

# TOWN OF HARWICH

## Community Preservation Committee

*Approved 5.9.19*

### **Community Preservation Committee Regular Meeting Minutes April 11, 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, April 11, 2019, in the Harwich Town Hall, Donn B. Griffin Meeting Room.

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

Absent: Bob Doane

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 March 14, 2019 CPC Meeting Minutes.

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

#### 4. New Business:

##### a) Update on Albro House projects with open balances:

Albro House – Ramp Access, Porch & Door Replacement. \$18,700

Albro House – Building Conditions Assessment & Evaluation. \$2,500.

Town Administrator Chris Clark. *Handout report.* The approved \$18,700 in CPA funds did not cover the total cost of the project. The project manager has changed many times. Town Planner Charleen Greenhalgh is now overseeing the project. Pending: The porch's brackets and skid resistant ramp surface. Project completion planned for this spring. The original estimated project costs were based on an outside source. A better estimate would have been derived from town staff. The door jams and restroom are now ADA compliant.

The Building Assessment and Evaluation has not taken place and no monies have been spent. Originally the intent was to continue using the Albro House as office space and elevate the structure in that capacity for the next 20-30 years. The Housing Trust has pitched the Albro House to be considered as affordable housing. After the May 7<sup>th</sup> Town Meeting they will have a better idea if it might be used by the AHT. The original intent of the assessment was to evaluate the building's core elements. Additional assessments may be needed if the Albro House may be used by the AHT. Before monies are used this issue of potential use for the Albro House should be decided.

##### b) Town Meeting informational flier

*Handout of flier* 1,000 copies were printed. Invoice to come. The flier is not date specific. The committee gave their compliments to the subcommittee on an excellent job. Town Meeting Moderator Mike Ford has given approval to hand out the flier at May 6, 2019 Town Meeting. Harwich Community Center Director Carolyn Carey has also given permission. Kathy Green and John Ketchum volunteered to pass the fliers out beginning at 6:15 PM, at the gym's double doors. Chris Rockett will check his schedule to see if he can join them to help. About 600 people are expected at the Town Meeting.

There is a Voter Informational Committee Forum set for Monday, April 22, 2019, 9 – 11 AM. The CPC presents their articles prior to Town Meeting. Vice-Chair Kathy Green has presented the CPC articles for the last three to four years, but she cannot do it this year. Chris Rockett will check his schedule to see if he can attend the event to present. He will get back to Kathy directly.

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6:31 PM A motion was made by Mary Maslowski, seconded by Kathy Green to recess the meeting for five minutes.

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

6:35 PM Meeting resumed.

### c) Discussion on policy of Grant Agreements

Prior to this meeting the committee reviewed examples of grant agreements from Harwich's KP Law and other towns' CPC forms. Many pros and cons were discussed. The CPC description of the project written as a more formal grant agreement could be required. But do all projects need grant agreements? What about the town entities' projects? The question of the town entering into agreement with its self doesn't seem to work. Some applicants can use more structure. But this committee doesn't want to be buried in paperwork.

The town warrant writes the project in a little broader scope. Maybe a one page more formal grant agreement could provide more detail. Only the select board can sign a grant agreement. With an Affordable Housing Trust, the Coalition strongly suggests having a grant agreement to protect the project in language all can understand. The CPC application currently is our written policy. It can be changed to include expectations and parameters like the bi-annual update reports/presentations and an explanation of possible rescision of CPA funds if the project is not completed within the expected time frame. The applicants sign the agreement in the application. A third-party project would receive the formal grant agreement in addition to the application agreement. Third party projects currently do enter into grant agreements with the town. Applications are signed, but maybe it could be clearer what they are signing.

Points moving forward on the application agreement page to be considered: be consistent, be straight forward and easy to understand. The more things are spelled out for the projects, the less wiggle-room there is for misunderstandings. Maybe the CPC could explain the requirements, terms, and conditions. Maybe a CPC member could be assigned to each project to shepherd the application through the process. If we are constant with the regulations and rules, as committee members change and the project managers change, everyone knows what needs to be done. Once a project has received town meeting approval, accountability is now being addressed via the bi-annual reports/presentations. Enforcement of the CPC terms is important.

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

## 5. Old Business:

### a) Discussion of current CPC application

Current CPC application is on town website.

After review of the application some changes noted:

- 1) Instead of "Guidelines" use "Terms & Conditions"
- 2) Change "Attestation" to a signing that is agreeing to all terms and conditions. Mary volunteered to draft a line of two.

The committee will review the application and bring in any other suggestion for the May 9, 2019 CPC meeting.

### b) Discussion - the CPC Public Hearing

A motion was made by John Ketchum, seconded by Vice-Chair Kathy Green to host the Public Hearing on June 13, 2019, a regular scheduled meeting date.

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

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### 6. Other:

Next month's HDHC update: Vice-Chair Green reviewed the original approved 2016 HDHC application for \$20,000 - (To fund continuing work on the historic inventory, specifically adding 60 parcels and more detailed work on a cluster of properties. The HDHC would decide on where the clusters areas were.)

Mary Maslowski had never seen the original application. The current problems are with the 2006 Historic Inventory.

The CPC terms of service is three years. However, many representatives' terms expire this June, a couple of year's short of service. Some representative's underlying board rules may dictate term dates for serving on this committee.

Housing Authority Representative Randy Pond announced this meeting was his last CPC meeting, as his term was expiring. The Committee thanked him for his service. A new representative will need to be voted in.

Committee members will receive an email regarding Public Board Class, set for Tuesday, May 14, at 9 AM.

### 7. Next meeting's Agenda points:

- a) Update from Brook Free Library's Rogers Statues Project
- b) Community Preservation Plan (CPP) discussion continued
- c) Town Meeting Recap
- d) New CPC Application; Motion for rules and regulations
- e) Moving Process to paperless

### 8. Adjournment

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

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

Adjournment 7:58 PM.