

# TOWN OF HARWICH

## Community Preservation Committee

*Approved 12.3.19*

### Community Preservation Committee Regular Meeting Minutes November 21, 2019

#### *Meeting Electronically Recorded*

#### 1. Call to Order

Harwich Community Preservation Committee Meeting called to order by Chair Dave Nixon at 6:01 PM, on Thursday, November 21, 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 Donna Kalinick, seconded by Mary Maslowski, to approve the Nov. 5, 2019 CPC Meeting Minutes as amended.

VOTE: Yes 8. Motion carried unanimously.

A motion was made by John Ketchum, seconded by Mary Maslowski, to approve the Nov. 14, 2019 CPC Meeting Minutes as amended.

VOTE: Yes 8. Motion carried unanimously.

Note: Chair Nixon made a presentation at Monday night's (Nov. 18, 2019) Board of Selectmen's meeting.

The BOS now have the signed grant agreements. Chair Nixon reported receiving an update from the Community Preservation Coalition (Nov. 19) regarding the 2019 CPA Statewide Trust Fund Distribution. The Coalition has received primary information regarding this year's distribution. This year's distribution will be different from prior years. 1) The Dept of Revenue has not posted any data in the year's match and it appears distributions were not paid on time. The Coalition was able to obtain basic information on dollar amounts and percentages and the spreadsheet contains only limited data. 2) There is a potential for an additional \$20 million in budget surplus funds that could be used for CPA distribution later.

#### 1. New Business:

##### a. Presentations of submitted CPC Applications

The Recreation Department prioritized list of the CPA funded proposed projects:

- 1) Whitehouse Field lighting project
- 2) The ballfields' fence project
- 3) Sand Pond project

##### R 12 Sand Pond Revitalization Phase 2 Project

Applicant: Eric Beebe, Harwich Recreation Director

Project Manager: Eric Beebe, Harwich Recreation Director

Amount Requested: \$83,500

Presenter Harwich Recreation Director Eric Beebe requested \$83,500 in support of Phase 2 of the Sand Pond Revitalization. Last year's project - Phase 1 - was the acquisition of a new restroom. This year's request will cover a multitude of things including a swing set and spinners, playground equipment surfacing, prep work & grading, landscaping, new picnic tables, new split rail fence, and demo and removal of the old boat house. This project will also receive in kind work from the town's Highway Dept. towards the demo and removal of the boat house and the removal of dead trees at the Sand Pond Beach. This project does have prior precedent. This is Phase 2 of the Sand Pond Revitalization. They have also done other multi-phase projects like Brooks Park.

Sand Pond used to be a popular beach with lifeguards. But it had a stigma associated with it. The town turned their attention to Cahoon Beach. Now the town is focusing back on Sand Pond. It has a large parking area and a nice beach. The restroom was the beginning of the idea. Now this project will make it more attractive by removing the old boat house, which is beyond repair, and adding a playground/picnic area. There is a Phase 3 (last phase) plan that would include a kayak rental area, a storage shed, and re-nourishment of the beach. They can bring in lifeguards and potentially gatekeepers to collect daily beach fees. The daily fees should cover the cost of having lifeguards there.

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The overall phases for Sand Pond Revitalization is within the Conservation rules. The Rec. Dept. will need to file for permits, but they don't have concerns with that.

Committee questions:

Bob - Regarding the stigma associated with the beach. 1) Swimmers got earaches.

Eric – The pond has standard water quality tested. He has never seen a failed water test there.

Bob - 2) Another concern was over pesticides and herbicides. Can that be tested?

Eric – Need to check with the Board of Health to see what can be tested. He can get back to the CPC with the testing.

Bob – The stigma needs to be addressed before more funding.

Eric – Sand Pond was the town's original location for swim lessons and kayak rentals. Sand Pond would be an additional location for rentals, second to Cahoon Beach.

Bob – The boat house?

Eric – Many years ago the building director evaluated it. Re-vamping it would cost more than replacing it. A small storage shed would be a more viable solution. Can get an estimate from Sean Libby. The small shed could accommodate what is now needed at the location.

Bob – ADA compliant?

Eric – The access could be graded properly with a stone dust surface.

Joe – The water quality testing is crucial. Pesticides impact?

Eric – If it passes the water test, it is swimmable.

Joe – Parking?

Eric - It was T-based at one time. Phase 3 will address that. Maybe need to add some more stone dust (T-base). No plans for it to be paved.

James – Is this pond needed?

