

TOWN OF HARWICH

Community Preservation Committee

Approved 10.13.22

Community Preservation Committee Regular Meeting Minutes September 8, 2022

Recording and Taping Notification: As required by law the Town may audio or video record this meeting. Any person intending to either audio or video record this open session is required to inform the chair.

I Call to Order

Harwich Community Preservation Committee Meeting called to order per vote by Chair Dave Nixon at 6:04 PM, on Thursday, September 8, 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; Bob Doane – Aye; Carole Ridley – Aye.

Motion carried unanimously.

Meeting called to order.

Mary Maslowski joined the meeting in progress

II Guests Welcomed

A. Public Comment

Joe Rego of the Harwich Fire Association announced they will be submitting two applications for two historical preservation projects. He was reminded to get on the HDHC agenda to garner their support of the projects.

Mary Maslowski joined the meeting in progress, 6:08 PM

III Approval of Minutes:

A. CPC Meeting – June 9, 2022

A motion was made by Kathy Green, seconded by Joe McParland to accept the CPC Meetings Minutes of June 9, 2022.

Vote: Chair Dave Nixon - Aye; Vice-Chair Kathy Green - Aye; Joseph McParland III - Aye; Elizabeth Harder - Aye; John Ketchum – Aye; Bob Doane – Aye; Carole Ridley – Aye; Mary Maslowski – Aye.

Motion carried unanimously.

During the CPC June 9, 2022 meeting, the committee voted to rescind the reported remaining open balance of the 2018 Article #57 Hinckley's Pond Remediation & Public Access Project. However, the submitted report didn't clarify the remaining open balance included both the pond remediation and the public access side of the project. Only the pond remediation side of the project has been completed. The budget of the public access side of the project, \$75,000 needs to be retained. The June 9, 2022 motion for rescinding the balance needs to be amended with the correct numbers.

A motion was made by John Ketchum, seconded by Kathy Green to amend the motion that was made at the June 9, 2022 CPC meeting on rescinding funds of the 2018 ATM Article #57 Hinckley's Pond (Remediation & Public Access) Project. The minutes state that the project was originally funded for \$650,000, with \$575,000 for Hinckley's Pond remediation and \$75,000 for public access. So, the motion was to rescind \$245,186 of the original \$575,000.

Amendment to the rescinding of \$245,186.00; amending the motion to rescind \$171,186.00, which is \$75,000 less than we voted at the previous meeting.

Vote: Chair Dave Nixon - Aye; Vice-Chair Kathy Green - Aye; Joseph McParland III - Aye; Elizabeth Harder - Aye; John Ketchum – Aye; Bob Doane – Aye; Carole Ridley – Aye; Mary Maslowski – Aye.

Motion carried unanimously.

TOWN OF HARWICH

Community Preservation Committee

9.8.22 CPC Meeting Page 2

IV New Business:

A. Vote: Committee Reorganization

A motion was made by Mary Maslowski, seconded by Elizabeth Harder to nominate Dave Nixon as Chairperson.

Vote: Chair Dave Nixon - Aye; Vice-Chair Kathy Green - Aye; Joseph McParland III - Aye; Elizabeth Harder - Aye; John Ketchum - Aye; Bob Doane - Aye; Carole Ridley - Aye; Mary Maslowski - Aye.

Motion carried unanimously.

Dave Nixon Accepted.

A motion was made by Mary Maslowski, seconded by Carole Ridley to nominate Kathy Green as Vice-Chair.

Vote: Chair Dave Nixon - Aye; Vice-Chair Kathy Green - Aye; Joseph McParland III - Aye; Elizabeth Harder - Aye; John Ketchum - Aye; Bob Doane - Aye; Carole Ridley - Aye; Mary Maslowski - Aye.

Motion carried unanimously.

Kathy Green Accepted.

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

To rescind the two Recreation completed projects' open balances:

2018 Article #54 Brooks Park Expansion Phase 5, Balance \$64,334.00

2019 Article #40 Lifeguard Stand Project, Balance \$12,715.00

Returning funds back to the CPC Undesignated fund.

A motion was made by Kathy Green, seconded by Mary Maslowski to rescind the two completed projects' balances of \$64,334.00 and \$12,715.00.

Vote: Chair Dave Nixon - Aye; Vice-Chair Kathy Green - Aye; Joseph McParland III - Aye; Elizabeth Harder - Aye; John Ketchum - Aye; Bob Doane - Aye; Carole Ridley - Aye; Mary Maslowski - Aye.

Motion carried unanimously.

To rescind the Cemetery Commission completed project balance:

2020 Article #32 Pine Grove Cemetery Gravestone Conservation Project, Balance \$32,100.00,

Returning funds back to the CPC Historic Preservation Reserve.

A motion was made by Kathy Green, seconded by Mary Maslowski to rescind the balance of \$32,100.00 from Historic.

