

TOWN OF HARWICH

COMMUNITY PRESERVATION COMMITTEE

Approved 3.9.17

Community Preservation Committee Regular Meeting Minutes of January 26, 2017

Harwich Community Preservation Committee Meeting called to order by Chair Bob MacCready at 6:05 PM, on January 26, 2017, in the Harwich Town Hall, Griffin Meeting Room

Present: Chair Bob MacCready, Vice Chair Kathy Green, Jim Atkinson, David Nixon, and Cindi Maule

Absent: Daniel Tworek, Walter Diggs, and Robert Bradley; Selectmen Liaison Michael MacAskill

Vacant: Housing Committee representative

Guests: Bill Galvin, Cape Cod Chronicle, Deb and Stan Seekow, Harwich Town Clerk Anita Doucette, Don Howell, Brooks Free Library Director Ginny Hewitt, Chairman Harwich Youth & Recreation Commission John Mahan, Harwich Recreation Director Eric Beebe, Harwich Cemetery Commission Director Robbin Kelley, Cemetery Commission Board Member Cindy Eldredge, Louis and Sally Urbano, Linda Cebula, Harwich Community Center Director Carolyn Carey, Harwich Town Administrator Mr. Chris Clark

- First time the CPC Meeting is electronically recorded.
- Members of the Community Preservation Committee were introduced to the audience. The need for tonight's meeting was discussed. There was an error in the posted agenda for the last meeting of January 12, 2017. An expanded agenda itemizing all actionable business needs to be detailed. The January 12, 2017 agenda was too general. Chair MacCready sought counsel from the Town Attorney (John W. Giorgio) and others and was advised that the committee should reaffirm the motions. Mr. Clark asked if all the applications would be considered. Chair MacCready assured him that all applications would be presented for a motion. Once there is a motion, the item would be open for discussion prior to voting. At the last meeting there were a few presented applications that failed to receive a motion for support, and no action was taken. Chair MacCready suggested instead the committee can make a motion to not support/accept an item and go from there.
- A motion was made by Kathy Green and seconded by Cindi Maule to approve the January 12, 2017 CPC Meeting minutes.

VOTE: Yes 5; No 0; Abstain 0. Motion approved the minutes.

New Business

Final Resolution on the prior presented CPA Application Submissions:

#CH 1 Harwich Port Buy-down Program, submitted by the Harwich Housing Committee, Harwich Housing Committee Chairman Art Bodin project manager. Project amount requested: \$100,000. Affordable Community Housing Project.

A motion was made by Dave Nixon and seconded by Cindi Maule to approve the application.

Discussion: It was stated that the plan to spend the requested \$100,000 towards the purchase of the condo will not lower the price of the condo enough to make the unit affordable.

Mr. Howell of the Town Clerk's Office asked when this application was advertised for review. It was posted, presented, and discussed at the Nov. 10, 2016 meeting. Mr. Howell cited the State's regulations regarding Public Hearings, requiring a posting of two weeks' notice. Chair MacCready said this committee complies with the Public Hearings requirements each year hosting a public hearing where the committee seeks input from the general public on the needs and possible actions the town wants in regards to the Community Preservation Act.

VOTE: Yes 2; Cindi Maule and David Nixon

No 3; Bob MacCready, Kathy Green, and Jim Atkinson

Abstain 0

Motion failed.

R 2 Hinckley's Pond Restoration, submitted by the Town of Harwich, Harwich Town Administrator Chris Clark project manager. Project amount requested: \$500,000. Recreation Project.

A motion was made by Kathy Green and seconded by Jim Atkinson to not support the application to fund a \$500,000 application to clean up Hinckley's Pond.

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Discussion: Resident Stan Seekow asked what response the committee had in regards to his January 20, 2017 email? All members of the CPC present tonight agreed they received the email. The committee had no comment to the email. Mr. Seekow asked if the committee had any questions to discuss the project further. Chair MacCready explained there were lengthy discussions on this application prior to his memo, and his information was either a help or not to the committee. Town Administrator Clark reported that two years ago CPC funds were requested for this project and were rejected. This year's application was amended with CPC comments in mind to include a recreation element - a walkway down to the water and a parking lot. He thought that was part of the reason the prior application failed. He has said this project will go forward, so he will ask the Board of Selectmen for the funds. Chair MacCready said the committee has and will continue to try to provide the applicants more education on their applications.