Eric – Yes. Even though it has taken a turn in popularity. Town still sees a lot of people going there. More people and potential revenue could happen if you clean it up and make it more family friendly. The town could make the money back with gate collections and kayak/paddle board rentals. The beach has shrunk. It needs to be re-nourished.

Mary - Revenue potential? Water testing?

Eric – At Cahoon Beach, summer revenue from rentals is about \$3000 - \$5000 annually. Sand Pond could be able to produce that.

Mary - The re-nourishment – is that a ConsCom concern?

Eric - The sand will need to be purchased; not dredged sand.

Mary – Water testing?

John - E. coli is tested at town beaches. Don't believe they test for Pesticides.

How big is Sand Pond?

Eric – Don't know right now.

John – If Sand Pond is heavily used, a small pond, maybe that concentration is part of the dynamic.

If another rental operation is built at Sand Pond, will that impact the rental revenue at Cahoon Beach? Can two beaches produce the estimated revenue?

Eric – Yes/maybe. The rentals are very popular at Cahoon Beach. People are turned away because all is rented out. The rentals are \$15/hr., a reasonable price.

The map was reviewed. Amy of Conservation said the picnic area may need permitting.

Kim – Thinks this is a good little area. Inquired if the Phase 1/Rest Room project may have some funds that could be returned to use towards this project?

Eric – That project is still in the works but may come in under budget.

Donna – Parking enforcement?

Eric – 60 tickets were issued at Sand Pond this past summer; some 600 tickets were written for all the town beaches last summer. Sand Pond was patrolled once or twice a day, compared to at least three times a day at other locations.

Donna – Details on the Phase 1/Restroom project?

Eric – All the paperwork has been given to the town. Now waiting on the town. The Rec. Dept. met with the town two weeks ago, they are working on so many projects (10 – 15) at the same time.

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Donna – Where would the revenue go?

Eric – Rental fees would go into the revolving fund. Beach stickers would go into the general fund. Five to seven days of parking fees could cover the staff cost of two lifeguards and gate attendant.

Donna – Are demo costs CPA eligible?

Eric – Unsure. If the town demos and is re-reimbursed the budgeted \$5,000, that is high. The application shows all the work quotes and equipment are from the State bid list. The playground would be installed via the prevailing wage.

Bob – Why do we need another playground?

Eric – This location would provide a playground on the other side of town. Brooks Park's playground is the only non-school location currently. Non-school playgrounds allow use at any time of day.

R 13 Brooks Field & Senior Memorial Field Fencing Project  
Applicant: Eric Beebe, Harwich Recreation Director,  
Project Manager: Eric Beebe, Harwich Recreation Director  
Amount Requested: \$112,000

Presenter Harwich Recreation Director Eric Beebe requested support for the complete replacement of the fencing at Brooks Field and Senior Memorial Field. This would include material, labor and a contingency built into each item. Prior precedent fencing projects: Potter's Field, Whitehouse Field, and the backstops at Veterans' Memorial Field. Brooks and Senior fields are in high demand and are heavily used. They are maintained. The Highway Dept. and fencing companies have evaluated the fencing; they are at the end of their life. A lot of poles are rusted, the fence has bowed out, and the fencing material has deteriorated. The fence companies gave the estimates.

Committee questions:

Kim – Age of the fencing?

Eric – Brooks Field is about 20 years old. The backstops are younger.

Budget figures were reviewed. A contingency is built into each item.

Donna – The collected booking fees go where?

Eric – The fees go into the Recreation revolving fund; used for maintenance.

Donna – Were both fields put out to bid together?

Eric – Yes and received a better price than one at a time. If receive approval July 1, 2020, the work could be done in the '20 fall and have the fields ready by the following '21 spring.

Bob – Viewed both fields. Senior Field's fence is really rusted. The backstops are newer.

Eric - There may be a few pieces that could be salvaged, but at this point, it's better to budget full replacement.

Bob – Backstop at Brooks?

Eric - Brooks is newer, so we have specific numbers.

Bob – Brooks looks to be in better shape but has many broken joints. Maybe we could find some savings there by attaching the fence to their replacements. This might give another five years of life.

Eric – Relies on the Highway Dept. and fence companies' evaluation for this project.

Mary – How long will it take to replace?

Eric – Potter's Field is about the same size as Senior Memorial Field, so about two weeks. Brooks is larger, so it will be a little longer.

