

TOWN OF HARWICH

Community Preservation Committee

Approved 4.11.19

Community Preservation Committee Regular Meeting Minutes March 14, 2019

Meeting Electronically Recorded

1. Call to Order

Harwich Community Preservation Committee Meeting called to order by Chair Dave Nixon at 6:02 PM, on Thursday, March 14, 2019, in the Harwich Town Hall, Donn B. Griffin Meeting Room.

Present: Chair Dave Nixon, Vice-Chair Kathy Green, Mary Maslowski, Chris Rockett, and Bob Doane.

Absent: John Ketchum and Randy Pond

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

2. No public comment.

3. Approval of Minutes:

A motion was made by Vice-Chair Kathy Green, seconded by Mary Maslowski to approve the February 14, 2019 CPC Meeting Minutes.

VOTE: Yes 5; No 0; Abstain 0. Motion carried unanimously.

4. New Business:

- a) Project Managers presenting oral and written reports on their projects with open balances

- 1) Land Acquisition, Judah Eldredge Property Purchase. Article #55 2018. \$369,000.

Town Administrator Chris Clark. *Handout report.* A professional Title Researcher had been hired to find potential owners of the property. The town's law firm has begun the review process and paperwork. They expect to go before the Selectmen within 30 days. The property will need a Conservation Restriction which will likely be done with the Harwich Conservation Trust. They are not expecting any issues.

- 2) The Town's Affordable Housing Trust and Part-time Housing Coordinator. Article #58 2018. \$500,000.

Town Administrator Chris Clark. *Handout report.* A lot of progress has been made since last September Update. Part 1: The legal work in setting up the trust is complete. The trust is comprised of 5 members; one of whom is the Town Administrator and one a member representing the BOS. They have met three times so far and plan to meet monthly.

Part 2: The town has engaged Community Development Partnership to provide the services as the Part-time Housing Coordinator. (Contract: \$30,000.) They have set office hours and residents can make appointments. Work has been begun seeking out and reviewing parcels in town which might serve as affordable housing sites. The town's Real Estate and Open Space Committee has reviewed their proposed list and have voted support for 5 parcels. Proper reviews and feasibility studies are needed to determine what parcels would work best as affordable housing sites. Another part is to seek out developers who would bring AH projects of privately-owned properties to be developed. Two developers have come forward and are in preliminary discussions. A Public Forum is set for April 30, 2019, 6 PM, Donn B. Griffin Room, Harwich Town Hall. It will provide an overview, discuss Affordable Housing elements, and talk about the five parcels.

Additional efforts are being made to make more affordable units:

A proposed by-law change regarding ADU's (Accessory Dwelling Unit) will be voted on at Town Meeting. Limited in size, they require Planning Board approval, and can only be rented for six months or more annually.

After Town Meeting, MHP assessment of properties can be used.

Grants – Once projects are known and properly listed with the State, grant agencies seek them out. So, if we have the right project, grants might be an option. Housing costs at 60% of medium income qualifies as affordable housing. The State's goal is to have affordable housing at 10% of town's units. Harwich is at 5.4%. Harwich's Housing Production Plan has a target goal of adding 22 affordable housing units a year.

TOWN OF HARWICH

Community Preservation Committee

Approved 4.11.19
3.14.19 CPC Minutes Page 2

- 3) Records Retention Project in the Town Hall Basement. Article #50 2018 (5). \$40,000.

Town Clerk Anita Doucette. Records Retention/Management Project is complete. The remaining balance of \$176.00 can be returned to the CPC accounts. Records have been retained, organized, and shelves installed in the town hall basement. Each department has a section in the storage area. Some older records will be moved to the Community Center storage area when it is ready. Records are off the floor, and now easily accessible. The project is everything that was described, and what was needed.

- 4) Mt. Pleasant Cemetery Gravestone Conservation. Article #50 2018 (2). \$49,900.

Harwich Cemetery Administrator Robbin Kelley. *Handout report*. Estimated completion date: June 15, 2019. Project went out to bid, the winning contractor will do the job for \$47,250. Just today they met at the Mt. Pleasant Cemetery to go over the project.

- 5) Construction of Records Storage Facility at the Harwich Community Center. Article #52 2018.
\$120,275.40

Harwich Community Center Director Carolyn Carey. *Handout report*. Carolyn and Sean Libby are still working on the RFP. They want to make sure it is correctly done; it may take a couple more months. The town has lost its engineer who would normally write the RFP. No money has been spent yet. Carolyn, Eric Beebe, the Highway Department, Community Center Staff, and many volunteers have participated in the basement clean-up; it is going well. Four dumpsters have been filled, and it may take another four before the job is finished. New procedures will be in place to prevent hoarding/dumping in the storage area. The storage area will be locked with only limited accessibility to authorized personnel allowed.

- 6) Cape Housing Institute Funding Support Year 2. A CDP Program. Article #50 2018. \$10,000.

