

TOWN OF HARWICH

Community Preservation Committee

Approved 3.14.19

Community Preservation Committee Regular Meeting Minutes February 14, 2019

Meeting Electronically Recorded

1. Call to Order

Harwich Community Preservation Committee Meeting called to order by Vice-Chair Kathy Green at 6:00 PM, on Thursday, February 14, 2019, in the Harwich Town Hall, Donn B. Griffin Meeting Room.

Present: Vice-Chair Kathy Green, Randy Pond, Mary Maslowski, Chris Rockett, John Ketchum, and Bob Doane.

Absent: Chair Dave Nixon

Vacant: 2nd Selectmen's Appointment Representative, Planning Board Representative

2. No public comment; no guests.

3. Approval of Minutes:

A motion was made by Mary Maslowski, seconded by Bob Doane to approve the amended December 13, 2018 CPC Meeting Minutes.

VOTE: Yes 6; No 0; Abstain 0. Motion carried unanimously.

A motion was made by John Ketchum, seconded by Chris Rockett to approve the January 10, 2019 CPC Meeting Minutes.

VOTE: Yes 6; No 0; Abstain 0. Motion carried unanimously.

A motion was made by Bob Doane, seconded by Randy Pond to accept the January 17, 2019 CPC Meeting Minutes.

VOTE: Yes 6; No 0; Abstain 0. Motion carried unanimously.

4. New Business:

a) Review warrant articles

No warrant articles available tonight for committee review. The Town Finance Director volunteered to write the drafts. The drafts will go through the Selectmen, the Finance Committee, and legal before printing in warrant. Usually the CPC reviews prior to the Selectmen's meeting, when they are submitted. Concern was expressed about making sure various points are included in the warrant articles.

A motion was made by Mary Maslowski, seconded by John Ketchum to authorize the Chair and Vice-Chair to review the drafted warrant articles to ensure that they were drafted in accordance with our previous committee votes.

Vice-Chair Green will find out how the drafted articles can be seen by the CPC members and let the committee know. Emailing was preferable.

VOTE: Yes 6; No 0; Abstain 0. Motion carried unanimously.

b) Update from Subcommittee drafting Town Meeting Informational Flier.

Subcommittee – Vice-Chair Green and Chris Rockett

Handout Draft of the tri-fold flier. The layout of this draft will be refined later. Committee gave input on content.

- 1) Photos will be added.
- 2) The "Public Hearing" shall be highlighted. Include date on the flier back.
- 3) Use Public Seal. Permission from Town Clerk is needed. Mary Maslowski will ask permission.
- 4) Include town website/CPC page. The email address is listed there.

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- 5) Tax bill is highlighted to show reader where the CPC funds originate. The flier can be more generic, not showing the calendar year, that would make this document more dynamic. Or make the focus on the year and update the document annually.
- 6) If update the document annually, the Public Hearing date can be updated. Note: The Public Hearing is to get the public to attend the meeting to give input on the direction of where to spend the CPC funds.
- 7) Include Application submission deadline.
- 8) Reminder - funds aren't available until the following July 1st. The process takes almost a year for funds to be available to start a project.
- 9) Include that CPC Meetings are televised.

Regarding the Public Hearing and ways to use the flier:

- a. Channel 18. Chair Nixon could do an interview on Channel 18 after Town Meeting to get the word out.
- b. Newspapers. Press releases. The flier can be mailed out to newspapers.
- c. Maybe the flier can be included in water bills? Or not.
- d. Maybe the town's ROBO call system can make an announcement?
- e. The flier can be available at the Community Center. Elections are held two weeks following the Town Meeting.
- f. Maybe the High School can conduct a survey or something regarding this.

Kathy will investigate the printing. Maybe the Tech School can do the job.

5. Old Business:

- a) Community Preservation Plan (CPP) discussion continued

Chris Rockett suggested to do a draft of an outline of the CPP using parts of neighboring towns' plans. Divide up the responsibility of the work. One can look at Truro's or Eastham's plan as an example. Inputs from Harwich's approved plans- the Housing Production Plan and the Open Space/Recreation Plan. Those plans may list goals that can help us in the outline. (Harwich does not have an Historic Plan to review.) John Ketchum volunteered to scan documents and send out to the CPC members.

6. Other:

7. Next meeting's Agenda points: Semi-Annual Reports from Project Managers regarding their projects with open balances. Invitations have been sent.

8. Adjournment

A motion was made by Mary Maslowski, seconded by Bob Doane, to adjourn.

VOTE: Yes 6; No 0; Abstain 0. Motion carried unanimously.

Adjournment 6:34 PM.