R 14 Whitehouse Field Lighting Project  
Applicant: Harwich Recreation Director, Eric Beebe  
Project Manager: Eric Beebe, Town of Harwich Recreation Director  
Amount Requested: ~~\$455,360~~ Updated \$380,360

Eric – *handout* Harwich Mariners' letter. The team will contribute \$75,000 to the Whitehouse Field's lighting project. That will reduce the project request to \$380,360. The Rec. Dept. will continue to work with the Mariners. Project: a new lighting system, LED lights, a remote-control system. Project costs would include material, labor (with prevailing labor wages), and a contingency. Prior precedent: Brooks Field lighting project. The Whitehouse Field lights are constantly failing. Four years ago, they created a budget line item of \$12,000 for bulb replacement and have needed to use that amount every year since. The bulbs continuously need to be replaced. The wiring is shot; water is getting to the wire and shorting it. Last year they

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required a \$20,000 emergency to help the system. So, over the last four years, they have spent about \$75,000 on this issue alone. If we replace the system, it would stop these maintenance costs. The new system would use the same six poles, but with new wiring. The new LED system would provide big savings: less expensive to run, less CO2 output, and less ambient light. The current system costs \$80/hr. to operate the lights. The new system should be about half that. If they don't correct this problem soon, they may have to reduce the use.

MUSCO Lighting is the only premier company on the Cape. The system comes with a 25-year warranty on all maintenance and labor.

They will work with the Harwich Mariners, estimate the work to happen in the '20 fall and be ready by '21 spring.

Committee questions:

Joe - Revenue to town?

Eric - The Harwich Mariners and the high school varsity team primarily produce revenue in users' fees, \$50/use; about \$3000 - \$4000 annually in field booking revenue. It is difficult to put a price on the indirect revenue produced from having a Cape League Baseball Team. It's a good thing.

Bob - The cost of electricity at \$80/hr., is that real cost? Is solar rate per kilowatt being considered?

Eric - Will find out.

John - Why is the current system failing after 15 years?

Eric - Been told it is due to the wiring. Building/Maintenance Dept. has had several companies out to look at it. The bulbs keep failings, requiring \$12,000 budget for bulb replacements.

John - Was the current system installed correctly?

Eric - The system's first ten years were fine. The last four years have been problematic. The LED requires no maintenance for the first ten years. This project's package is guaranteed to be maintenance free for twenty-five years.

Donna - The Harwich Mariners fees?

Eric - The Mariners pay a regular use fee. They don't have a contract or lease. The field concessions revenue goes to the Harwich Mariners. They handle all that. They do contribute a lot to the field. They paid for the batting cages and new restroom. They have a whole new master plan for the field going forward. The field's electric cost was at \$65/hr. It now costs \$80/hr.

Donna - Have you requested a reduction in the cost of electricity with the LEDs?

Eric - Will check if this can be part of Green Energy Plan. They don't qualify for the Cape Light Compact; lights not on long enough.

Kim - Does the old lighting system have a warranty?

Eric - No warranty coverage as of now. The old system cost the town about \$20,000. The remainder was paid by the Yawkey Foundation.

Donna - Questioned Eric on the sequence of timing. On time sensitive projects, she suggested getting an estimate/bid first, then getting town meeting approval, then the project is ready to begin work.

Eric - No, that isn't their sequence. They first get town meeting approval/secure the funding.

HP 3 Pine Grove Cemetery Gravestone Conservation & Preservation Project  
Applicant: Harwich Cemetery Department  
Project Manager: Robbin Kelley, Town of Harwich Cemetery Administrator  
Amount Requested: \$75,000

Town of Harwich Cemetery Administrator Robbin Kelley and Town of Harwich Cemetery Commissioner Cindy Eldredge presented the Pine Grove Cemetery Gravestone Conservation & Preservation project which would repair 23 memorials, 116 monuments with foundation work, and clean 147 monuments. The Cemetery Commission wants to educate the public on the historical significance of the town's cemeteries. This cemetery is one of the oldest in town with gravestones dating from the 1800s. Letter from Duncan Berry in proposal supports this project.

Committee questions:

James - Are there many contractors out there that can do this work?

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Robbin – Just got one company's estimate that recently did the work at Mr. Pleasant cemetery. There is a town requirement of getting three bids on a project. The town procurement officer will go through the process.

Bob – Requested the national number on the value of well-maintained cemeteries to the economy as to how visitors view them as attractions; the indirect revenue of a cemetery.

Robbin – She and the Harwich Historical Society conduct cemetery tours. They are well attended. Genealogical research is very popular; many visit the cemeteries. It is good to see the cemetery in good condition. Gravestone Conservation Services, Inc invites the CPC to a tour the Mt. Pleasant Cemetery on Dec. 6<sup>th</sup> or 7<sup>th</sup> to see the work she has done there. They have received many compliments on the work done at Mt. Pleasant. Pine Grove has more gravestones.

