

TOWN OF HARWICH

Community Preservation Committee

Approved 10.18.18

Community Preservation Committee Regular Meeting Minutes September 13, 2018

Meeting Electrotonically Recorded

1. Call to Order

Harwich Community Preservation Committee Meeting called to order by Chair Dave Nixon at 6:00 PM, on Thursday, September 13, 2018, in the Harwich Town Hall, Donn B. Griffin Meeting Room.

Present: Chair David Nixon, Vice-Chair Kathy Green, Jim Atkinson, Cindi Maule, Randy Pond, Mary Maslowski, and new Selectmen's Appointment, Chris Rockett

Vacant: Representatives of the Conservation Commission and the Historical Commission

2. No public comment.

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

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

VOTE: Yes 6; David Nixon, Kathy Green, Jim Atkinson, Randy Pond, Mary Maslowski, Chris Rockett

No 0;

Abstain 1. Cindi Maule

Motion carried.

4. New Business:

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

Written report given to committee unless noted.

Albro House - Harwich Town Planner Charlene Greenhalgh

Article #30, 2016 \$18,700 Albro House - Ramp Access, Porch, and Door Replacement.

Open balance of \$2,134.73 remains. Work still to be done: 8 exterior porch brackets and a surfacing ramp. To be completed soon.

Albro House - Harwich Town Planner Charlene Greenhalgh

Article #50, 2018 (1) \$ 2,500 Albro House Building Conditions Assessment & Evaluation.

0 CPC funds spent yet. No RFP yet, but scope of work needed has been established. Work estimated to be completed by Jan. 2019.

Harwich Housing Trust and Part-Time Housing Coordinator - Harwich Town Planner Charlene Greenhalgh

Article #58, 2018 \$500,000 Housing Trust and Part-Time Housing Coordinator.

The State Attorneys General approved the General Bylaw Housing Trust in July. Formal paperwork to establish the trust make-up and responsibilities have been sent in to State and are awaiting approval. Some trust members have been named. Harwich is in discussion with Chatham and Orleans on hiring a Housing Coordinator and what form that would take. Housing Trust training for Trust members and staff is set for late September for Brewster, Chatham, Harwich, and Orleans.

Real Estate/Open Space – Judah Eldredge Property – Chris Clark , - Harwich Town Planner Charlene Greenhalgh

Article #55, 2018 \$369,000 Land Acquisition – Judah Eldredge Property.

Working with Title Examiner and Town Counsel to finalize Order of Taking paperwork. Should be completed soon. The Town has started work to apply for grant funds through Massachusetts Land Grant Administration. Their representative did an on-site visit in August.

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Brooks Academy Museum - Brooks Academy Museum Commission Chair David Spitz

Elmer Crowell Barn - final report.

All the article's funds have been spent; project is completed. The barn workshop is in place. The security is installed. Exhibits began this spring; now open seasonally to the public.

Brooks Academy Museum - Brooks Academy Museum Commission Chair David Spitz

Article #65, 2014

Study of the Brooks Academy Museum. June 2018 the town hired an architectural firm to study the "Architectural Services for the Design of Improvements at Brooks Academy Museum". In July the firm met with the BAMC and the Harwich Historical Society to discuss the needs of the museum's operations and building construction. In August the firm presented initial concept drawings for museum restoration and improvement. Suggestions: moving the entrance; installing a Low Capacity Elevator to access basement, first and second floors; basement excavation and redesign for storage space with climate-controlled areas for museum storage. The firm met with Harwich Building Maintenance Supervisor to go over what maintenance will be necessary. This study is laying the groundwork. To do the work new CPA funding requests will be made. Additional grants beyond the CPA may be sought.

Brooks Academy Museum - Brooks Academy Museum Commission Chair David Spitz

Article #30, 2008 BAM Exterior Restoration.

An open balance of \$53,000 remains. Some original funds were used.

Nothing to talk about at this time.

The windows project – not able to comment at this time if the windows were a maintenance project.

Harwich Recreation & Youth Services - Harwich Recreation Director Eric Beebe

Article #70, 2014 \$210,000 Brooks Park Expansion – Phase 2. Construction of two pickle ball courts and refurbishing of full basketball court.

Project completed. Open balance can be returned to CPC accounts.

Harwich Recreation & Youth Services - Harwich Recreation Director Eric Beebe

Article #37, 2016 \$188,000 Brooks Park Expansion – Phase 3 Resurfacing of tennis courts, construction of half basketball court, tennis practice wall, picnic pavilion, and 20-30 space parking lot.