Community Development Partnership Chief Program Officer Ann Robinson. *Handout report*. The Cape Housing Institute Year 2 was held last fall. The project is complete. No balance. This program's cost is shared by seven of the eight Lower and Outer Cape towns. The License Plate Funds covered the shortage. This session had 55 attendees. This year's program built on the first year's program, adding post peer group sessions and advanced training. The program is well received. The program will be returning for Year 3.

- 7) Brooks Free Library – Exterior Project. Article #41 2012. \$39,000. Balance \$38,656.49
Brooks Free Library – Exterior Project. Article #39 2016. \$540,000. Balance 0.
Brooks Free Library – Exterior Project. Article #51 2018. \$300,000. Spent \$231,896. Committed \$8,747. Balance \$59,357.

Brooks Free Library Director Virginia Hewitt. *Handout report*. (3 articles) Historical Preservation Work - Exterior Project completed in January 2019. Balance \$98,013.49. The Trustees thanked the CPC. Sign crediting CPA funds was discussed.

- Brooks Free Library – Rogers Groups Statues Restoration Project. Article #31 2015. \$23,000.

Brooks Free Library Director Virginia Hewitt. *Handout report*. This project has been delayed, and this project required knowledge from an expert to determine the RFP. When the first RFP went out, the returns were so wide spread in work and costs, the library knew more research was needed on the work that would need to be done to the statues. The library has entered into a contract with a conservator to determine the final conservation plan. This plan will set the RFP. (Contract: \$3,150) The conservator, found through the Rodgers Society, is very thorough. The RFP will be very detailed. The original cost estimate was based on the three original bids. Once they have the new bids, they will know the cost of the project. They are not after museum quality work, but for preservation of the statues so they will endure in the future, and not continue to crumble. The first statue was given to the library when it first opened in 1880. This project began when the library received the statue the police had recovered from a theft in the 1970's.

The Brooks Free Library will provide a project update in May.

TOWN OF HARWICH

Community Preservation Committee

Approved 4.11.19
3.14.19 CPC Minutes Page 3

Brooks Free Library -Digitization of Harwich Oracle. Article #50 2018. \$10,340.

Brooks Free Library Director Virginia Hewitt. *Handout report.* \$9,544.57 committed to New England Micro to do the job: Historic Preservation of the newspaper in proper boxes and the digitization of the newspaper information will be available online and in the library.

8) Bikeways Committee – Pleasant Lake Ave. Crossing Lights. Article #50 2018 (3). \$27,000.

Harwich Bikeways Committee Paul Gazaille. *Handout report.* The Crossing lights were purchased for \$24,500. Still to be purchased – the four precast bases, estimated at \$1,500. These will be purchased and installed this spring. There should be a balance that can be returned to the CPC accounts.

9) Recreation & Youth Services – Exercise fit stations at Veterans Memorial Field Complex. Article #30 2017. \$13,800.

Director Harwich Recreation Department Eric Beebe. *Handout report.* The equipment has been ordered but is back-ordered. The cost is guaranteed. They should be in by the summer. The Highway Department will install. The contingency fund of \$2,305 might be needed to fix any lawn torn up in the installation process.

Recreation & Youth Services – Brooks Park Improvements Phase 4. Article #29 2017. \$167,900.

Director Harwich Recreation Department Eric Beebe. *Handout report.* Phase 4's expansion of current playground is complete. Phase 4's construction of the restroom complete. They are waiting until spring to hook up the water. They estimate a balance of \$312.00 to be returned to CPC accounts.

Recreation & Youth Services – Brooks Park Improvements Phase 5. Article #54 2018. \$333,500.

Director Harwich Recreation Department Eric Beebe. *Handout report.* Phase 5's all new LED lighting system project has been slowed by the loss the town's engineer. They are working on finalizing the specs on the RFP. Construction is expected to begin in the fall. They will request the town's HDHC approval for the project.

10) Hinckley's Pond Remediation & Public Access. Article #57 2018. \$650,000.

Harwich Natural Resources Director Heinz Proft. *Handout report.* Water Treatment: The committee reviews took longer than expected. The treatment work RFP will go out March 22. Water temperatures need to be correct to do the work. The plan is to have a start date after Labor Day, Sept. 9; completion by Oct. 21. The town will conduct the pretreatment and then the monitoring.

The Public Access: Opposite the General Store, off Route 124, will be the location of the Pavilion and bike racks. Work on the RFP will be done in April. Approval review process will follow. The goal is to do the work in late summer to early fall. They plan not to impede the bike trail, trucks will go in and out, with the staging near the path or on the Headwaters Road.

13) Habitat for Humanity – Murray Lane Project. Article #53 2018. \$300,000.

Habitat for Humanity of Cape Cod, Land and Permitting Manager Beth Wade. *Handout report.* They have experienced delays due to an abutter's issues but plan to continue to work with them. Since the September Update the Utility pole has been relocated and all services transferred; DOT permit recorded; septic permits secured. There are two buildings on the Rt. 28 street side with current tenants. The owner of those two buildings will be relocating a building and then relocating a unit that currently encroaches on the Habitat parcel. No CPC funds have been spent yet. CPA signage was discussed.

14) Historic District & Historic Commission – Historic Inventory Update. Article #31 2016. \$20,000.