VOTE: Yes 5; No 0; Abstain 0

Motion passed unanimously.

R 3 Whitehouse Field Irrigation Project, submitted by Harwich Recreation Department and Commission, Harwich Recreation Director Eric Beebe project manager. Project amount requested: \$28,500. Recreation Project.

A motion was made by Dave Nixon and seconded by Jim Atkinson to fund the Whitehouse Field Project as presented.

Discussion: No comments.

VOTE: Yes 5; No 0; Abstain 0

Motion passed unanimously.

R 4 Veterans Memorial Field Track Fit Stations, submitted by Harwich Recreation Department and Commission, Harwich Recreation Director Eric Beebe project manager. Project amount requested: \$13,800. Recreation Project.

A motion was made by Dave Nixon and seconded by Jim Atkinson to approve the Veterans Memorial Field Track Fit Stations for \$13,800.

Discussion: No comments.

VOTE: Yes 5; No 0; Abstain 0

Motion passed unanimously.

R 5 Brooks Park Expansion/Improvement Phase 4, submitted by Harwich Recreation Department and Commission, Harwich Recreation Director Eric Beebe project manager. Project amount requested: \$167,900. Recreation Project.

A motion was made by Dave Nixon and seconded by Jim Atkinson for the Brooks Park Expansion Phase 4.

Discussion: No comments.

VOTE: Yes 5; No 0; Abstain 0

Motion passed unanimously.

R 6 Pleasant Lake Ave. Crossing Lights, submitted by Harwich Bikeways Committee, Robert Cafarelli, PE project manager. Project amount requested: \$24,000. Recreation Project.

A motion was made by Kathy Green and seconded by Dave Nixon to not support the application of the Pleasant Lake Ave. Crossing Lights in the amount of \$24,000.

Discussion: No comments.

VOTE: Yes 5; No 0; Abstain 0

Motion passed unanimously.

#HP 7 Historic Restoration of the fence rails in the Evergreen Cemetery, submitted by Harwich Cemetery Department, Harwich Cemetery Commission Director Robbin Kelley project manager. Project amount requested: \$39,000. Historic Preservation Project.

A motion was made by Kathy Green and seconded by Jim Atkinson to not support the application for \$39,000. for the fence rails in Evergreen Cemetery.

Discussion: When the application was presented questions were asked about the material used for the fence rails and if the fence had a historical resource designation. Dave Nixon received the information regarding the appropriateness of the materials. An 1899 document showed proof that they intended to use galvanized iron pipes for the fence. Jim

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Atkinson stated when the application was presented we didn't hear that the fence was validated as a historic resource by the Historic Commission.

Harwich Cemetery Commission Director Robbin Kelley sent the committee an email proving information that in 1858 the land was divided into 58 lots. It is registered. Galvanized iron pipes were brought to the US from France in 1880. Her research on the fence pipe was emailed to committee members this week.

Has the Historic Commission validated the fence as an historic resource?

Brooks Free Library Director Ginny Hewitt responded that in their research they found the State Historic Inventory lists the Evergreen Cemetery. The State's recognition as an historic resource would be a higher claim than the town's designation. She also noted that the historic resources should be organized for future. There are five other categories besides structures, including landscapes and burial grounds.

Robbin Kelly added that the committee that created the cemetery's fence worked on the project for two years towards completion.

VOTE: Yes 2; Jim Atkinson and Kathy Green

No 3; Cindi Maule, Bob MacCready, and David Nixon

Abstain 0

Motion failed.

A motion was made by Dave Nixon and seconded by Cindi Maule to approve the application (#HP7).

VOTE: Yes 3; Cindi Maule, Bob MacCready, and David Nixon

No 2; Jim Atkinson and Kathy Green

Abstain 0

Motion passed.

#H 8 West Harwich National Register District Submission, submitted by the Harwich Historic District and Historical Commission, Sally Urbano project manager. Project amount requested: \$15,000. Historic Preservation Project.

A motion was made by Kathy Green and seconded by Dave Nixon to not support the application in the amount of \$15,000 for the West Harwich National Register District Submission.

