

TOWN OF HARWICH
COMMUNITY PRESERVATION COMMITTEE

Approved 11.30.17

Community Preservation Committee Regular Meeting Minutes of November 9, 2017

Electronically recorded.

1. Call to Order

Harwich Community Preservation Committee Meeting called to order by Chair Dave Nixon at 6:02 PM, on Thursday, November 9, 2017, in the Harwich Town Hall, Donn B. Griffin 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

2. Guests welcomed. No public comment.

3. Approval of Minutes: Meeting of October 25, 2017

A motion was made by Kathy Green, and seconded by Daniel Tworek, to approve the October 25, 2017 CPC Meeting minutes with corrections.

VOTE: Yes 5; No 0; Abstain 1. Motion carried.

4. New Business:

a) The new Brooks Academy Museum Commission Chairman David Spitz requested more time to investigate the status on the past approved CPC funded projects. He has been with the BAMC since September. He thought there were just two projects, but was corrected, there are three: 2007's article #41 with a funded balance of \$26,140 Historic Restoration, 2008's article #30 with a funded balance of \$53,9000 Historic Restoration, and 2014's article #65 with a funded balance of \$30,000 Historic Restoration.

CPC members asked of the approved CPC funded projects, what work has been completed and how the funds were spent so far? Mr. Spitz doesn't currently know yet. He needs more time to research. The BAMC has seen changes in leadership and members. The BAMC meetings have lacked published agendas and minutes. Chair Spitz is trying to find the paperwork on the work completed and what still needs to be done. Some work was performed by the Harwich Highway Department, which cannot be covered with CPC funds. Maintenance work also cannot be covered with CPC funds. Chair Spitz would like to do the 2014 approved article #65, a study of the Brooks Academy, with a completion timeframe of approximately 1 ½ years. A timeframe on the other two projects is unknown at this point.

A motion was made by Jim Atkinson, and seconded by Kathy Green, to postpone action on the recall of the BAMC articles #41, 30, & #65 until the first CPC meeting in January.

VOTE: Yes 6; No 0; Abstain 0. Motion carried unanimously.

Peggy Rose of the Brooks Academy Museum Commission spoke to the many changes at the Commission and her push to get it going again. The Harwich Historical Society, which is housed inside the Brooks Academy Museum, has also had many changes.

b) *Handout: Financial Reports.* Town of Harwich Financial Director Carol Coppola and Town Administrator Chris Clark presented their recommendations of how the submitted 2017 CPA Proposed Projects could be funded across the allocated bucket reserves. The actual figures of all CPC accounts could not be defined. The State's distribution prior to January 1, 2018 is an estimation between \$100,000 to \$200,000. The available balances have subtracted out the number for the Land Bank Debt Service.

c) Presentations:

H-3 Historic Preservation of Brooks Free Library Exterior

Brooks Free Library Board of Trustees, Virginia Hewitt, Library Director; Mary Warde, Chair, Board of Trustees; *Applicant* Sean Libby, Town Facilities Manager, *Project Manager. Requesting \$300,000.*

Presenters: BFL Board of Trustees Chair Mary Warde and Town Facilities Manager Sean Libby

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The BFL has been working on this project for three years. To complete the historic preservation of Brooks Free Library exterior project that was approved at the May 2016 Harwich Town Meeting, these additional funds are required. The bids that were returned on the original offering were well over the estimate provided by the architectural survey. The discrepancy in the project expenses may be influenced by the delay of time the study was completed and going out to bid; the time of year the first bids went out, hitting when their work schedules may have been already booked; the architectural estimate may not have taken into consideration the actual cost of workers traveling to the Cape and the limitations of the small work window. A second round of bids produced just one bidder, a returning one, with an even larger amount if the work was broken into segments. In addition, all construction costs have increased Cape-wide. No budget was submitted with the application. The \$300,000 requested is an estimate based on last year's bids. At this point the BFL doesn't know the exact costs, but they have confidence this would cover it. In checking with the State's Attorney General, the timing of bids is important. The RFP will go out in the Spring.

