

TOWN OF HARWICH

Community Preservation Committee

Approved 12.8.22

Community Preservation Committee Regular Meeting Minutes October 13, 2022

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 per vote by Chair Dave Nixon at 6:04 PM, on Thursday, October 13, 2022 at the Harwich Town Hall, Donn B. Griffin Room.

Present Vote: Chair Dave Nixon - Aye; Vice-Chair Kathy Green - Aye; Joseph McParland III - Aye; Elizabeth Harder - Aye; John Ketchum – Aye; Mary Maslowski – Aye; Carole Ridley – Aye; Kelly Barber - Aye.

Motion carried unanimously.

Meeting called to order.

Absent: Bob Doane

Guests: Selectmen’s Liaison Larry Ballantine, Finance Committee Liaison Dan Tworek, Town Administrator Joe Powers, and Harwich Finance Director Ann Marie Ellis.

II Guests Welcomed

A. Public Comment

Finance Committee member Dan Tworek introduced himself to the committee. Dan had served on the CPC before. He will be the Finance Committee’s Liaison to the CPC. He is available to answer any questions the CPC may have.

New CPC member Kelly Barber was introduced. She is the new second Selectmen’s Appointment to the CPC.

III Approval of Minutes:

A. CPC Meeting – September 8, 2022

A motion was made by Mary Maslowski, seconded by Elizabeth Harder to accept the CPC Meetings Minutes of September 8, 2022.

Vote: Chair Dave Nixon - Aye; Vice-Chair Kathy Green - Aye; Joseph McParland III - Aye; Elizabeth Harder - Aye; John Ketchum – Aye; Carole Ridley – Aye; Mary Maslowski – Aye.

Kelly Barber – Abstained.

Motion carried.

IV New Business:

A. New Harwich Finance Director Ann Marie Ellis was introduced to committee. No questions were asked at this time.

B. Meeting Calendar Dates reviewed. December 15th was added to the meeting calendar for project presentations.

C. Review the submitted written Update Status Reports on the following CPC funded projects:

Project managers of open CPC funded projects were requested to provide a written report on the status of the project, budget accounting, etc. This fall, the CPC only requested a written report, not both a written and oral report as is our practice. Some project managers attended the meeting in person to answer any questions that might come up. Status updates are required two times a year on open CPC funded projects.

a. Harwich Town Administrator Joe Powers submitted a written report:

1. 2018 Article #58 Harwich Affordable Housing Trust & Part-Time Housing Coordinator, \$500,000
2. 2019 Article #42 Harwich Affordable Housing Trust & Part-Time Housing Coordinator, \$340,000 (\$310,000 Trust & \$30,000 PT Housing Coordinator)
3. 2020 Article #33 Harwich Affordable Housing Trust Fund & P-T Housing Coordinator, \$250,000 (\$200,000 Trust & \$50,000 for P-T Housing Coordinator)
4. 2021 Article #32 Harwich Part-Time Housing Coordinator, \$50,000
5. 2022 Article #32 Harwich Part-Time Housing Coordinator, \$50,000
6. 2022 Article #33 Harwich Affordable Housing Trust, \$500,000
7. 2020 Article #37 Harwich Community Playground, \$500,000

TOWN OF HARWICH

Community Preservation Committee

October 13, 2022 CPC Meeting Minutes Page 2

In addition to the submitted written report, Mr. Powers was on hand to answer committee questions.

- This year the AHT's application request will be for \$500,000, seed money for the trust.
- Mr. Powers reported the AHT didn't take possession of the monies of the 2021 and 2022 Articles #32, both funded at \$50,000. The AHT is not in agreement for the CPC to rescind these funds. He has told the AHT the CPC has the power to rescind these funds. The Housing Coordinator contract ended in FY 2020.
- The AHT has a lot of hurdles to get things done. The AHT is working on other projects not shown here. At this point, the only land purchase the AHT has done is on Pleasant Lake Ave, which closed Dec. 2021. Just recently the 0 Oak Street property has had a survey to determine site buildability, unfortunately very little is buildable. 2019 ATM, the voters approved the conveyances of six properties, but they were not recorded until this year. They are evaluating the properties. 263 Sisson Road, the former Rec Building, is a surplus town-owned land that has been conveyed to the trust. At every meeting they will try to determine the value of the surplus property.
- They are working on their next steps. The AHT needs to develop the procedures. They need to develop a plan to move forward. They are trying to meet twice a month. Charge: Preserve and create affordable housing in Harwich.
- The Housing Production Plan is currently being worked on by a contracted consultant. The process had been stalled by COVID, but they are trying to resurrect the process.
- The AHT is funded by CPC monies and cell tell revenue.
- The Playground construction is complete. The Grand Opening was Sept. 10, 2022. Joe is waiting on two invoices, one from a vendor and the other from an engineer, before the final accounting can be complete. He will let us know when this happens.