Discussion: Project Manager, resident Sally Urbano said from what she has read this project could be funded. She wants the CPC support and she still thinks this is a wonderful project.

Resident Louis Urbano said he respects this committee. He appreciated their support on the West Harwich School project. Consistency is important. This historic project is important to keeping the dialogue going. If the town wants an historic district then the town should really make that happen.

Brooks Free Library Director Ginny Hewitt spoke in favor of this project, commenting that this is really the first step needed; the information is really needed to go forward. The CPC funds are really needed to fund this type of historic projects.

VOTE: Yes 5; No 0; Abstain 0

Motion passed unanimously.

#HP 9 Digitization of the Harwich Oracle Newspaper 1986-2007, submitted by Brooks Free Library, Brooks Free Library Reference Librarian Jennifer Pickett project manager. Project amount requested: \$41,250. Historic Preservation Project.

A motion was made by Kathy Green and seconded by Jim Atkinson to not support the application in the amount of \$41,250. for the digitization of the Harwich Oracle Newspaper.

Discussion: Brooks Free Library Director Ginny Hewitt spoke in favor of this project. She reported the newspaper stopped publishing the paper and these papers will be lost if not digitized to preserve the information. The project has received a letter of support from the Harwich Historical Society designating the papers as a historic resource. The Harwich Cemetery Commission supports this project because they use the papers often for research. They also have received a letter in support from the Board. Following the digitization, the newspapers would be stored in archival boxes; that's how you store an historic resource. The boxes are expensive and are not used when the papers are handled as they have to be now. She was unclear if another reason for the committee's intention to not support this project was because the newspapers were too recent.

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Chair MacCready said the original presentation and application's focus was on the digitization not preservation. The CPC commented on that during the presentation. The library may have modified their plan after that. The historical resource is the newspaper and the preservation of that is important.

Director Hewitt said the project didn't include the archival boxes because they will fund that another way after the papers are digitized. In another CPC funded project, the Harwich Independent Newspapers were digitized, but the papers were not preserved. The library borrowed them from the Harwich Historical Society. They feel the content is more important than the source, the newspapers in this case.

Chair MacCready said this issue has been discussed and that the digitalization should be an incidental addition to the preservation of the resource. The ACT is trying to preserve the resource.

Jim Atkinson had asked during the original presentation if the Harwich Historical Society had designated the newspapers as a historic resource. There is some confusion if the designation should come from the Harwich Historical Society or the Town's Historic Commission. The library followed the prior request and did receive the designation from the Historical Society. Going forward, the designation should come from the Town's Historic Commission.

VOTE: Yes 4; Kathy Green, Cindi Maule, Dave Nixon, and Jim Atkinson

No 0;

Abstain 1 Bob MacCready

Motion passed.

#HP 10 Albrow House: Building Conditions Assessment and Evaluations, submitted by Town of Harwich, Town of Harwich Assistant Town Administrator Charleen Greenhalgh project manager. Project amount requested: \$12,500. Historic Preservation Project.

A motion was made by Kathy Green and seconded by Jim Atkinson to reject the application in the amount of \$12,500. for the Albrow House: Building Conditions Assessment and Evaluations.

Discussion: Town Administrator Clark informed the committee that the town has not finished the CPC funded work at the Albrow House. The handicap ramp and interior work will be done. But the Board of Directors has not decided what to do with the building. What is the long term viability of the Albrow House? This assessment is needed to provide that information.

VOTE: Yes 5; No 0; Abstain 0

Motion passed unanimously.

#HP 11 Public Records Storage at the Harwich Community Center, creation of a storage facility in the basement of the Harwich Community Center, submitted by Harwich Community Center, Harwich Community Center Director Carolyn Carey project manager. Project amount requested: \$62,000. Historic Preservation Project.

A motion was made by Cindi Maule and seconded by Jim Atkinson to not support the application for \$62,000. for the creation of a storage facility.

Discussion: It was thought that following the project's presentation the committee did not receive the prior requested information on the Community Center's blueprints and photos until tonight. But Community Center Director Carolyn Carey stressed she did send this information to the committee the day after the presentation. The date stamp is proof of that. She has tried to get on the Historical Society's agenda via emails and calls, but she hasn't been successful as of yet. She is trying to get their support.