The library was asked to explain the questions raised from last year's newspaper article on the controversy on the library color selection and quoting one selectmen that this was a maintenance project. Mary A. Maslowski, Chair of the HDHC, stated the color selection was white, same as the rest of the building that was restored in 1998, a project that won a preservation award. The white paint will tie the building together. A \$6,000 piece of this project was a historical research on the paint color. Since the color isn't a change, approval from the Harwich Historical District isn't required. The HHC has granted the library a Certificate of Appropriateness.

Restoration and preservation is not maintenance. The 100-year work mark makes this a capital project, not a maintenance project. The restoration work is needed to chemically strip off 100 years of paint and attend to the damaged/rotting wood underneath. After repeatedly painting the building every few years, new paint just won't adhere to the wood. The paint layers need to be removed, chemically stripped. The Selectmen do support the project. The project has applied for funds via capital outlay; it is under consideration, but no vote has taken place yet. There is no way to predict how long the repainting will last, but the restoration of the wood will extend the life of the building. This once in a 100-year work will not need to be repeated annually. The BFL do plan to keep up the maintenance and continue painting sections the building. The BFL is part of the National Registry of Historic Places. The building is continuing to deteriorate without any work being done.

BFL Trustee Bill Crowell spoke to the library being painted in sections year after year, over two to three decades. They have exhausted the maintenance and need to be responsible to the citizens as caretakers of this historic building; they need to move forward and take care of it. It should not be torn down. It should be restored and preserved.

H-2 Preservation and Digitization of the *Harwich Oracle* Newspaper

Brooks Free Library/Library Director Virginia Hewitt, *Applicant*

Jennifer Pickett, Reference Librarian, BFL, *Project Manager. Requesting \$10,340.*

Presenter: Brooks Free Library Reference Librarian Jennifer Pickett

This project differs from last year's submitted project:

- 1) The original newspapers will be preserved.
- 2) The newspapers will be microfilmed/digitized.
- 3) A searchable database will be created.

This town newspapers provides information that currently is accessed by pulling out the paper and reading through the stacks, which is not only cumbersome, but finding what you want can be difficult. The newspapers are deteriorating out in the open, and with handling, even hand oils breakdown the paper more. We were fortunate to find the Boston Public Library had already microfilmed 22 rolls of the papers, this lessens the project's work/costs.

The project work process was questioned. Jennifer has confidence in the selected vendor. They have a great reputation statewide. They are very thorough. Their job quote will be held for a year. Jennifer searches the digitized *Harwich Independent* Newspaper, a previous CPC funded project, to fulfill requests.

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The original newspapers will be stored in archival boxes. These boxes will slow their deterioration. The papers won't need to be touched to find information. They will also be protected from light, dust, and dirt. She plans to store the boxes in the library, preferably in the staff area. The library is climate controlled. Or maybe they can be stored in the town vault, though it would nice to keep a close eye on them. The State Archives won't take in municipalities material. There really isn't any other funding available. No one wants to do newspapers; they are so awkward in size.

OS-11 Cornelius Pond Woodlands Project

Town of Harwich Real Estate and Open Space Committee, *Applicant*

Harwich Conservation Trust, Mike Lach, Executive Director, *Project Manager*. *Requesting \$200,000.*

Presenters: OSRE Chairman Kathy Green and Harwich Conservation Trust Executive Director Mike Lach

This 15-acre land preservation project involves \$850,000. To break it down: \$800,000 to purchase the land and \$50,000 for removing existing structure, land stewardship, create parking, trails and maps, surveying, and closing costs. This CPA \$200,000 request is to offset the purchase price, 25% of \$800,000 is \$200,000.

The application refers to a \$100,000 grant the town may apply for. This land grant funds up to \$100,000 of the \$200,000. If the grant is awarded to Harwich, the \$100,000 would be returned to the CPC accounts.

The submitted paperwork shows a significant difference between the asking price and the purchase price. The property assessment is not a buyer/seller amount, but rather for tax purposes. The listing price is from 2015. The seller needed the money sooner, so the Cape Compact pre-purchased the land. The Cape Compact is a non-profit land trust that is holding the land until Dec. 31, 2018 to give us time to raise the funds to purchase the land. If we are unable to raise the funds to purchase, the Cape Compact will put the property up for sale.

