

# TOWN OF HARWICH

## Community Preservation Committee

*Approved 5.10.18*

### **Community Preservation Committee Regular Meeting Minutes March 8, 2018**

*Meeting Electronically Recorded*

#### 1. Call to Order

Harwich Community Preservation Committee Meeting called to order by Chair Dave Nixon at 6:02 PM, on Thursday, March 8, 2018, in the Harwich Town Hall, Donn B. Griffin Meeting Room.

Present: Chair David Nixon, Vice-Chair Kathy Green, Jim Atkinson, Mary Maslowski, Joseph Powers (joined meeting in process at 6:15 PM) and new member Randy Pond, Housing Authority representative.

Vacant: Conservation Commission representative

Absent: Cindi Maule, Daniel Tworek, and Selectmen Liaison Donald Howell

Guest: David Spitz, Chair BAMC (Brooks Academy Museum Commission)

Chair Nixon introduced the new Housing Authority Representative Randy Pond to the committee.

#### 2. Guest welcomed. No public comment.

#### 3. Approval of Minutes: Meeting of Feb. 8, 2018

A motion was made by Jim Atkinson and seconded by Mary Maslowski to approve the Feb. 8, 2018 CPC Meeting minutes.

VOTE: Yes 4; No 0; Abstain 1. Motion carried.

#### 4. Old Business:

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

BAMC Chair David Spitz reported the BAMC has prepared their first draft of proposals. The RFP will soon be posted in the newspapers, listing an April 12, 2018 response deadline. The focus of the \$30,000 study will be accessibility and storage. They would like a lift from the 2<sup>nd</sup> floor to the basement. An elevator location has issues. Record storage in the basement, and possibly on the second floor. The study will also look at the building's structural issues, foundation, etc. with historical building restoration in mind. A new idea for interior work would be another project.

If the CPC doesn't rescind the funds, the BAMC will get started on the project in the fall. If the CPC does rescind the funds, the BAMC will have to wait, but they can return and request funding again. The funds can only be used for what was written in the Town Meeting approved articles. The study is funded at \$30,000. The other two applications/projects have remaining balances on the books. The 2007 application has a balance of approx. \$26,000. The 2008 application has a balance of approx. \$53,000 for exterior work.

The committee members expressed their thoughts. The study of Brooks Academy is important. It was agreed that the building's rehab needs to follow the CPA guidelines for historic restoration. Using CPA historic funds for historic projects is allowable. However, a free hand in going forward with projects not spelled out may be muddying the waters. It was pointed out that work would have to go before the historic commission to go forward. Chair Spitz reported by next September the study would be complete and he would know what needs to be done and if it fits the historic preservation projects.

*Joe Powers joined the meeting in process 6:15 PM.*

# TOWN OF HARWICH

## Community Preservation Committee

*Approved 5.10.18*  
CPC Meeting Minutes, March. 8, 2018  
Page 2

It was pointed out that some of the windows are in desperate need of repair. Part of the 2008 exterior project spent some \$20,000 on windows, with a remaining balance of \$53,000. Windows, storm windows, doors, and clapboard siding rehabbing are listed on that project. It is confusing exactly which locations were listed.

A motion was made by Kathy Green and seconded by Jim Atkinson to rescind the funds from article #41 of 2007 application with approximately \$26,000.

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

The BAMC is allowed to use \$30,000 on the study. The \$53,000 for exterior historical restoration is not recinded tonight.

### 5. New Business:

- a) Reports on neighboring towns' Community Preservation Committee policies and protocols. What are their CPC plans, policies, applications, etc.? Do the towns have a strategic plan? A vision statement, mission statement, core values, core goals, objective goals?

#### **Vice-Chair Kathy Green – Brewster**

1. They have an annual public hearing.
2. No Community Preservation Plan (CPP). They review their priorities every year. They use the Housing Production Plan and Recreation/Open Space Plan to guide them instead of a CPP.
3. Their application has a lot of good points.
4. They have two town meetings every year – an annual and a special town meeting.
  - a. This allows flexibility. Their CPC can address business two times a year, two application processes a year.
5. Applications must follow set protocol to be accepted for review.
  - a. Historical Preservation projects require proof of listings on the State Register of Historic Places, or a letter from the historical commission must be submitted with application.
  - b. A CD or thumb drive must be submitted with written application.
6. Timeframe: spending must be completed in two years.
7. A CPC member is assigned as a liaison to each approved project. That person is in contact with the project manager and provides regular reports to CPC.
8. Two sets of bills must be submitted; one to the town accountant and a second one to their administrative clerk.
9. Their website has every application listed online.