Project completed. 0 open balance.

Harwich Recreation & Youth Services - Harwich Recreation Director Eric Beebe

Article #28, 2017 \$28,500 Whitehouse Field Irrigation System Replacement.

Project completed. 0 open balance.

Harwich Recreation & Youth Services - Harwich Recreation Director Eric Beebe

Article #29, 2017 \$167,900 Brooks Park Expansion – Phase 4 Addition to playground, new restroom, and other improvements.

Playground addition completed. Septic system completed. Restroom construction should start soon. Project estimated to be completed in Fall 2018.

Harwich Recreation & Youth Services - Harwich Recreation Director Eric Beebe

Article #30, 2017 \$ 13,800 Veteran's Memorial Filled Fitness Stations

Ordered fit stations, a few were backordered; awaiting delivery of fit stations. Highway Depart. to install.

Project completion estimated by Spring 2019.

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Harwich Recreation & Youth Services - Harwich Recreation Director Eric Beebe
Article #54, 2018 \$333,500 Brooks Park Expansion – Phase 5 – New Lighting System
Bid going out soon. Completion estimated in Spring 2019.

Cemetery Commission - Cemetery Commission Administrator Robbin Kelley
Article #33, 2016 \$25,000 Restoration & Preservation of Burial Crypt - final report
Project completed. Open balance of \$25.00 can be returned to CPC accounts.

Cemetery Commission - Cemetery Commission Administrator Robbin Kelley
Article #31, 2017 \$39,000 Restoration of Fence Rails at Evergreen Cemetery.
Project completed. Open balance of \$75.00 can be returned to CPC accounts.

Cemetery Commission - Cemetery Commission Administrator Robbin Kelley
Article #50, 2018 (2) \$49,900 Mt. Pleasant Cemetery Gravestone Conservation – repair & restoration of gravestones.
0 CPC funds spent yet.
Bid going out this week.

Historic District/Historic Commission - Historic District & Historic Commission Chair Mary Maslowski
**** No written report given ****

Article #31, 2016 \$20,000 Historic Inventory Update to original/recent four-volume set Inventory done.
0 CPC funds spent yet.

Determine which properties are over 100 years old. Demolish approval needed for properties over 100 years old. Further research, a deeper dive on cluster list of 20 to 25 properties may be needed to determine age of whole properties structures. A consultant's estimate may be needed before going forward. No RFP has been written yet. The commission needs to determine direction to go in; will try to match warrant article directive. Chair Dave Nixon is requesting to see that report.

South Harwich Meeting House Friends of the South Harwich Meetinghouse, Inc. President Judith Ford
Final report -

Article #31, 2008 \$100,000

Article #22, 2009 \$200,000

Article #44, 2012 \$144,000

Article #34, 2016 \$100,000

CPC funds -- \$544,000. Organized the group to begin the project in 2004. Private funds, services, and goods were also donated. South Harwich Meeting House completed and opened Spring – March 2018.

They are working on the generator problem. They are working on an occupancy permit.

The structure is on the Massachusetts Historic Buildings Registry. They are working on being listed on the National Registry of Historic Places. A Preservation Restriction is in place. They have a five-year license agreement with the town. New SHMH committees will evolve: Education and Programming, Arts, Community Use, Landscaping. The adjacent graveyard is town owned. Outside the SHMH events are also happening, for example historical walks. Cemetery Commission Administrator Robbin Kelley has led a gravestone clean-up workshop.

Parking was a point that was discussed. Events require more parking than is at SHMH. They did a land swap that created more parking spaces. They use parking attendants. Lanterns line the pathways. The nine post

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lights are great for exterior lighting. They aren't aware of neighbors' complaints. They have used the Outer Cape Health Center across the street, but are they moving, so that option may be changing. Business Plan? The SHMH plans to be self-sufficient. They are preparing a Comprehensive Report, estimated completion next month. They have been speaking with other cultural arts centers on the Cape. It was suggested to use Concord as a model. The CPC was thanked for their support and were invited to host a meeting there in the future, or at least come for a tour.

Records Retention – Town Clerk Anita Doucette; - Report given by Town Clerk Employee, Mary Maslowski
Article #50, 2018 (5) \$ 40,000 Town Hall Records Management King Information Systems

**** No written report given ****

King Information Systems to begin process in October. Mary isn't aware of the estimated completion date but will ask the Town Clerk and report back to the CPC.