Town Clerk Anita Doucette said the 96-page supporting document on what the company's findings are isn't available digitally, so she couldn't share it with the committee that way. The Board of Selectmen has appointed Town Clerk Doucette the new title of Records Access Officer. All the town records, the town's boards and committee's records, etc. need to be stored in one place; centrally located would provide the best access. When a record is requested the RAC must locate and provide it. To find a record in the current storage arrangements in the basement requires a lot of time. Mr. Howell wanted to clear up any misunderstandings about the records. All the town records have to be located in some sort of location that would preserve them. Currently the basement holds many of the records but it is not a proper storage location; the photos attest to that. It is not an ideal location for paper. And the State requires the towns to keep paper.

Jim Atkinson reminded all that the ACT requires a designation of historic resource for proper CPA funding.

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VOTE: Yes 4; Kathy Green, Cindi Maule, Bob MacCready, and Jim Atkinson
No 1; Dave Nixon
Abstain 0

Motion passed.

#HP 12 Records Management – archival town records to be stored in one location, submitted by Harwich Town Clerk Anita Doucette, Harwich Town Clerk Anita Doucette project manager. Project amount requested: \$40,000. Historic Preservation Project.

A motion was made by Cindi Maule and seconded by Jim Atkinson to not support the application for \$40,000. for records management for the Town of Harwich.

Discussion: This project could happen without the storage facility project. The company still could come and go through the material and identify what could be tossed, duplicates, etc. and what should be kept. This would be the first step in the records management. The company has worked with other towns and is aware of the State Retention Law and what is a historic resource.

BFL Director Hewitt said not all this project's supporting material (the 96-page company report) is the library's CPC project application binder. But the ability to identify what is a historic resource would be a good first step.

VOTE: Yes 3; Cindi Maule, Bob MacCready, and Jim Atkinson
No 2; Dave Nixon and Kathy Green
Abstain 0

Motion passed.

#HP 13 To electronically preserve an inventory of the Harwich Historical Society's artifacts including newly acquired Crowell Barn artifacts, submitted by the Harwich Historical Society, Harwich Historical Society Director Janet Cassidy project manager. Project amount requested: \$3,994. Historic Preservation Project.

A motion was made by Kathy Green and seconded by Jim Atkinson to not support the application in the amount of \$3,994. to electronically preserve an inventory of the Harwich Historical Society's artifacts through the purchase of three new computers and a printer.

Discussion: No comments.

VOTE: Yes 5; No 0; Abstain 0

Motion passed unanimously.

HP 14 Restoration of Chase Library's chimney and replacement of pan flash, submitted by the Chase Library, Chase Library President Judy Dolaher project manager. Project amount requested: \$5,100. Historic Preservation Project.

A motion was made by Dave Nixon and seconded by Jim Atkinson to approve the restoration of the Chase Library chimney in the amount of \$5,100.

Discussion: No comments.

VOTE: Yes 5; No 0; Abstain 0

Motion passed unanimously

○ Review and vote on additional proposed Warrant Articles:

- 1) Reserve for Future Appropriation Amounts from FY17 Community Preservation Fund Estimated Annual Revenues. The annual standard reoccurring article to see if the town will vote to allocate 10% of the annual CPA funds to the required Historic, Housing and Open Space categories. The draft was read aloud.

A motion was made by Dave Nixon and seconded by Cindy Maule to approve the draft of the article.

VOTE: Yes 5; No 0; Abstain 0

Motion passed unanimously.

- 2) Continuing to Fund Land Bank Debt Service from the Land Bank Debt that preceded the ACT. The drafted article was read aloud. The placeholder is in the amount of \$625,000. The real amount will be reviewed prior to town meeting. Chair MacCready looked at the run-out, about \$608,000.

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A motion was made by Kathy Green and seconded to approve funding Land Bank Debt Service in the amount of \$633,000.

VOTE: Yes 5; No 0; Abstain 0

Motion passed unanimously.

Other:

Chair MacCready will be at the Board of Selectmen's meeting on Monday night to discuss the ACT. All committee members are also invited to attend.

A motion was made by Dave Nixon and seconded by Cindi Maule to adjourn.

VOTE: Yes 5; No 0; Abstain 0

Motion passed unanimously.

Adjournment at 7:29 PM.