b. Harwich Recreation Director Eric Beebe submitted written report:

1. 2019 Article #43 Sand Pond Restroom Replacement, \$125,000
2. 2020 Article #36 Brooks Field Fencing, \$72,657
3. 2021 Article #29 (5) Senior Memorial Field Fencing, \$40,181
4. 2022 Article #36 Pickleball/Basketball Project at Brooks Park, \$245,500

c. Harwich Conservation Trust Executive Director Michael Lach submitted written report:

1. 2021 Article #34 Harwich Natural Heritage Trail, Phase 1, \$150,000
2. 2022 Article #34 Phase 2 of the Natural Heritage Trail Boardwalk Project, \$75,000

In addition to the submitted written report, Mr. Lach was on hand to answer committee questions.

- Parking options were discussed. The chosen option is 203 Bank Street. The BOS has allowed public parking on this town-owned land for 20 years and will continue.
- There will be a Phase 3; to design a parking lot for users of the new connector trail and Phase 1 wheelchair access trail.

d. Town of Harwich Conservation Administrator Amy Usowski submitted written report:

1. 2018 Article #57 Public Access -Hinckley's Pond Remediation & Public Access Project, \$75,000
2. 2019 Article #45 Red River Beach Shoreline Stabilization Project, \$100,000
3. 2020 Article #31 (4) Restoration & Rehabilitation of Town-Owned Conservation Lands, \$20,000

A motion was made by Kathy Green, seconded by Joe McParland to rescind the 2019 Article #45 Red River Beach Shoreline Stabilization Project in the amount of \$100,000, be rescinded and returned to the fund it came from.

Rescinding of the funds was recommended in Amy's report.

Vote: Chair Dave Nixon - Aye; Vice-Chair Kathy Green - Aye; Joseph McParland III - Aye; Elizabeth Harder - Aye; John Ketchum - Aye; Mary Maslowski - Aye; Carole Ridley - Aye; Kelly Barber - Aye.

Motion carried unanimously.

e. Town of Harwich - Brooks Academy Museum - David Spitz, Chair BAMC submitted written report:

1. 2019 Article #41 Assessment & Restoration of Foundation, \$130,000
2. 2021 Article #31 Structural Improvements Project, \$1,150,000

TOWN OF HARWICH

Community Preservation Committee

October 13, 2022 CPC Meeting Minutes Page 3

Follow-Up:

Additional questions for 2020 Article #34 Rental Assistance Program status from the Harwich Housing Authority.

In answer to last month's CPC meeting questions, Elizabeth Harder reported:

- The program has some \$51,384 encumbered funds.
- The exact budget and structure: The HHA cannot provide an exact formula because the rental assistance amount is different for each family, and it changes annually.
- The program requires aiding at least seven families, which they are doing.
- When the HHA sees the funds running low, they return to the CPC to request funding.
- They administer the monies on an "as needed" basis. COVID impacted the demand for the rental assistance program because there were so many other programs available to assist people, but now there are more interested parties coming forward. The program received \$200,000 in CPC funds. They are currently assisting seven families and have room to assist 12 more applicants. They expect the budget will afford this program to run until Dec. 2023. They have assisted over 100 households since the program started. They aid qualified families by paying a portion of their rent, up to \$350 per month, for a maximum of three years. Recertification is required annually, and their vouchers are adjusted accordingly.

It was decided that the CPC would like to invite Executive Director Tracy Cannon to the next committee meeting to answer more detailed questions on budget.

