

# TOWN OF HARWICH

## Community Preservation Committee

*Approved 12.8.22*

### **Community Preservation Committee Regular Meeting Minutes November 10, 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 6:02 PM, on Thursday, November 10, 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; Bob Doane – Aye; Carole Ridley – Aye; Kelly Barber - Aye.

Motion carried unanimously.

Meeting called to order.

Absent: Mary Maslowski

Guests: Selectmen’s Liaison Larry Ballantine, Harwich Housing Authority Executive Director Tracy Cannon, Lower Cape Cod Community Partnership Chief Program Officer Andrea Aldana, Harwich Recreation Director Eric Beebe, Recreation and Youth Commission Board Member Mr. Van Khachadoorian

#### II Guests Welcomed

#### III Approval of Minutes:

- A. CPC Meeting – October 13, 2022 postponed

#### IV New Business:

- A. Harwich Housing Authority Executive Director Tracy Canon answered follow-up questions on this fall’s 2020 Article #34 Rental Assistance Program Status Update Report. A financial report had been emailed to CPC prior to this meeting.
  - o The program is to be a temporary bridge for families in need, providing some money for rent for up to three years.
  - o The CPA funds are the only source of money for this program.
  - o The program had a prior balance of \$15,000 before this 2020’s \$200,000 funding was added. The breakdown: The HHA has paid out \$35,860 to landlords. It has also covered the \$2,000 administration fees. \$56,000 is spoken for. \$120,000 is unencumbered. The remaining program balance should cover all the current qualified participants if they remain at their current voucher level until their vouchers expire. (Their voucher level may decrease if their income increases.) Vouchers are evaluated annually.
  - o The HHA starts with calculating family’s affordable rent, which is 30% of their gross income. The program then pays the landlords up to \$350 per month between this calculation and their rent.
  - o Each year, the maximum amount a family can receive is \$4,200; (\$350 per month is the maximum), for up to three years.
  - o Since Tracy has been a part of the program, 63 families have been assisted.
  - o The program has been around since 2010; it had other components then.
  - o The HHA is funded by the state; it is not a town entity. Tracy’s office operates the Massachusetts Rental Voucher Program, which comes with a separate set of rules. The HHA also administers some of Harwich’s housing units. But the Rental Assistance Program is above and beyond what they do at the Housing Authority, so they charge an administrative fee.
  - o There have been discussions about having another entity take on this program. Other towns do use different entities to operate their housing assistance programs, but also at a higher cost. So, the Town of Harwich has been happy to have the HHA manage this program. Eastham, Chatham, and Dennis also have a rental assistance programs.
  - o The program has a big capacity to have more families assisted. Fewer participants have come forward. Tracy is advertising by running ads and emailing groups. The problem is that there are limited affordable rentals available. Another consideration for the low interest is that the program had been in competition with other assistance during the COVID era. They hope to assist more than the current seven families.

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- B. First night - Presentations of the 2022/2023 CPA Funding Requests. Each applicant will be given 5 minutes to present, followed by a 15-minute increment of time for discussion with CPC members.

CH 3 Lower Cape Housing Institute. Applicant: CDP, Lower Cape Cod Community Partnership. Project Manager: Chief Program Officer Andrea Aldana. Amount Requested: \$13,000 for two years (\$7,500 per year)

Andrea Aldana presented:

- Andrea reported they missed last year's CPC filing for the funding. But this is a similar request as in past years.
- Eight towns on the Lower and Outer Cape support the Lower Cape Housing Institute. Provincetown, Truro, Chatham, and Brewster fund the program for the two-year period at \$15,000, instead of the per year funding of \$7,500.
- They will be focusing on Zoning next. The program encourages input from the local community, can be sent to Andrea.
- 24 out of 50 people in Harwich that are eligible to participate, have attended the workshops.
- Following a suggestion from this CPC two years ago, the workshops are now available on YouTube.
- Each town's leadership is different. It is hard to get the interested parties involved. The CDP doesn't have everyone's email, instead they email the towns' assigned captains, and rely on them to get the word out. Mary Anderson is the Harwich Captain. The CDP also has a newsletter
- Over the last few years, they can measure their success because they have met their goals.
- The program is part of the housing production education.
- Every town in the area now have some sort of housing development coming in the pipeline, adding up to some 301 developments. That was not the case when the program started. There were maybe one or two towns with a housing coordinator before the program. Now all the local towns have or will be hiring a housing coordinator. Having staff moves housing forward.
- A study in 2017 showed a 1,000-unit gap in what is available to the need. The pace is moving, but slow in response to the need. COVID acerbated the housing issues. Housing needs are not addressed equally among the towns.
- There has been a dramatic increase in home prices on the Cape. The Cape Cod Commission is updating their regional housing figures in the next couple of months, but there is nothing to show that the prices will decline. There are buyers that have the means to keep the prices high.