Vote: Chair Dave Nixon - Aye; Vice-Chair Kathy Green - Aye; Joseph McParland III - Aye; Elizabeth Harder - Aye; John Ketchum - Aye; Bob Doane - Aye; Carole Ridley - Aye; Mary Maslowski - Aye.

Motion carried unanimously.

To rescind two Bikeways completed projects balances:

2021 Article #29 (3) Depot South Crossing Lights, Balance \$15,000 (0 funds spent. Project covered by a grant)

2021 Article #29 (1) Old Colony Rail Trail Harwich/Chatham, Town Border Marker, Balance \$340.00

Returning funds back to the CPC Undesignated fund.

A motion was made by Kathy Green, seconded by Bob Doane that the two balances of \$15,000.00 and \$340.00 be rescinded under Undesignated.

Vote: Chair Dave Nixon - Aye; Vice-Chair Kathy Green - Aye; Joseph McParland III - Aye; Elizabeth Harder - Aye; John Ketchum - Aye; Bob Doane - Aye; Carole Ridley - Aye; Mary Maslowski - Aye.

Motion carried unanimously.

TOWN OF HARWICH

Community Preservation Committee

9.8.22 CPC Meeting Page 3

The Finance Director is invited to the next CPC meeting. Please ask only CPC questions of the Finance Director.

- C. Accepted submitted written Update Status Reports on the following open CPC funded projects:
(Until the project manager has told this committee the project is complete, the project is open, an On-Going Project. Project managers of open projects were requested to provide a written Update Status Report. Additional projects will be on the agenda next month. Update Status Reports are required two times a year.)

(Handouts)

Town of Harwich - Harwich Real Estate/Open Space Committee Chair Elaine Sholvin
2022 Article #37 Purchase Conservation Restriction at Spruce Woods Project

REOS Chair Elaine Shovlin and HCT Executive Director Michael Lach were on hand to answer questions on the project. The report's map was clarified. The map doesn't show the dirt road that bisects the lots, the north side and the south side. The north side is a one-and-a-half-acre lot that the HCT recently acquired. The south side is a four-plus-acre lot, which contains a house.

Harwich Housing Authority Executive Director Tracy Cannon
2020 Article #34 Rental Assistance Program

Elizabeth Harder answered questions on the report, explaining the HHA is using as much of the funds they can on the Rental Assistance Program. COVID and other funding sources had created a slowdown in filings, but now activity is increasing. Also, it is very difficult to find a rental that matches the financial limits of the program. The State sets the rules and guidelines of the Rental Subsidizes. Currently seven families are being helped. The HHA hopes more families will apply.

The report's figures were reviewed. How were the funds spent?

Elizabeth was requested to ask the HHA:

- 1) What is the amount of the Rental Assistance Program balance that is unencumbered?
- 2) How does this \$200,000 CPC funding project work in their budget of the Harwich Rental Assistance program?
- 3) How many families will be helped in the third year of the program?

Penrose, LLC - Charlie Adams, project manager
2022 Article #35 Penrose LLC/Cape Cod 5 Housing Project

Harwich Cemetery Administrator Robbin Kelley
2021 Article #29 (6) Veterans Memorial Circle at Evergreen Cemetery, Flag Poles (Undesignated)
2022 Article #31 East Harwich Union Cemetery Gravestone Preservation Project (Historic)

It was noted the funding requests were higher than needed cost after the procurement process. The numbers are affected by the time difference between the CPC project application & Town Meeting vote vs. the then approved project's procurement process.

Town of Harwich – HDHC Chair Mary Maslowski
2020 Article #31 (1) Update of Town Historic Areas and Property Inventory Project
(No handouts – only digital report given to committee members.)

Bob Doane spoke to the report. The Cape Cod Commission will not be assisting on the forms as planned. But the Cape Cod Commission may assist on the new 100 Year Historic Inventory List. The town has a bylaw that requires applicants to come before the HDHC and review their application against the 100 Year Historic Inventory List before a demo permit can be issued.

Currently no funds have been spent on this project. The HDHC plans to start the procurement process soon; intending to spend the project funds this fiscal year.

TOWN OF HARWICH

Community Preservation Committee

9.8.22 CPC Meeting Page 4

Harwich Bikeways Committee

2021 Article #29 (3) Depot South Crossing Lights

2021 Article #29 (1) Old Colony Rail Trail Harwich/Chatham, Town Border Marker

V Old Business:

A. Discussion: See examples of the signs for “Recognition of CPA Funded Projects”

(*Handouts: Examples of recognition signs*) Signs showing a project was funded with Harwich CPA funds.

Should we create a special sign, create our own logo?

- Elizabeth Harder’s *handout* showed examples of other towns’ CPC signs. Some used their own CPC logos, other towns included text.

In Billerica, their CPC paid for their signs with their own logo and included the text: “Project received funding assistance from the citizens of Billerica through the CPA.” The town’s taxpayers pay for the CPC project through the Community Preservation Act.

