

TOWN OF HARWICH
Community Preservation Committee

Approved 3.8.18

Community Preservation Committee Regular Meeting Minutes
February 8, 2018

Meeting Electronically Recorded

1. Call to Order

Harwich Community Preservation Committee Meeting called to order by Chair Dave Nixon at 6:00 PM, on Thursday, February 8, 2018, in the Harwich Town Hall, Donn B. Griffin Meeting Room.

Present: Chair David Nixon, Vice-Chair Kathy Green, Jim Atkinson, Daniel Tworek, and Mary Maslowski

Vacant: Conservation Commission representative and Housing Authority representative

Absent: Cindi Maule, Joseph Powers, and Selectmen Liaison Donald Howell

Guests: Barry Knowles, Peggy Rose, both of BAMC and Harwich Finance Director Carol Coppola

2. Guests welcomed. No public comment.

3. Approval of Minutes: Meeting of January 24, 2018

A motion was made by Kathy Green and seconded by Jim Atkinson to approve the January 24, 2018 CPC Meeting minutes with correction.

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

4. Old Business:

a) Discussion on David Spitz's update on Brooks Academy outstanding CPC funded projects and possible rescinding of funds.

BAMC Chair David Spitz was unable to attend this meeting. BAMC representatives Barry Knowles and Peggy Rose spoke to have the CPC continue their support of the project to study the Brooks Academy to identify the building issues. Mr. Spitz has spoken with the Town Engineer and Town Administrator on a RFP for the restoration project. After discussion, many CPC members agreed that the study project is necessary to determine the needs of the Brooks Academy. But the CPC members were concerned about further decisions regarding rescinding the other outstanding projects' funding until they were able to speak with David Spitz. At this point no funds have been rescinded.

A motion was made by Jim Atkinson and seconded by Daniel Tworek to table this matter until Mr. Spitz is available to discuss this matter.

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

5. New Business:

a) Discussion & Vote on the CPC's Warrant Articles for May 2018 Town Meeting

Handout: Warrant Articles.

A procedural question was asked regarding the wording of the CPC warrant articles. As is the committee practice, the articles are written modeling past submissions. The articles are reviewed by the town administration and town counsel. They know the correct wording needs much better than this committee. With all this in mind, Chair Nixon made an executive decision that no CPC vote on the wording is necessary. Deadline for the Warrant is tomorrow, at Noon, Feb. 9, 2018.

The written Articles were reviewed noting corrections needed:

1. Articles AA and BB need to have amount listed.

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2. Article JJ needs clarification on which name of the Community Development Partnership to use for the project.
3. It was decided that at the end of this meeting Jim Atkinson would rewrite Article NN with the CPC concept. He will forward it to Kathy for her to submit to the town.
4. Article - Judah Eldredge Property Acquisition was discussed. The estimated cost should be listed as \$369,000. Kathy will insert where appropriate the statement that any funds left unspent from this Article are to be returned to the Community Preservation Act Funds. The town counsel's version needs to be reviewed one more time.
5. Article – Hinckley Pond Remediation was discussed. The first sentence needs to be changed to reflect that the project will appropriate from CPC funds in the amount of \$650,000. It was also noted that there was no reference to alum treatment which will be used in the remediation. That was how the project was presented to the CPC for approval and commitment of funding.

A motion was made by Kathy Green and seconded by Daniel Tworek to change the wording of the Article to include alum treatment.

VOTE: Yes 3; Dave Nixon, Kathy Green, Dan Tworek
No 0; Mary Maslowski and Jim Atkinson
Abstain 0. Motion carried.

Kathy will make the changes to the article and submit.

6. Article – Fund the Affordable Housing Trust was discussed. The town returned to the CPC two different versions. It was noted that there is no reference to the Part Time Housing Coordinator. Kathy will make a change to the end first sentence, adding ... “and a Part Time Housing Coordinator.”
7. The town grouped CPC Articles Under \$50,000 all in one, totaling \$139,740. This includes the following projects: The Albro House Status Assessment, Mt. Pleasant Cemetery Gravestone Preservation, Pleasant Lake Ave. Crossing Lights, Library Preservation & Digitization of the Harwich Oracle, Contracting for Records Retention, Community Development Partnership. It was decided to let this Article stand as is.

Kathy will submit all the Articles to the town.

Two of the Articles will need a grant agreement:

Article JJ – Cape Housing Institute Funding to Support Year Two

Article KK – Habitat for Humanity Community Housing

5. b) Discussion on developing Community Preservation Committee policies, protocols, applications, and process
c) Discussion on Community Preservation Plan

Discussion: New procedures and policies.

Suggestions:

1. Get quarterly reports from grantees.
2. Recall the funds or impose punitive measures if grantees don't follow CPC procedures.
3. Four current applications didn't list a project manager. Should the default project manager be the Town Administrator?
4. Should incomplete applications be returned?

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Handout: CPC Public Meeting Procedures

How can the CPC create new procedures and polices? It seems like the first question that needs to be answered is does the CPC want to be proactive or reactive or a combination of those? Construction or general blueprint concepts are needed. Chair Nixon assigned this task to Dan. It was pointed out that this process could take a couple of years. Individual comments flow into established town plans, like the Community Housing flows into the Production Plan. If the CPC has no allocated funds in this, it would be reactive. To be proactive, funds need to be set, say a set annual funding for the Housing Trust.

It was decided that each CPC member would investigate a neighboring town's CPC policies and practices. Do the towns have a strategic plan? A vision statement, mission statement, core values, core goals, objective goals? What are their CPC plans, policies, applications, etc.? Some research could be done online, but members will need to go to the town in person to do a better investigation. At the next CPC meeting on March 8th, members will present their reports, including documentation.

Chair David Nixon - Eastham

Vice-Chair Kathy Green - Brewster

Jim Atkinson - Chatham and Cape Cod Commission

Daniel Tworek - Falmouth

Mary Maslowski - Dennis

Cindi Maule – Barnstable (Cindi selected after the meeting)

Joseph Powers – Wellfleet and Truro (Joe selected after the meeting)

6. Other:

7. Next meeting's Agenda Points:

- a) CPC members reports
- b) BAMC Chair David Spitz will be invited back

8. Adjournment

A motion was made by Mary Maslowski, seconded by Dan Tworek, to adjourn.

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

Adjournment 8:10PM.