster did get a better price when purchased four at once.

Paul – This system is different from Brewster's lights. Harwich uses Cross Alert Systems from Rhode Island. DPW does the installation. This system has fewer "false positives", where the lights flash when no one is there/crossing.

Donna – Has the Harwich Bikeways Committee had any discussion with the bike riders about installing one set of lights once a year?

Paul – No. Maybe we could get a reduction to \$20,000 per unit if multiples were purchased all at one time. May be next year's project.

John – Location clarification. Do these lights communicate with each other?

Paul - These lights have software that gives us headcounts, with a time and number count. A handheld unit is used to download the data from each light to a spreadsheet. That raw data can be converted into a user-friendly printout. Brewster doesn't have this capability. It's good to know how many are coming through each light. We estimate 100,000 riders are coming through Harwich.

TOWN OF HARWICH

Community Preservation Committee

Approved December 12, 2019

CPC Meeting 12.3.19 Page 2

John – Is this a reason why you like to use the same system?

Paul – Yes, it's one reason. We like this system. If we switched to another company, where we couldn't get headcount data, then the numbers would be off. We probably wouldn't use a headcount system, because the count wouldn't be available at each location. That is something the committee would need to discuss.

John – Maintenance contract? Requested maintenance costs.

Paul – DPW handles all the maintenance on the system. We'll have to get back to you on that.

John – What happens when one of the systems fails, like an electronic issue?

Paul – None have failed. Have had false positives. That is something different. The system has a beam. The count is when something crosses the system's beam. It could be a large animal, someone walking, or a bike rider. Though game trails don't follow human trails.

John – In looking at the project years, Great Western Lights, the first of these lights was done in 2008.

Paul – That is before my time. But that's right. We didn't get the money every year since 2008. Money might have been tight, or didn't get approval, or different priorities. Not sure which.

John – Requested info on the maintenance issues, warranties for internals that couldn't be maintained by the DPW. After eleven years of working with this system, we should know that.

Dave – In previous years we have had similar discussions seeking other manufacturers and have settled on this manufacturer.

Kim - What is the reason for using the crossing lights?

Paul – Purely safety. Everyone is doing it. These lights are the right thing to do.

Mary – Great Western Road location clarified. Talking about prior issues with the lights, false positives - flashing too frequently.

Paul – Sean at the DPW has addressed the issue at Route 39, where last year they went back twice. Then they re-enforced the pole's base. Problem fixed.

Mary – Also requested the warranty. CPA cannot cover maintenance costs.

Paul – Will send the warranty info as soon as possible.

James – How do they turn off?

Paul – Timer.

James – Forty feet away the sensor will activate them. People aren't sure what to do, to cross, to wait. They don't know how they work. People stop and take a break right there and the lights are flashing. Maybe signs could help them understand how they work.

Paul – Yes. That is a possibility.

Joe – If you did bid out the last four lights at once, but did get the best price with a different companies, would that mess you up?

Paul – No. They are all independent.

Joe – Do you get software updates?

Paul – Yes, periodically (every two years) software updates are received, pertaining to the headcount. The town (DPW and town engineer) is closer to the specifics.

Next CPC Meetings: Dec. 12, 2019 - the follow-ups, deliberate, and possible voting. January 16, 2020 – vote on projects.

HP 1 Update of Town Historic Areas and Property Inventory Project

Applicant: Historic District and Historic Commission (HDHC)

Project Manager: Mary Maslowski, Chairperson, HDHC

Amount Requested: \$34,500

Presenter Bob Doane, Historic District and Historic Commission, representing the application to do more inventory of the town's historic properties and houses. Tasks: To update the 100 year list through 2020. It was last done in 2015. To add additional information in the forms for the MACRIS (Massachusetts Cultural Resource Information System) database. MACRIS is supported by the Massachusetts Historical Commission. These forms show the historic resources in individual towns. The forms are sent to the State to be included in the database. On the Cape, Chatham and Falmouth have done the most work. Harwich, for its size, has done O.K. compared to our neighbors, Brewster and Dennis.

TOWN OF HARWICH

Community Preservation Committee

Approved December 12, 2019

CPC Meeting 12.3.19 Page 3

Handout. The handout of the MACRIS form was reviewed. The forms are areas of historical resources. The handout shows the breakdown into form/category counts. We want to update Form B: Buildings, filling in more information on historic structures. We have identified thirteen areas. More documentation is needed on what is historically significant in these areas. We want to look at them as clusters of historic buildings. Identify the houses in an historic nature through age or an historic event. They don't have to be 100 years old. (Though that is needed for the town's Demo Delay bylaw regulation.) They need the history of the building. The town could use this information for historical area planning. This documentation is cross referenced and is uniformed Statewide. The application does list more detail of work proposed on Attachment B for cluster identification and other items. The HDHC needs to look at all of this to determine what should go out to bid.

Committee questions:

Dave - Architectural Style was clarified. Last year, the previous (inventory/cluster) project funds were rescinded because?

Bob - Because the HDHC didn't get around to putting the project out to bid. The HDHC now has more information on these areas of clusters. We don't have to start from ground zero.

