***Approved 11.9.17***

**Community Preservation Committee Regular Meeting Minutes of October 25, 2017**

*Voice recorded.*

1. Call to Order

Harwich Community Preservation Committee Meeting called to order by Chair Dave Nixon at 6:00 PM, on Wednesday, October 25, 2017, in the Harwich Town Hall, Small Meeting Room.

Present: Chair David Nixon, Vice Chair Kathy Green, Jim Atkinson, Cindi Maule, Daniel Tworek, and Joseph Powers

Absent: Selectmen Liaison Donald Howell

Vacant: Housing Committee representative, Conservation Commission representative, Housing Authority representative

Guests: Bob MacCready and Linda Cebula

2. Guests welcomed. No public comment.

3. Approval of Minutes: Meeting of September 14, 2017

A motion was made by Kathy Green, and seconded by Daniel Tworek, to approve the September 14, 2017 CPC Meeting minutes.

VOTE: Yes 5; Kathy Green, Joe Powers, Jim Atkinson, David Nixon, and Daniel Tworek

No 0;

Abstain 1. Cindi Maule Motion carried.

4. New Business:

a) Review Financial Records. Following the town’s accounting system in tracking the CPC projects financials is still complicated. Vice Chair Kathy Green has identified some 9 CPC funded projects since 2006 that have been completed but have remaining balances. She reached out to those parties to confirm that the CPC could close out their project’s account and return the remaining balances back to the appropriate CPC fund; totally some $13,071. She has been collecting written confirmations.

A motion was made by Daniel Tworek, and seconded by Kathy Green, that unspent balances be returned to CPC appropriate fund.

It was noted that the town lawyer confirmed the legal process is a financial transaction, no rescinding Town Meeting article is needed.

VOTE: Yes 5; Kathy Green, Joe Powers, Jim Atkinson, David Nixon, and Daniel Tworek

No 0;

Abstain 1. Cindi Maule Motion carried.

Some funded 8 CPC projects that have balances for over five years were also identified. The current CPC application states a three-year deadline for funds then a rescinding review. Applications from five years ago didn’t have that written clause. If projects are closed out, the applicants can again present their project for approval. Applicants have been notified now and are asked for project updates when they return to ask for funding new projects.

These projects were discussed:

* The Brooks Academy Museum projects. David Spitz is the new Chair of the Brooks Academy Museum. Mr. Spitz will address the old Brooks Academy Museum approved projects with balances as an agenda item for the Nov. 9, 2017 CPC Meeting.
* The funded Harwich Housing Authority Article #39 of 2008 has tied up $141,301.47 without action.
* The Harwich Historical Society has not spent their 2009 Article #23 approved $1,000 for interpretive signs.
* The CPC has asked the Harwich Trail Committee to spend their 2009 Article #29 approved $1,699 project, but they haven’t yet.
* The 2011 Article #32 for the no-go sidewalk project for Bank Street, some $23,000.
* The 2007 Article #42 Town of Harwich West Harwich & Rec Building’s storm windows project, some $57,695.50.

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A motion was made by Joe Powers, and seconded by Kathy Green, to approve of closing and rescinding the remaining balances back to the appropriate fund, excluding (the Brooks Academy) articles of #41, #30, and #65.

Jim asked if the CPC should set a timeline policy of when to rescind project funds. He asked if the application should state policy or if they should just be put on notice. The current CPC application states the three-year policy.

VOTE: Yes 5; Kathy Green, Joe Powers, Jim Atkinson, David Nixon, and Daniel Tworek

No 0;

Abstain 1. Cindi Maule Motion carried.

4b) First review of submitted CPC applications. Sixteen CPC 2017-2018 Project Applications were submitted, requesting some 3.5 million in funding. There are not enough CPC funds to cover all the submitted applications. A project will be considered on merit, but there might not be enough available funds to cover the cost. Of the sixteen submitted projects, 14 are municipal. Following our guidelines, the Chair Nixon can ask the town to prioritize municipal projects. Jim pointed out the CPC can reserve the right to decline their suggestions. Cindi suggested the CPC can deliberate first and then reach out to the town and consider their preferences. Dan suggested the CPC read the points in the consideration.

4c) Plan calendar for November and December:

Meetings: Nov. 9 and 30 (new meeting date) for presentations

 Dec. 7 (new meeting date) and 14 for presentations

 Jan. 4 (new meeting date) and 11

 Feb. 8

NOTE: The deadline for CPC warrant articles submission to selectmen is the beginning of February. Additional meetings may be needed. Board Secretary will secure the town hall meeting rooms. (The 2018 meeting room calendar is not available to make reservations yet.)

Jim suggested having four same area CPC category presentations per meeting. Some projects are more straight forward, while others will require more time, so that suggestion is too limiting. It was agreed that Kathy would arrange the presentation calendar and invite the applicants directly. The applicants will be informed that their presentations will be limited to 5 minutes; they should hit the project’s bullet points. The CPC members should have their questions ready. The discussion period will be about 15 minutes at the chairs discretion. The presentations will be during the CPC Regular Meeting. This is not a public hearing and does not require a legal notice.

Kathy reminded the committee about the discussions of members reaching out to applicants. That idea has not been formalized; it was to be done before submissions. If the CPC reached out now it would muddy the waters. It was agreed it was just too late. The applicants could have contacted any application listed CPC member. Kathy questioned an incomplete application. She wanted to contact them and ask for the additional information needed. Other members questioned some financial figures. But at this point we are into a public process and cannot do that. Kathy’s invitation email to all applicants will state they should “be prepared to answer questions”.

4d) Committee Member updates:

Note: Harwich has 7 or 8 registered for the Cape Housing Institute.

This Community Preservation Committee is missing three representatives: Housing Authority, Housing Commission and ConsCom. The CPC is supposed to have nine members altogether. The missing representatives have an impact on this committee.

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5. New Business:

a) Discussion on policy.

Dave suggested this discussion should be delayed until February. By then the applications review should be completed. We hope to have the missing representative positions filled by then. Their areas should be considered in suggested policy.

5b) Discussion on past CPC funded projects timeframe.

In discussion with the town financial director it was found that documentation of CPC funded projects has not been accounted for consistently. The town accounting practices are questioned. The town has had three different town accountants recently. Many projects have shifted accounts. Invoices are questioned. Monies are getting misallocated.

The CPC needs to discuss how the projects are funded and how the money should be spent. There needs to be a policy/plan to track a CPC article’s monies. The town financial director determines how and what will be paid. The CPC would like to have that oversight.

5c) Discussion on Community Preservation Plan (CPP)

See 5a – The Plan is a policy discussion that will need to wait until this committee is more fully represented.

6. Other:

7. Next meeting’s Agenda points:

David Spitz, Guest.

Presentations from submitted applicants; schedule will be organized by Vice Chair Kathy Green.

8. A motion was made by Dan Tworek, seconded by Jim Atkinson, to adjourn.

VOTE: Yes 5; Kathy Green, Joe Powers, Jim Atkinson, David Nixon, and Daniel Tworek

No 0;

Abstain 1. Cindi Maule Motion carried.

Adjournment 7:09 PM.