

TOWN OF HARWICH

Community Preservation Committee

Approved 9.8.22
** Amended motion*

Community Preservation Committee Regular Meeting Minutes June 9, 2022

I Call to Order

Harwich Community Preservation Committee Meeting called to order per vote by Chair Dave Nixon at 6:07 PM, on Thursday, June 9, 2022 at the Harwich Town Hall, Donn B. Griffin Room.

VOTE: Chair Dave Nixon - Aye; Vice-Chair Kathy Green - Aye; Joseph McParland III - Aye; Elizabeth Harder - Aye; John Ketchum - Aye.

Motion carried unanimously.

Meeting called to order.

Absent: Bob Doane and Mary Maslowski

Carole Ridley joined the meeting in progress

II GUESTS WELCOMED

III PUBLIC HEARING

A motion was made by Elizabeth Harder, seconded by Joseph McParland III to open the Public Information Hearing.

VOTE by Roll Call: Chair Dave Nixon - Aye; Vice-Chair Kathy Green - Aye; Joseph McParland III - Aye; Elizabeth Harder - Aye; John Ketchum - Aye.

Committee members introduced themselves to the audience.

Chris Joyce, the Harwich Voters Information Committee complimented the CPC's produced Trifold brochure and encouraged the committee to issue more copies. She thought there was confusion at the Town Meeting about the CPC matters. Maybe the Voter Information Committee could invite the CPC to have a standalone meeting next year to provide the community with more of the CPC's facts and answers.

Elaine Shovlin, Real Estate and Open Space Committee inquired why the CPC requires thirteen paper copies of the CPC Application and paperwork, plus the thumb drive, and asked if that number could be reduced? It was explained the CPC has spoken about going paper free in the past, but paper copies are needed not just for committee members, but for the required record keeping, for other town departments, and to provide public access to the materials.

A motion was made by Elizabeth Harder, seconded by Joseph McParland III to close the Public Information Hearing.

VOTE by Roll Call: Chair Dave Nixon - Aye; Vice-Chair Kathy Green - Aye; Joseph McParland III - Aye; Elizabeth Harder - Aye; John Ketchum - Aye.

Motion carried unanimously.

IV REGULAR MEETING

A. Approval of Minutes

Approval of Meeting Minutes: April 7, 2022 and May 12, 2022

A motion was made by Elizabeth Harder, seconded by John Ketchum to approve the CPC Meetings Minutes of April 7, 2022 and May 12, 2022, amended with the noted correction to the May 12 minutes.

VOTE: Chair Dave Nixon - Aye; Vice-Chair Kathy Green - Aye; Joseph McParland III - Aye; Elizabeth Harder - Aye; John Ketchum - Aye.

Motion carried unanimously.

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B. Old Business:

i. Follow up: Neighboring towns' Affordable Housing Trusts (AHT) – Elizabeth Harder
Elizabeth Harder reported that the Brewster AHT doesn't give the CPC their balance sheets. They do give the CPC a financial report concerning CPA funds once a year. The AHT has a balance of about \$1.3 million, of that about \$500,000 came from CPC funding and has designations. About \$800,000 did not come from CPC funding. On the 2022 Brewster Town Warrant, the AHT had two articles. One was to create custody and control of an affordable housing property. The other article was for funding the AHT, at \$375,000, half of the estimated short term rent revenues. A Brewster CPC member is on their AHT. Brewster has strong leadership with their Housing Coordinator Jill Scalise and Assistant Town Administrator Donna Kalinick. Jill helps with all housing needs in town.

Carol Ridley joined the meeting in progress at 6:18 PM

In speaking with the Orleans AHT, Elizabeth learned that they don't report to their CPC, the Orleans Finance Director does, and provides monthly financial reports. The Orleans AHT financials are managed by the Orleans Finance Director, who approves all expenditures. The Orleans AHT is part of the MUNIS system. (It was noted the Harwich CPC expenditures go through the Harwich Finance Director.) The AHT has a current balance of \$1.2 million, of that \$875,000 was set aside for the HECH project at 107 Main. Those funds will be returned to their CPC accounts once HECH gets going. Orleans did this funding by a bond. Orleans is close to their 10% goal in affordable housing with the new developments of the PennRose and Gov. Prence projects. (HECH is a non-profit organization that does housing projects on the Cape.)

