

TOWN OF HARWICH

Community Preservation Committee

Approved September 13, 2018

Community Preservation Committee Regular Meeting Minutes July 12, 2018

Meeting Electronically Recorded

1. Call to Order

Harwich Community Preservation Committee Meeting called to order by Chair Dave Nixon at 6:03 PM, on Thursday, July 12, 2018, in the Harwich Town Hall, Donn B. Griffin Meeting Room.

Present: Chair David Nixon, Vice-Chair Kathy Green, Jim Atkinson, Randy Pond, and Mary Maslowski

Vacant: Representatives of the Conservation Commission and the Historical Commission, and a Selectmen's Appointment

Absent: Cindi Maule and Selectmen Liaison Donald Howell

Chair Nixon announced Daniel Tworek (Selectmen's Appointment) has stepped down from the CPC committee. He has accepted another town committee appointment that blocks him from serving on this committee.

2. No Guests attended meeting. No public comment.

3. Approval of Minutes: Meeting of April 12, 2018

A motion was made by Vice-Chair Kathy Green and seconded by Jim Atkinson to approve the April 12, 2018 CPC Meeting minutes.

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

Approval of Executive Session Minutes: April 12, 2018

A motion was made by Vice-Chair Kathy Green and seconded by Jim Atkinson to accept the April 12, 2018 CPC Executive Session minutes.

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

Approval of Minutes: Meeting of May 7, 2018

A motion was made by Vice-Chair Kathy Green and seconded by Jim Atkinson to accept the May 7, 2018 CPC Meeting minutes.

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

Approval of Minutes: Meeting of May 10, 2018

A motion was made by Vice-Chair Kathy Green and seconded by Jim Atkinson to accept the May 10, 2018 CPC Meeting minutes.

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

4. New Business:

a) Reorganization of committee

A motion was made by Mary Maslowski and seconded by Vice-Chair Kathy Green to appoint Dave Nixon as Chairperson of the CPC.

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

A motion was made by Chair Dave Nixon and seconded by Jim Atkinson to appoint Kathy Green as Vice-Chair of the CPC.

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

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Note: The Harwich CPC is a nine-member committee that currently has six members. Two new committee members are expected to join soon.

4. b) Discussion on creating a grant agreement with all the newly approved project applicants

The Town Administration informed Chair Nixon that a committee chair cannot sign any legal grant agreements, only the Town Board of Selectmen can do that. A grant agreement is a legal opinion that should be written by a lawyer. Chair Nixon is in discussion with the Town Administration regarding review of the contracts and the financials.

Historically the CPC has had grant agreements with non-town entities. The committee has wanted to have better oversight over all projects' progress and financials. The CPC wanted to explore using grant agreements with all projects going forward to see how money is being spent and project's progress/completion. The grant agreement would be included in the application packet, so applicants understand the expectations. The CPC may be the only oversight entity on many of these projects. It is important that these projects comply with the CPA guidelines and what project details were approved at the Harwich Town Meetings.

Town Administration has control of department/committee projects and has control of those funds. If there is a project problem, then it is the Administration's responsibility to correct the issue. It doesn't necessarily make sense to enter into an agreement with itself. But the CPC has found a lot of inaccuracies over the years in past projects. There should be multiple signoffs and Administration policing of projects. The CPC doesn't have all the experience to do this. Enforcement of project updates should take place. Currently projects are invited to give annual reports. Maybe this could be tightening up, and that might identify problems sooner than later.

A motion was made by Jim Atkinson, seconded by Mary Maslowski, Project Managers of all projects approved by the CPC and authorized at Harwich Town Meeting with outstanding balances are required to report to this committee in person the substantive and financial status of each project at CPC Regular Meetings to be held in the months of September and March annually.

A friendly motion, an amendment to the motion, was made by Chair Dave Nixon and accepted by Jim Atkinson, and seconded Mary Maslowski, to add – to report in writing - to the motion.

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

The amended motion: Project Managers of all projects approved by the CPC and authorized at Harwich Town Meeting with outstanding balances are required to report to this committee, both in person and in writing, the substantive and financial status of each project at CPC Regular Meetings to be held in the months of September and March annually.

The main motion as amended.

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

A memo will go out to the project managers announcing this requirement.

Cemetery Report given by Vice-Chair Kathy Green.

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4. c) Plan annual Public Hearing (PH)

The committee will hold the PH on September 20, separate from the Regular CPC meeting of September 13. The ACT legally requires us to have a PH. Board Secretary will send committee the ACT's guidelines and the purpose of the Public Hearings. We historically advertise the PH inviting the public to attend and provide them a forum to speak. To expand the PH this year we will reach out to other groups including The Old Timers' Club, The Harwich Chamber of Commerce, the Newcomers Club of Harwich and Chatham.

Note: Vice-Chair Green and the Board Secretary will work on the Sept. 20 PH posting and sending the memos to project managers to invite them to the Sept. 13 CPC Regular meeting.

5. Old Business:

a) Review of updated CPC application

Vice-Chair Kathy Green and Dan Tworek updated application. Kathy went over some additional changes she would like to make to make the application shorter, tighter. The committee agreed to the changes.

At last year's Public Information Hearing Kathy distributed a brochure produced by the Community Preservation Coalition. The committee would like this posted on the CPC page on the town website and added to the application packet.

5. b) Review of updated CPC application procedures

a. Discussion on how to deal with applications that change during CPC review process -

During last year's application reviewing process more than one submitter changed their application – project description, budget, etc. The committee discussed how to deal with applications that were radically changed during the review process. Applicants don't always have all the project details ready by the Oct. 1st application deadline. Evaluating changing applications is difficult. The committee will make their evaluations on a case by case basis. The committee concluded not to make any formal changes in the review process at this time.

6. Other:

The Community Preservation Coalition requested the CPC submit any successful projects they can add to their facebook page. Vice-Chair Green will contact Dave Spitz for the Crowell Barn Project details and send on to the Coalition.

The BOS will soon authorize two new CPC members to join the committee.

7. Next meeting's Agenda Points:

Thursday, August 9, 2018 CPC Regular Meeting is cancelled.

Next Meeting: Thursday, Sept. 13, 2018.

Agenda points for Sept. 13, 2018 meeting: All Projects Managers with projects with outstanding balances will report the substantive and financial status of each project. Written reports will be provided to the committee (10 copies). Note: CPC will contact all the Project Managers that should attend.

Annual Public Information Hearing is set for Thursday, Sept. 20, 2018.

Vice-Chair Kathy Green will work with Board Secretary on the legal notice, etc. for the PH.

8. Adjournment

A motion was made by Chair Dave Nixon, seconded by Jim Atkinson, to adjourn.

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

Adjournment 7:54 PM.