Records storage Facility - Harwich Community Center Director Carolyn Carey

Article #52, 2018 \$120,275.40 Construction of Public Records Facility in the Harwich Community Center Prior to the company being brought in to construct the records storage area in the Community Center basement, the HCC is working with the many town departments that have stored things there and have started cleaning out things that are broken or unnecessary. They have filled three dumpsters at this point. Anything that is town property goes through the proper process before being tossed out. The new records storage facility will only be a portion of the basement. The HCC is still working on the RFP with town officials. They estimate project completion in this fiscal year. They have been in touch with other records facilities for any points that may have been overlooked.

Cape Housing Institute – Jay Coburn Community Development Partnership, - CDP Chief Program Officer Ann Robinson

**** No written report given ****

Article #50, 2018 \$10,000 Cape Housing Institute Funding to Support Year 2

0 CPC funds spent yet. Three weeks from now Year 2 Cape Housing Institute program begins. Last year's program has been redesigned. The six sessions will be an additional half hour longer, followed by a wrap-up. The program has the same topic but with new aspects and new speakers. Year 1 had eighty participants, forty in each location. The CDP estimates the same number of participants this year.

Hinckley's Pond –Chris Clark & Heinz Proft, - Harwich Natural Resource Director, Heinz Proft

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

Hinckley's Pond Remediation: This summer water samples were collected. Then they updated dosage of alum treatment. Then they started the town's RFP process. In October they will meet with the Conservation Commission. The goal is to complete treatment by 12/15/18 as long as water temperature complies. If not, then it may take until late May to early June.

Public Access Improvement: Work has begun. Bid received on tree removal. They are working with the town departments involved in the build. Because they are enhancing the State's bike path area, they are also working with the Department of Conservation and Recreation. Estimated completion May 1, 2019.

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Real Estate/Open Space – Cornelius Pond Woodlands CR – Michael Lach, Harwich Conservation Trust

Article #56, 2018 \$200,000 Land Purchase - Cornelius Pond Woodlands CR, 15 acres

The property purchase (\$800,000) and stewardship costs (\$55,800) totaling \$855,800. The CPC funds of \$200,000 goes towards the purchase of a conservation restriction. It will provide shoreline protection on Cornelius Pond. Grants are part of the overall funding plan. If grants don't come through they will have time to raise donations. They had expected to complete the project by Dec. 18, but it may take until late Spring 2019.

Habitat for Humanity - Habitat for Humanity Executive Director Vicki Goldsmith

Article #53, 2018 \$300,000 Murray Lane (Harwich 93-97 Main St./Rt.28

Project: Six homes, \$50,000 per home – Phase 1.

0 CPC funds spent yet. Since last year they have been trying to get pole relocation with Eversource and Verizon. The pole move needs to happen before the infrastructure begins. Road work, drainage, utilities, septic will take 15 months. The buildouts by volunteers will take about 12 months. So, if they start in Spring 2019, completion is estimated to be Fall 2021, depending on weather and volunteers.

No Presentations:

Brooks Free Library – Virginia Hewitt (Can't attend)

**** Written report handed out ****

Article #41, 2012 \$ 39,000 Exterior Preservation Project Phase 1

Article #31, 2015 \$ 23,000 Rogers Groups Statues Restoration Project

Article #39, 2016 \$540,000 Exterior Preservation Project

Article #50, 2018 \$ 10,340 Digitization of Harwich Oracle

Article #51, 2018 \$300,000 Exterior Preservation Project extra needed

Bikeways Committee – Robert Cafarelli

Article #50, 2018 (3) \$ 27,000 Pleasant Lake Ave Crossing Light

5. Old Business:

a) Updates for Annual Public Information Hearing (PH):

The PH Legal Notice posted in Cape Cod Chronicle and on Town Website; Announcement on Channel 18 will be verified; Kathy Green reached out to the Newcomers' Club and the Harwich Chamber of Commerce; Posters are posted around town; Dave Nixon has the time stamped Agenda and Legal Notice. The PH is for Harwich residents to express what they consider to be community needs that can be addressed using CPA funds. Potential project applicants can also ask questions.

Application submission deadline is Oct. 1, 2018.

6. Other:

7. Next meeting's Agenda Points:

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

8. Adjournment

A motion was made by Kathy Green, seconded by Jim Atkinson, to adjourn.

VOTE: Yes 7; No 0; Abstain 0. Motion carried unanimously.

Adjournment 7:21 PM.