Elizabeth is waiting to hear back from Yarmouth. The Harwich AHT based their organization on the Yarmouth AHT model.

ii. Follow up: CPC Funding Application

Carol Ridley and Kathy Green worked through the application revisions and corrections. John Ketchum cleaned up the formatting. A pdf format of the application will be forwarded to the committee. Kathy will hold on to the Word doc of the application for future use. The new housing table from Elizabeth will be reviewed. Joe complimented the simplicity of the document. He wondered why the public couldn't fill out the form online. It was explained that not everyone can fill out the form online without messing up the paperwork.

A motion was made by Kathy Green, seconded by Elizabeth Harder to accept the updated Community Preservation Act application for the funding year 2022–2023. In addition, to include giving John the authorization to add it online and that Jan gives paper copies to the administration office as soon as possible.

VOTE: Chair Dave Nixon - Aye; Vice-Chair Kathy Green - Aye; Joseph McParland III - Aye; Elizabeth Harder - Aye; Carole Ridley - Aye; John Ketchum - Aye.

Motion carried unanimously.

C. New Business:

i. Vote: To return CPC projects' outstanding open balances to CPC accounts

A motion was made by Kathy Green, seconded by Carole Ridley to rescind the funds from the 2016 ATM Article #37 Brooks Park Expansion/Improvement Phase 3 project. Original funding at \$188,000. The open balance remaining is \$3,686.26.

VOTE: Chair Dave Nixon - Aye; Vice-Chair Kathy Green - Aye; Joseph McParland III - Aye; Elizabeth Harder - Aye; Carole Ridley - Aye; John Ketchum - Aye.

Motion carried unanimously.

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A motion was made by Kathy Green, seconded by Carole Ridley to rescind the open balance of the 2020 ATM Article #31 Chase Library Door Project. Original funding at \$15,000, from Historic (Reserve). To rescind the open balance of \$3,800.00.

VOTE: Chair Dave Nixon - Aye; Vice-Chair Kathy Green - Aye; Joseph McParland III - Aye; Elizabeth Harder - Aye; Carole Ridley - Aye; John Ketchum - Aye.

Motion carried unanimously.

A motion was made by Kathy Green, seconded by Joe McParland to rescind the open balance funds of the 2018 ATM Article #57 Hinckley's Pond project. The project was originally funded for \$650,000, with \$575,000 for Hinckley's Pond remediation and \$75,000 for public access. To rescind \$245,186 of the original \$575,000.

Discussion:

The warrant article was reviewed. In the warrant article, the funding was broken down to budget \$575,00 specifically for the pond remediation, and \$75,000 specifically for public access. There is no way to transfer the funds from the pond remediation to the public access side. Natural Resource Director Heinz Profit said he has completed his spending on the pond remediation.

VOTE: Chair Dave Nixon - Aye; Vice-Chair Kathy Green - Aye; Joseph McParland III - Aye; Elizabeth Harder - Aye; Carole Ridley - Aye; John Ketchum - Aye.

Motion carried unanimously.

****Amended motion approved at the 9.8.22 CPC Meeting - Rescinded Amount Corrected - \$170,186.00***

- ii. Discussion: Recognition of CPA funded projects; visible signs that project was CPA funded

Physically posted signs of recognition for CPA funded projects was discussed. The Brooks Free Library has a plaque on the corner of their building, acknowledging CPA funding. The Rec Dept. created signs acknowledging CPA funding and have them posted at all their CPA funded projects. It is unknown if the housing projects or any of the AHT projects have a sign acknowledging CPA funding. The CPC application was reviewed. It requests applicants to acknowledge the CPA funding in their press releases, etc. and to post a visible plaque. Open Space locations could have signage on existing kiosks. The Cemeteries, the HCT sites, and the new Hinckley's Pond Park could have signs posted.

Carole liked the concept but cautioned too many signs could be offensive. She suggested the CPC could create a universal sign, producing it using CPC Admin funds, and the committee could distribute them. Elizabeth suggested creating a sticker, a decal. Joe agreed, a standard style sign would be best. John reminded the committee that the application doesn't require the applicant to have a sign posted. In the future, if we make the sign, then we could require them to post it. It is unclear how it would work for existing projects. The applicants could create their signs and get our approval. Signs of recognition in public is a good idea. Dave reminded the committee members there have been many CPA funded projects. The Rec Dept. and the Library took it on their own to create and post their signs. Dave suggested the committee look at what they have done. The Harwich Conservation Trust has done a lot of projects funded with CPA monies and should really acknowledge the CPA funding on site.

It was decided the CPC would not change this year's application on this matter.