Historic District & Historical Commission Chair Mary Maslowski. *Handout report.* This project hasn't begun. No money has been spent. Instead of moving forward on the approved project, the HDHC has been trying to decide how to deal with a larger issue. Some properties are incorrectly listed as being 100 years old. Errors on the Historic Inventory cause residents to waste time and money when they don't really need to. Properties listed on the Historic Inventory trigger a long process for the need to file a "Notice of Intent". The HDHC doesn't want to hold residents up when they don't really belong on the list. The original 2006 Historic Inventory Project was completed in 2017. (\$26,000 CPC funded.) The HDHC would like to personally look at the inventory and make

TOWN OF HARWICH

Community Preservation Committee

Approved 4.11.19
3.14.19 CPC Minutes Page 4

corrections in-house. They don't know how many mistakes the HI contains. It was also questioned if volunteers addressing the errors is the way to proceed. The HDHC would like six more months to look at the situation. When they get a better idea of the project, they then would come back before the CPC with an update. Another issue, since the Historic Inventory was completed, more properties need to be assessed as they have turned 100 years old.

Without the Article #31 2016 in hand, many CPC members couldn't match it with the current thought of using the funds to address these problems. It was stated the original article was to access multiple homes in an area. How does the article meet the needs described tonight?

The HDHC will return in June to provide a project update.

15) Cornelius Pond Woodlands - RE-OP Conversion Restriction, 15 Acres. Article #56 2018. 200,000. Real Estate & Open Space Committee Chair Kathy Green. *Handout report*. Project is done. All time commitments have been met. The Conservation Restriction (CR) has been accepted by the BOS.

16) Albro House – Ramp Access, Porch & Door Replacement. \$18,700
Albro House – Building Conditions Assessment & Evaluation. \$\$2,500.

Town Planner Charleen Greenhalgh emailed a report but couldn't attend tonight's meeting. Report stated that nothing had happened to either project yet, but they plan to finish them up in spring 2019. Last fall's 2018 Update stated nothing had happened yet but that they planned to finish the assessment by January 2019. Concerns were expressed about the possibility that the Albro House may be part of an Affordable Housing Trust warrant article asking to transfer the property and a change of use. What new expense will that require? A lot of CPC funds for Albro House projects have been requested and approved, but lack of follow through to complete projects continues to be a problem.

Town Administrator Chris Clark, or his designate, will be invited to the April CPC meeting to discuss the Albro House projects.

NOTE: Update Reports will be emailed to the members when they come to the CPC as was done prior to tonight's meeting.

b) Discussion on policy of Grant Agreements

First: The Finance Director will provide a quarterly financial report in an EXCEL spreadsheet format in present time, encumbered funds. When a contract is signed, the funds are encumbered.

Chairman Nixon was going to ask that everything that goes through the CPC has a grant agreement. In the past, only a few projects have had grant agreements. Town Departments didn't. The committee members were asked to review the various types of grant agreements. Jan will email the committee examples of the town's grant agreement, and links to the Community Preservation Coalition housing agreement, and their other options.

5. Old Business:

a) Community Preservation Plan (CPP) discussion continued until next meeting.

b) Update from Subcommittee drafting Town Meeting informational flier

Kathy met with the printers; she will see a rough proof this week. Dave requested removing the dates of the Public Hearing and the CPC calendar to make the flier more flexible. Labels/stickers can be added if desired. Chanel 18 was added. Photos will be added: The library, Rec fields, Muddy Creek, and the Crowell Barn. Bob will get Kathy that photo. Mary still needs the Town Clerk's permission for use of the Town Seal. Jan will email her the drafted copy of the flier so she can ask tomorrow. If the Seal is refused, we will use a library photo. A final copy will need Town Meeting Moderator Mr. Ford's permission; must submit it soon. 1,000 copies of the flier are planned. Discuss next month: Distribution.

TOWN OF HARWICH

Community Preservation Committee

Approved 4.11.19
3.14.19 CPC Minutes Page 5

6. Other: Committee members need to complete Ethics Training by April 1st. Kathy, Bob, and Mary have taken the test. Jan will contact John and Randy to remind them.

The committee did not get the option to see the drafted CPC warrant articles. It is not the fault of this committee. The agenda packet for the 3/11/19 Board of Selectmen meeting will have the drafted written articles for their review. Any changes to that draft will not show in the agenda linked version. If changes are needed on the articles, they can be made on Town Meeting floor.

7. Next meeting's Agenda points:

- a) Discuss Public Hearing details for June 13, 2019 meeting
- b) Discuss how to distribute informational flier
- c) Discuss Grant Agreements. (Everyone should review examples prior to meeting.)
- d) Albro House Update from Town Administrator Chris Clark or his designate.
- e) Hand out of the "tweaked" CPC project application
- f) Community Preservation Plan (CPP) discussion continued

8. Adjournment

A motion was made by Kathy Green, seconded by Mary Maslowski to adjourn.

VOTE: Yes 5; No 0; Abstain 0. Motion carried unanimously.

Adjournment 8:51 PM.