#### **Mary Maslowski – Dennis**

*Dennis website printouts - Jan can make copies or scan for committee.*

1. Not as detailed as Brewster, but a lot of information available online.
2. They list their last two years of applications and awards online.
3. Applications and lists of the application criteria online.
4. Timeframe: A flip of our time frame.
  - a. Host public hearings in March. Then review budget meetings. Then Annual Town Meeting May 2.
  - b. Right after that their new submission review process begins with their application deadline.
5. Award letters for each approved project are written in November.
  - a. Mary will be following up with a Dennis CPC member and will report next meeting. She will be asking about their contract process and if they have a CPP.

# TOWN OF HARWICH

## Community Preservation Committee

*Approved 5.10.18*  
CPC Meeting Minutes, March 8, 2018  
Page 3

### **Joseph Powers – Wellfleet and Truro**

#### **Wellfleet**

1. No CPP.
2. Schedule like ours. Submission deadline Nov 15. If they have a special town meeting, they consider an application.
3. Their application is well formatted.
4. A three-page policy document is very clean.
5. Have sample contracts, etc.

#### **Truro**

1. A wonderful spiral packet.
2. They have a Plan with goals, last updated in 2015. Culled from 2005 Comprehensive Plan
3. Everything is spelled out; what they want their applications to be with models/example prior applications.

*Jim will make copies and email committee where he will leave them.*

*It was later noted their Plan is a Policy Plan not a CPP.*

**Jim Atkinson - Chatham and Cape Cod Commission** - will report next meeting.

**Chair David Nixon – Eastham** - will report next meeting.

**Cindi Maule – Barnstable** - will report next meeting.

**Daniel Tworek – Falmouth** - will report next meeting.

Maybe we should use a spreadsheet to review the towns' good points.

b) Discussion on revisions for the Harwich Community Preservation Committee policies, protocols, and application:

Should Harwich be proactive? – CPC gathers information.

Should Harwich be reactive? – Get input to find out what townspeople want and act on that.

Suggestions for the CPP:

- Be a concept of what the community needs are in CPA areas. - Get input via open hearings.
- Priorities are established.
- List of applications will follow the priorities.
- Harwich has recent Housing Production Plan and Open Space/Recreation Plan.
- Planning Board is working on new Comprehensive Plan. The funding for the hired consultant is delayed at least a year. The work will take about 2 to 3 years. It would be good to coordinate with the PB on the CP.
- The 2011 or 2012 town plan isn't a proper comprehensive plan. A proper comprehensive plan is a strategic plan/policy.
- The 2002 CP is a better start, still valid Goals and Objectives.
- When the CP is updated, we can adapt to that, as it will have community input and plans.
- The Concord Plan is a starting point. Part of the plan can be used as a model. But we need our town's input/priorities.

# TOWN OF HARWICH

## Community Preservation Committee

*Approved 5.10.18*  
CPC Meeting Minutes, March 8, 2018  
Page 4

- For example, we could ask the HDHC for their goals and incorporate that into our CPP.
  - Who is going to do the work?
  - Dan or hiring a paid consultant?
  - Where are we going to start? Need help with structure and planning of plan to give hired consultant direction.
6. Other:
- a) Discuss possible date or time change for the May 10<sup>th</sup> CPC meeting.  
No changes to the meeting schedule currently. Jim will investigate the Planning Board meeting conflict.
  - b) Chair Nixon announced that the committee will be following the CPC record storage process created by former Chair MacCready. Jan asked if anyone had a spare binder to donate to this endeavor. Kathy Green thought she might and would get back to Jan.
  - c) The South Harwich Meetinghouse will host their Grand Opening Concert – a benefit in conjunction with the Chatham Chorale.
7. Next meeting's Agenda Points:
- a) Continuing CPC members reports on neighboring towns' CPC
  - b) Goals and guidelines needs for tax title research funds use
  - c) Executive Session needed for REOS land purchase

Notes on Tax Title Research – Kathy Green reported the 2012 Town Meeting passed the CPC \$50,000 article for tax title research of properties with owners unknown. The money sat on the books because issues arose over the process. A few years back it was rescinded, the funds were then placed into the CPC Admin Fund, and the funds are still there for that purpose. As Chair of the REOS, Kathy Green would like to discuss with the CPC using these funds.

### 8. Adjournment

A motion was made by Chair Nixon, seconded by Joe Powers, to adjourn.

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

Adjournment 7:35 PM.