- 1) A proper accounting is requested: how much has been spent, how much is encumbered, how much is still available in the balance. Of the \$200,000 of the 2020 project, if \$51,384 is encumbered, how much has been spent? A breakdown is requested.
- 2) Of the program's remaining budget, what is the breakdown between how much is encumbered and how much is unencumbered?
- 3) CPC monies funded this program prior to this 2020 project. How much of those funds were still available/on account when this 2020 Article #34 \$200,000 was added? A breakdown is requested.
- 4) If the demand has been low, this large budget has helped how many families over the years?
- 5) How much of the budget has been spent per family?
- 6) Requesting a confirmation on how is this a "bridge program" assisting families? The families can only be on the Harwich program for up to three years. Before the HHA can take on an applicant, they make sure they can fund that family for all three years. Is this correct?

Chair Nixon asked Mary to provide him a list of her questions for HHA Executive Director Tracy Cannon for next month.

V Old Business:

A. Follow-up: Facebook postings – on showcased CPC projects.

Kathy reported she is unfamiliar with Facebook, but she offered to write the first posting on a CPC project on the Brooks Free Library FB page. (Director Ginny Hewitt offered this opportunity to the CPC.) Kathy wrote the blurb on the new playground, with photos from Bob, and sent this on to the library. Ginny wrote back the library has a protocol, procedure we need to follow. Kathy waited to meet with the library person that does their social media. That took a few weeks. Following the meeting Kathy learned we need to do a template of maybe two lines on the project. Any photos of people will require given consent. The CPC should provide links to other sites that provide additional information about the CPC. The posting will be up for 24 hours. The CPC should create a multimedia approach for this. They suggested the CPC members send messages to groups to forward the postings. We can't share the Library's Facebook Page. This is more complicated than first thought.

It was asked if the CPC wants their own Facebook Page. But then documenting and retaining the postings and comments for the public record requirement becomes an issue that needs to be done. Kelly offered that time management is a problem with having our own FB Page. The library's FB page is a better option.

Kelly offered to help Kathy with this FB posting on the library's page. We will use a template of two lines and a photo. This can be changed once a month. We can try it and see if it works.

To start with: Kathy & Kelly volunteered to write about the Playground. Bob volunteered to write about the Rogers Groups statues. Elizabeth volunteered to write about Brooks Academy. Other projects can be added.

We could also reach out to the newspapers about the showcased projects.

TOWN OF HARWICH

Community Preservation Committee

October 13, 2022 CPC Meeting Minutes Page 4

B. Follow-up: Signs for "Recognition of CPA Funded Projects"

We need 1) a logo 2) Template for sign 3) Updated Tri-fold Brochure

Carole did send out five requests for bids on this project of signs and the tri-fold brochure. She didn't receive a single bid. She will look for others to contact and gauge their interest.

Kathy reported the library had offered ideas on signage.

They could be temporary, permanent, and moveable.

We could do a combination of several types of signs.

The CPC could own the signs.

Kelly offered to help on this project. She has experience in creating signs.

Dave really like the Billerica CPC tag line in their signs.

C. Follow-up: Tri-fold Brochure revisions – Bob & Elizabeth are working on it.

Recent project photos are needed. A new printing is needed.

D. Discussion: Online CPC Applications

John has spoken with Caleb regarding the town website. The town does have a licensed software that would allow us to put our application online so users can fill it out and submit it to us electronically. We could use it. Applicants can also upload documents for their application.

We could reduce the number of hardcopy applications. We would still need paper copies for the CPC Minutes and Application files, the town clerk's required record retention file, the Town Administration office file, and the library's binder for public use. Some CPC members prefer paper copies.

Elizabeth suggested deferring this discussion for now. Harwich will be getting a new computer operating system soon.

Larry confirmed the town will be working with the county on a new system.

The town will be hiring a new IT person soon.

VI Other:

Monday, October 24, 6 PM Board of Selectmen's Meeting – Presenting Annual Report. Dave will speak to Larry about this report.

VII Next meeting's Agenda points - Thursday, November 10, 2022 at the Harwich Town Hall, 6:00 PM

Discussion on rescinding the P-T Housing Coordinator funding articles.

VIII Adjournment

A motion was made by Mary Maslowski, seconded by Elizabeth Harder to adjourn.

Vote: Chair Dave Nixon - Aye; Vice-Chair Kathy Green - Aye; Joseph McParland III - Aye; Elizabeth Harder - Aye; John Ketchum – Aye; Mary Maslowski – Aye; Carole Ridley – Aye; Kelly Barber - Aye.

Motion carried unanimously.

Adjournment at 7:53 PM