Dave - This project is a lot more than before.

Bob - Yes. We need to update the inventory now plus the clusters.

Joe - You will put this project out to consultants?

Bob - Yes. There are several consultants that can do this work. There is a formula on what it costs to do this work. These are broad estimates.

Joe - You want to accomplish a lot of things.

Bob - Yes. We will put out multiple bids on different parts of the work. They will be in priority order. We will look at what we received and what will fit into the budget.

Mary - Disclaimer: Chair of the HDHC. The old funding for the current 100 year list pre-dated her involvement in the HDHC. The current update may have had a one-line Form B included. The HDHC knows the current 100 year list has errors in dating buildings. Because of the Demo Delay bylaw, the HDHC has allowed current owners to come forward, to bring in documentation to show the proper age of their building, if they question the 100 year list.

David - Is this through the Registry of Deeds.

Bob - No. The Registry of Deeds has the better information. This information is through the Harwich Assessor's cards.

Dave - Is there any county funding for this?

Bob - Never heard of any funding.

Mary - Typos happen of course; they are handled as they come up.

John - Does the Demo Delay bylaw depend on this 100 year list.

Bob - Yes.

Mary - When an application comes in for demo in the town building department, they look at town's 100 year list and MACRIS. If the property is on those lists, the applicant needs to go to HDHC first and start their process, file a notice of intent, hearing, notify abutters, etc. Prior to a public hearing the HDHC has tried to be friendly and allow owners to come in and plead their case. So yes, the 100 year list is part of the internal town workings, the Demo Delay bylaw.

John - Is the intention to end up with a complete list of every structure that is 100 years old?

Bob - Yes. Updating the list that was completed in 2015. Need to add additional properties, and some may have fallen out of MACRIS. MACRIS is a database that lists cultural, not just historical, significant items. The HDHC wants to add cultural aspects into the database, not just something that is 100 years old. If a structure is in the MACRIS database as a culturally significant structure, it would come under the HDHC process. Though, don't think we have many of those.

Kim - Will you be able to complete all this work?

Bob - I have spoken to some consultants and got some ideas, but nothing is set. It comes down to how many properties will need additional research.

Kim - So you may run out of money and not complete this project?

Bob - Yes.

Donna - Are there hard copies of the 100 year list?

Bob - Yes, in the building department, the CPC, and the library have copies. The BD has electronic copies that can be seen electrically.

TOWN OF HARWICH

Community Preservation Committee

Approved December 12, 2019

CPC Meeting 12.3.19 Page 4

Donna – The public should have access to it. Do you notify homeowners that they are on a Form B?

Bob – No. Homeowners are not told.

Mary – The most recent 100 year list was started in 2006 or 2008. One contractor started it, another completed it in 2015, a very detailed, four-volume set. Don't know if a Form B was filled out for every home. Really don't know if anyone was notified. Will have to find out.

Donna – Was Captains' Row and West Harwich documented?

Bob - Yes.

Donna - Will the information be used in the town's Comprehensive Plan?

Mary - Yes. This will hopefully help draft the historic portion, a component plan to feed into the town's Comprehensive Plan.

Donna – What is the difference between a historic district and a historic area?

An historic district is voted in by the town; it has specific town bylaws and rules. It can be registered nationally. An historic area may have rules, but not bylaws.

Donna – Project's time frame?

Bob – One year to complete, subject to the availability of the consultants.

James – Review of the handout's Form B.

Bob – An addendum would tell more of a story. A few properties, part of the cluster segment, could have more details, stories. Not planning on going through all the Form Bs.

John – Is there academic interests in this sort of work? Are there any colleges that could supply cheap grad students that could do this work?

Bob – Not aware of any. Maybe Amherst. There are historic preservationists that could do this work.

John – What kind of training does one need that could do this work?

Bob – Studies in architecture is necessary.

Mary – Part of the RFP process will review bidder's s qualifications, including background and reference checks.

Donna - Does Harwich have a town archivist?

Mary - No.

Five-minute recess called at 6:58 PM

7:03 PM Called back to session.

EXECUTIVE SESSION – Joint Executive Session with the Real Estate and Open Space Committee

Pursuant to M.G.L. c.30A, § 21(6), to consider the purchase, exchange, lease or value of real estate if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body - A Land Purchase.

A motion was made by Mary Maslowski, seconded by Joseph McParland III to move into Executive Session, (to consider the purchase, exchange, lease or value of real estate property, and that the Chair declared that an open meeting may have a detrimental effect on the negotiating position of the public body – A Land Purchase.)

The Community Preservation Committee will immediately adjourn following the Executive Session and will not return to open session.

ROLL CALL VOTE: Chair Dave Nixon – Aye; Vice-Chair Mary Maslowski – Aye; John Ketchum – Aye; Bob Doane – Aye; Donna Kalinick – Aye; Kim Bourgea – Aye; Joseph McParland III - Aye
James Donovan recused himself from the CPC.

Exited Regular CPC Meeting to move into Executive Session.

Adjournment 7:53 PM after Executive Session.