The land will be under a permanent conservation restriction, held by the town's Harwich Conservation Commission. It will not provide any real estate tax to the town. The presenters will try to get the taxpayer impact to the CPC.

A motion was made by Joe Powers, and seconded by Jim Atkinson, for a three-minute recess.

VOTE: Yes 6; No 0; Abstain 0. Motion carried unanimously.

H-6 Mount Pleasant Cemetery Gravestone Conservation

Harwich Cemetery Department, *Applicant*

Robbin Kelley, Harwich Cemetery Department Administrator, *Project Manager*. *Requesting \$47,000.*

Presenter: Harwich Cemetery Department Administrator Robbin Kelley

The application provided great photographs of the graves stones that need repair/restoration in the older section of the Mount Pleasant Cemetery. The older section of this cemetery is from the 1800's. The second half of the cemetery is not part of this project, and those gravestones are 100 years old or less. 42 stones have actual fractures that need repair. 108 stones need foundation work, either repair or resetting, needing attention to correct their leaning/listing. Many stones need to be cleaned. The work will be done on site; no stones will be taken off site. Usually new foundations are poured for nine out of ten stones that are listing/leaning.

Robbin has three quotes for the work, but the application lacks a detailed budget. Crosby's quote was the "worst case possible" theme. One preservationist is coming to the Cape and will provide a more detailed quote. One month before Town Meeting Robbin plans to go out to bid.

It was noted that the indexing shown in the application is something Robbin will complete for all the town cemeteries. It was also noted that Mount Pleasant was a private cemetery that was transferred to the town in 1970. It was questioned if this work could be covered by perpetual care as maintenance? Unfortunately, this is a restoration work. Only interest is available from the perpetual care account. Going forward Robbin was requested to give documentation to Sandy Robinson in the Town Administrator Office.

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R-14 Brooks Park Improvement Phase 5 – Lighting

Harwich Recreation & Youth Department and Commission, *Applicant*

Eric Beebe, Harwich Recreation Director, *Project Manager*. *Requesting \$333,500.*

Presenters: Harwich Recreation Director Eric Beebe and Harwich Recreation Board Vice Chair Frank Crowley

Brooks Park Expansion/Improvement Phase Five, the final phase. This project will replace and/or create outdoor lighting. The park's current lights are at the end of their useful life. Some of the lights work sporadically, some require extra work, some don't work, the wooden poles are rotting, and all the problematic lighting issues are impeding park use. Attendance at the park is way up. The pickleball program has close to 300 people signed up. The Rec. Department wants to expand to nighttime programs in summer with pickleball, basketball, and roller hockey. Additional evening programs would benefit from proper lighting,

The proposed LED lights can focus on an area with less glare. It will reduce the ambient light glare by 50%, which is good for the neighbors. It will provide more light with less poles. Safety would improve with the lights covering the old and new parking lots, and the playground. The project would cover the fixtures, poles, and lights; maintenance costs would be zero for 25 years. The control panel will have timers and remote access. If lights were needed at the last minute, Eric could turn them on from his home. The switch to LED would save Harwich some 80% in operating costs of the park's lights. And that's with about half of the current lights not working. The Rec. Dept. has talked with Cape Light Compact about lighting, but these lights are not their area.

It was asked how the lighting project meets CPA guidelines? This project is the final piece of the recreation expansion puzzle. Dennis's Johnny Kelley Park upgraded their lights a few years ago. The \$400,000 cost was funded with CPA funds.

The Rec. Dept. is planning a public meeting in November. They will be giving abutters notice.

5. Old Business:

a) Discussion on Community Preservation Applications

What is the difference between what the CPC requires vs. what the CPC recommends for all projects?

For revisions, after February, Dan volunteered to review the applications.

6. Other:

Last Monday, November 6, 2017 – The Harwich Housing Committee identified a CPC representative. More information to come.

7. Next meeting's Agenda points:

Invitations already sent for presentations.

8. A motion was made by Cindi Maule, seconded by Jim Atkinson, to adjourn.

VOTE: Yes 6; No 0; Abstain 0. Motion carried unanimously.

Adjournment 8:03 PM.