Mary – Figures compared to Mt. Pleasant?

Robbin – More stones and cleaning increased costs between the two. The Mt. Pleasant job didn't include cleaning the large monuments. They were structurally sound but should have been conserved. The acid rain will disfigure them. There is a workshop that shows how to clean stones. Robbin has asked them to come and teach a class here. If they do come here, Mt. Pleasant's monuments could be cleaned.

HP 2 Chase Library - Historic Restoration & Preservation of the Original Door & Entrance Project  
Applicant: Chase Library Association, Inc.  
Project Manager: Patricia A. Tworek, President, Chase Library Board of Trustees  
Amount Requested: \$10,698

Presenters President Chase Library Board of Trustees Pattie Tworek and Board Member Diane Beham requested \$10,698 for historic restoration and preservation of the Chase Library Entry Door and sidelights. Background on the Chase Library: In 1905 Chase and Nickerson began the Sunshine Club for the children in West Harwich. In 1907 they reorganized their efforts and incorporated. In 1911 they constructed the library. In 2015 the Chase Library was listed on the National Register of Historic Places. The fact that the Chase Library is still used as originally intended has historical and architectural significance.

Chase Library is a public, non-profit, trustee run, municipal library. The library's \$20,000 operating budget was explained. The town (via a petition town meeting warrant article) contributes \$10,000 annually. The Massachusetts Board of Library Commissioners contributes about \$4,000 annually. Everything else is fundraised. The library has one paid staff, a librarian; the rest are volunteers. Past CPA projects have included a new heating system, installing storm windows, restored the floors, and removed the floor grates. The work on the fireplace hearth, replacement of the firebox and the chimney were most recently completed. The board of trustees attends to building maintenance. The library has funded exterior painting, new decking, work on the septic piping, replaced signage, fixed the sidewalk, replaced shingles on shed, and attended to new drainage. Next month they will be replacing the 1953-bathroom fixtures and moving the water shutoff to the inside. This project is to restore the 108-year old door and sidelights. The many layers of paint have diminished the door's original detail. They need to remove the door's attached book drop, so it won't pull on the door. The door hinges will need to be evaluated. The door handle needs to be cleaned and put in working order again. The bevel glass needs to be professionally cleaned. The sidelights' caulking needs to be scraped and redone. Replace the storm door. This is not just a repaint the front door project.

The trustees searched for a skilled craftsman who could do a proper job. With the help of the Cape Cod Commission, the Harwich HDHC, and the Town Planning staff, they reached out to a few contractors, but only one made a formal bid. They have high confidence in the submitter, Andy Shrack from Brewster. He restores windmills in New England. They were impressed with his care to detail when he reviewed the entrance door and sidelights, and his evaluation of the project. This project will preserve and restore a piece of history, a piece of the Chase Library.

Committee questions:

Kim – The library is 108 years old. The contractors were discussed.

James – The quoted \$10,698 is an estimate on his proposal.

Joe – Andy's estimate on the sidelights is in the proposal. Overages were discussed in his proposal.

Pattie – The start date if town approves the project would be July 1, 2020. Andy's proposal made the adjustment for that future start date.

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Mary – They went through a lot of contractors to find the right one to do the job. It isn't a repair and repaint the door job.  
Pattie - They need to find out what is needed for restoration; the project may evolve.

Bob - The budget doesn't include a 10% contingency budget.

Dave – This board can address that; we can change the request amount to include a 10% contingency.

John – Has the library considered not restoring the door? It may be a messier project. What is the alternative?

Pattie – The library did not consider alternatives. They have a solid door that has been in good shape for ages. They know they may get into something more than expected.

John – The sidelights may require more work, and more on-going maintenance costs. Where are those funds coming from?

Pattie – They library has an annual appeal and a savings account to cover expenses. This project is outside their \$20,000 operating budget. The library runs on a cash basis. Their donations and stock (AT & T and Verizon) dividends go into their savings account. The library has now reduced their overhead costs by using their volunteers to handle the cleaning and yard work. So, ongoing maintenance will be funded.

Donna – Visited the library. She is familiar with Andy; he does good work. The library is not town property. She is happy they will replace the aluminum storm door. She complimented their efforts.

Mary – The library is on the HDHC's 100 Year Historic Inventory list. A new door may not meet their standards.

5. Old Business: No updates to the website.

8. Adjournment:

A motion was made by James Donovan, seconded by Mary Maslowski to adjourn.

VOTE: Yes 8; No 0; Abstain 0. Motion carried unanimously.

Adjournment 7:25 PM.