The committee will investigate creating a suggested branding on a standardized sign. Report back next month.

- iii. Discussion: Perceptions of where the CPC is and where it is going? Should the committee act proactively to inform the town taxpayers what the CPC is and what it offers to the town?

The CPC could be proactive in getting the public to understand what the CPC is. Joe said he didn't know anyone that knows what the CPC is. Besides the town website CPC page, the CPC has nothing out there. An outreach plan is needed. The CPC can address public education via local TV access shows, the signs posted around town,

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and in the Annual Town Meeting Warrant – Motions section. The committee was reminded that it is a struggle to get the public to look at things and understand town spendings. The CPC can produce the Trifold brochure again, give interviews, and have that suggested Voters Information Hearing. The idea of using Facebook was explored. Newspapers just aren't that widely read anymore. Social Media maybe replacing them. It may require a lot of effort to get taxpayers to understand where their tax money goes. In addition to town alerts, the town website does have accounts with Facebook, Twitter, and YouTube; all are posted to their homepage that the CPC may investigate using in the future. The legalities of open meeting law regulations prohibit the CPC from posting opinions online, but they can be informational. A Facebook posting can be shared from one FB group to another, magnifying exposure. Brooks Free Library Director Ginny Hewitt arrived at the meeting and offered they already manage Facebook and Twitter accounts and offered to assist us. The CPC can send her pdfs and photos. This would also provide their readers with more town content.

The CPC needs a plan. The CPC can publicize the new CPC application is available now. The CPC can highlight past projects, maybe monthly, with photos and description. Maybe the new playground could be the first showcased project. The CPC could reach out to other organizations - Real Estate/Open Space, Conservation, Housing, and the Harwich Conservation Trust, to post project information. Elizabeth offered to draft up something for the committee to look at next month's meeting. Carol will assist. Committee members were instructed to email their ideas to Elizabeth.

We need to see how others are addressing social media. The legalities are important. Joe offered to see what our neighboring towns are doing and report back next month.

iv. What should be added to the town website CPC page?

- The CPC webpage has the prior list of open balance projects and a pdf of the last status reports. Should we post an update - "Projects still in progress" and pdf of reports? This discussion was tabled until next meeting.
- The list of newly approved projects will be updated by Kathy and sent to John for posting on the site.

D. Other

2018 Article #55 - Judah Eldredge Property acquisition project - funded at \$369,000.

This article came before this committee last year for review - because of Covid and personnel vacancies there had not been much movement forward on the project. The BOS asked for some additional time. Whether the town chooses to move forward with Eminent Domain proceedings or through tax foreclosure, a recent land survey needs to be done. The town is requesting approximately 50K in CPA funds for this expenditure. No proposal was submitted to augment this request.

It was questioned if the CPC could apply some of the 2018 Article #55 Judah Eldredge property article funds for this land survey or just fund the survey outright from the 2016 STM #3 Administration Fund account. Kathy Green read the article as printed in the warrant - it seemed like the article could fund the survey. The Admin funds have been put aside for this purpose. Kathy Green spoke on behalf of the Real Estate & Open Space Committee saying that although she could not say whether they would support funding the survey, she did know that they supported the protection and conservation of this piece of property and they would not like to see it made available for possible development.

A motion was made by John Ketchum, seconded by Joe McParland to approve an allocation from the 2016 STM Article #3 up to \$30,000 for a land survey of the Judah Eldredge property.

VOTE: Chair Dave Nixon - Aye; Vice-Chair Kathy Green - Aye; Joseph McParland III - Aye; Elizabeth Harder - Aye; Carole Ridley - Aye; John Ketchum - Aye.

Motion carried unanimously.

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E. Agenda Points for the next CPC Meeting - Thursday, July 14, 2022

- Vote: Reorganization
- Discussion: See drafts of Signs for recognition of CPA funded projects.
- Discussion: See examples of Facebook ideas from Joe and Elizabeth
- Discussion: Follow up on what to add to the CPC webpage on "Projects still in progress" pdf page
- Follow-up on Yarmouth's AHT

F. Adjournment

A motion was made by Elizabeth Harder, seconded by John Ketchum to adjourn.

VOTE: Chair Dave Nixon - Aye; Vice-Chair Kathy Green - Aye; Joseph McParland III - Aye; Elizabeth Harder - Aye; Carole Ridley - Aye; John Ketchum - Aye.

Motion carried unanimously.

Adjournment at 8:15 PM.