R 10 Senior Softball Fields Restroom Project. Applicant: Harwich Youth & Recreation Commission, Eric Beebe. Project Manager: Harwich Recreation Director Eric Beebe. Amount Requested: ~~\$170,000~~ Now \$150,000  
Eric Beebe presented, along with Recreation and Youth Commission Board Member and Senior Softball League representative Mr. Van Khachadoorian:

- The location would service Potter Field and Senior Memorial Field. Porta Potties service the fields now, but they just aren't cutting it anymore. This would be improved with a pre-cast concrete restroom facility, which are designed to last 99 years. The cost includes the septic, septic design, delivery, installation, and hook ups. This is the only major recreational facility without a restroom complex.
- These fields see heavy use from Rec programs, youth, senior, and school varsity teams, and tournaments. Demand increases every year.
- User Fees are collected. Private groups pay a \$20 fee per use, up to \$1,000 per organization. Fees go into the Recreation's Revolving Money Account.
- The Senior Softball League pays user fees, maintenance of the fields, and the subcontractor who lines the fields and drags (cleans up) the infield. The League spent \$8,500 putting in a new well, \$20,000 for new sprinkler system for two fields, and \$3,000 - 4,000 on new sheds. The Highway department cuts the grass.
- The Senior Softball League has some 350 softball players, ages 50 to 95. Each year their six-day tournament, one of the most popular in New England, brings in 55 teams and their wives to these fields, about 1,000 people. The Porta Potties are not favorable, many search for an alternative.
- The Senior Softball League has committed a \$20,000 contribution to this project. So, this project request is reduced to \$150,000. They have been waiting over five years to support this project.
- The Town Highway Department doesn't recommend an alternate Septic.
- The pre-cast units have almost zero maintenance. Easy to clean. Stainless steel lighting. Handicap accessible. It will be locked every night. This is like the other restroom complexes installed in town.

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- Follow-ups - Dec 15 meeting:
  - No septic plan is included in the application, but Eric has it and can provide it.
  - Need conformation that this is a tight tank pumping unit. (Favorable type of unit.)
  - Accounting for site prep? More detail of the \$39,850 that includes slab, electrical, and hook up.

R 11 Brooks Park Tennis/Pickle Ball Court Re-Surfacing Project. Applicant: Harwich Youth & Recreation Commission, Eric Beebe. Project Manager: Harwich Recreation Director Eric Beebe. Amount Requested: \$110,000  
Eric Beebe presented:

- This would cover four full tennis courts, and eight pickle ball courts. The surfaces are all the same age. Resurfacing can last about 7 – 10 years, but really only five years.
- On the Cape, with our weather, cracks develop that affect play need crack repair. \$10,000 was spent last year on crack repair. But the surface has gone beyond its useable life, where the courts require resurfacing to be restored.
- The CPC has funded resurfacing before.
- The budget includes a contingency amount.

R 12 Sand Pond Restroom Additional Funding Project. Applicant: Harwich Youth & Recreation Commission, Eric Beebe. Project Manager: Harwich Recreation Director Eric Beebe. Amount Requested: \$35,000  
Eric Beebe presented:

- The 2019 approved \$120,000 Sand Pond Restroom project requires additional funding.
- At the time, the town's procurement was in a bit of flex. Eric is not a procurement officer. The town administration just got the RFP out a few months ago. The numbers came back \$14,000 higher than what was budgeted, and town approved. So, this requested amount is higher than the amount expected, but Eric doesn't want to come back again for funding. They will have to re-bid if they get approval.
- It was suggested a cost savings may be negotiated with this project and the softball fields pre-cast restroom.
- This are the same pre-cast unit that was discussed tonight. But the unit is not a tight tank. No pumping is done there. It is a leach field. This is the type of septic unit that was there. The Highway Department would have to answer why this is the type of unit there.
- Two years ago, the swing sets weren't funded, but the Rec Dept. still sees this pond increasing in use. So, the dual sided restroom is still desired.
- Follow-ups – Dec. 15:
  - The County is doing a pond study. If the County decides this complex must be a change from what is planned, can this restroom be retrofitted to an updated system?
  - Is this the correct system for this pond location? Clarification on both septic system types was requested.

V Old Business:

VI Other:

VII Next meeting's Agenda points - Thursday, December 8, 2022 at the Harwich Town Hall, 6:00 PM

- 1) Second night of project funding request presentations

VIII Adjournment

A motion was made by Elizabeth Harder, seconded by Bob Doane to adjourn.

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

Motion carried unanimously.

Adjournment at 7:06 PM