- The public can recognize repeated use of logos, branding their CPC projects. Taxpayers can see where their money is being spent. The signs may help the public understand what the CPC does.
- The sign can be used digitally on webpages to mark the funding.
- Guidelines will be needed to be developed to define where and what kind of sign can be used at a site.

Different projects may benefit from different signs or size. A sign at Brooks Park may be a good thing, but maybe not at Muddy Creek. Maybe we can use a smaller sign or use a sticker added to an existing sign.

- Who pays for the signs – the CPC or the project funding recipients?

Maybe the project managers could be engaged in the signage idea as part of the application discussion.

- A graphic designer can develop a logo at a reasonable cost.

A motion was made by Carole Ridley, seconded by Elizabeth Harder to seek three bids from graphic design firms to provide design services for a logo appropriate for signage and other applications that incorporates the acknowledgement of taxpayers’ contribution and to bring the quotes back to the committee for consideration.

Vote: Chair Dave Nixon - Aye; Vice-Chair Kathy Green - Aye; Joseph McParland III - Aye; Elizabeth Harder - Aye; John Ketchum – Aye; Bob Doane – Aye; Carole Ridley – Aye; Mary Maslowski – Aye.

Motion carried unanimously.

Carole volunteered to draft a paragraph stating the job to be emailed to the companies to get a quote.

Committee members can email Carole any suggestions.

B. Discussion: See examples of the Facebook ideas, highlighting CPA projects

- In June, Library Director Ginny Hewitt offered the use of Brooks Free Library’s Facebook page for posting CPC news.
- The CPC could focus on one project each month.
- Target for next month: Each CPC member could take a project and write something, including photos.
- Postings should focus on value and benefits of project, not the numbers. Photos are good, less text.
- Kathy will write a posting on the new Playground. Mary will take photos and email to Kathy. Kathy has permission to send her article to the library for them to post on their Facebook page. Carole offered her assistance.
- Bob volunteered to write a post on the Rogers Statues at the Library.
- Elizabeth had researched other towns’ Facebook postings; they tend to use it for notifications. We could highlight projects and CPC news.

TOWN OF HARWICH

Community Preservation Committee

9.8.22 CPC Meeting Page 5

- *(Handout)* Kathy Green presented the Community Preservation Coalition's one-page flyer of funding. We cannot post this flyer on our webpage or Facebook page - but we can adapt it. Kathy will request their approval for our adapted page.
- C. Follow-up on Yarmouth's Affordable Housing Trust – Elizabeth Harder
Elizabeth checked with Yarmouth Affordable Housing Trust:
- Yarmouth AHT receives the total allocated 10% CPC affordable housing bucket. The AHT has also asked for additional funds if they have projects that warrant additional monies.
 - They traditionally report to their CPC once a year.
 - They have two million on account currently. Of that - \$1.2 million is for a Buy-Down Program; \$400,000 is for a re-development motel conversion project; \$400,000 is for a land purchase for a Habitat project.
 - Half of the Housing Coordinator salary is paid with CPC funding.
 - The committee makeup: The Town Administrator is the Chair. A Selectperson is Vice-Chair. Historically, the three at large members are broken down to be - one from the CPC, one from the Housing Committee, and the last one from the Planning Board.
- Elizabeth was requested to ask the Yarmouth AHT:
- How many years has the AHT been established?
 - Since conception, how much have they received?
- D. Discussion: Follow-up on what to add to the CPC webpage – the “Projects Still in Progress”
- The committee will post a “Projects Still in Progress” one-page list of the open projects by name, including the Town Meeting approved amount, but not the open balance, as that will continue to change. John will post the list to the CPC webpage.

VI Other:

- 1) Revisions for Tri-fold Brochure:
 - Bob and Elizabeth will make updates to the current brochure.
 - Add new Playground and Brooks Park Lighting projects' photos.
 - Carole will include the Tri-fold brochure with the graphic designers bid requests.
- 2) Committee is invited to the Ribbon Cutting Ceremony at the new Playground at 10 AM on Saturday, September 10, 2022. Bob Doane, Mary Maslowski, and Joe McParland will attend.
- 3) There is a new CPC Committee member - Kelly Barber, the second Selectmen's Appointee. Hope to have her attend the October CPC meeting.

VII Next meeting's Agenda points - Thursday, October 13, 2022 at the Harwich Town Hall, 6:00 PM

- 1) New Applications will have been submitted. Need to set up meetings calendar.
- 2) Discussion on timeline for online applications fulfillment. Goal: to have something in place for next year.
- 3) Review Graphic Designers bids for logo
- 4) Tri-fold brochure update

VIII Adjournment

A motion was made by Mary Maslowski, seconded by Joe McParland to adjourn.

Vote: Chair Dave Nixon - Aye; Vice-Chair Kathy Green - Aye; Joseph McParland III - Aye; Elizabeth Harder - Aye; John Ketchum – Aye; Bob Doane – Aye; Carole Ridley – Aye; Mary Maslowski – Aye.

Motion carried unanimously.

Adjournment at 7:53 PM