

TOWN OF HARWICH

Community Preservation Committee

Approved July 12, 2018

Community Preservation Committee Regular Meeting Minutes April 12, 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, April 12, 2018, in the Harwich Town Hall, Donn B. Griffin Meeting Room.

Present: Chair David Nixon, Vice-Chair Kathy Green, Cindi Maule, Daniel Tworek and Randy Pond

Vacant: Conservation Commission representative

Absent: Jim Atkinson, Mary Maslowski, Joseph Powers, and Selectmen Liaison Donald Howell

2. No Guests; no public comment.

3. Approval of Minutes: Meeting of March 8, 2018. Tabled until May 10, 2018 CPC meeting.

4. Old Business:

a) Continued Reports on neighboring towns' Community Preservation Committee policies and protocols.

Cindi Maule – Barnstable: She will be speaking with them. Report to follow in May.

Dan Tworek – Falmouth:

1. Materials on their website.
2. They have a Plan, dated 2016 (describes the ACT), Mission Statement, outlines Objectives, Allocations and uses of funds, Application, Review Process, list of applications from 2005-2015, Committee Operating Procedures, Glossary. Note: very wordy.
3. In addition to their officers of Chair and Vice-Chair, their CPC also has a Clerk and a Finance Officer.
4. They have a larger funding budget. Their mission and objectives may be harder to adopt. Did they have a previous Plan?

Discussion:

- Truro's material may be a good start. No intro is needed. Their appendix is too much, not necessarily for us. Start with: 1) Vision Statement. 2) Mission Statement. 3) Goal and Objectives.
- These are hard to write, but many other towns refer to their town's established plans, using their Comprehensive Plan, Open Space/Recreation Plan, Housing Production Plans. Harwich has updated OS/Rec Plan and HPP.
- What about a Strategic Plan? Truro doesn't have one.
- Where to have a central location to list the past projects? Maybe in the Plan Appendix, or on the town website? Listing the past projects allows for research. The Alliance keeps the list in their database. Maybe we could upload it to the town website or create a link to the Alliance website. Which way would be best?
 - Dan volunteered to write description copy for website.
 - Kathy volunteered to contact the person in charge of the town website to see about how to list past projects.

TOWN OF HARWICH

Community Preservation Committee

Approved July 12, 2018

4.12.18 CPC Meeting

Page 2

- Dan also volunteered to draft a potential Plan outline of policy and procedures. Starting with: 1) Vision Statement. 2) Mission Statement. 3) Goal and Objectives. Later operational procedures. 6-month timeframe.
- There has been a change in the mechanism of town accounting. Include the Town Finance Director in our process.
- Application update
 - Updating Priorities: 1) Application; 2) Guidelines; 3) Criteria.
 - Application needs to be posted on website in June or July.
 - Dan volunteered to do an outline of the Application changes for the May 10th CPC meeting for CPC review.
 - Want applicants to read the application. Update should have more white space, more bullet points.
 - Maybe review Brewster's application – it includes some good points
 - Application submissions should be typed, not hand written. How to handle extra submitted material?
 - How to limit last minutes changes to application submissions like we saw this round with a last-minute doubling of funding request on the night of voting?
 - Kathy will email current application to CPC for review
 - CPC to send application suggestions to Dan. He will get it ready for May 10th meeting.

5. New Business:

a) Goal and guidelines needed for tax title research funds use:

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 conflicts with the legal language. In 2016 the article was rescinded, and the funds were then placed into a separate CPC Admin Fund, and the funds are still there for tax title research with a broader legal language. No criteria were set at that time. The OS/RE committee would like to use some of these funds for tax title research now. OS/RE sought support from the selectmen to use these funds.

Guidelines discussed.

1. Should there be a funding cap placed per project? A title examiner needs to be hired to do the title research. Some projects may take longer than others.
2. Capping may be too limiting – this is the only source of funding. Additional funds could be asked for – coming back to the CPC for review, revisiting the value of the project.
3. Should that be based on the recommendations of the OS/RE Committee?
4. Should the project coordinator be under the Town Administrator/Town Planner? Or under CPC control?
5. Project to be researched needs to meet the CPA guidelines – what the ACT/law allows.
6. There needs to a rescinding process if the monies used for title research ultimately don't have an approved CPA use.

Tabled discussion until Executive Session.

TOWN OF HARWICH
Community Preservation Committee

Approved July 12, 2018

4.12.18 CPC Meeting

Page 3

b) Discussion on closing four older open CPA applications:

1. 2006 TM Article #50, HDHC submitted for Historical Property Inventory remaining balance: \$2,436.86.
2. 2013 STM Article #5, OS/RE submitted for Verrochi Property Purchase remaining balance: \$3,001.00.
3. 2015 TM Article #32, HHS submitted for map restoration remaining balance: \$700.00
4. 2016 TM Article #29, HHS submitted for restoration of the cannon and millstone remaining balance: \$2,501.00

A motion was made by Vice-Chair Green, seconded by Dan Tworek that we close these applications and that the funds be rescinded to their appropriate account categories.

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

Vice-Chair Green will attend to this accounting with Town Finance Director.

Next meeting's Agenda points: May 10, 2018

- o Application updating

EXECUTIVE SESSION

Pursuant to M.G.L. c.30A, § 21(6), to consider the purchase, exchange, lease or value of real estate if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body - Financing for research of owners unknown parcels.

A motion was made by Chair Dave Nixon, seconded by Vice-Chair Green to move into Executive Session to consider the purchase, exchange, lease or value of real estate property, and that the Chair declared that an open meeting may have a detrimental effect on the negotiating position of the public body - Financing for research of owners unknown parcels. The Committee will immediately adjourn after executive session and will not return to open session.

ROLL CALL VOTE: Chair Nixon – Aye; Vice-Chair Green – Aye; Cindi Maule – Aye; Daniel Tworek – Aye; Randy Pond – Aye.

Exited Regular CPC Meeting to move into Executive Session.

Adjournment 7:08 PM after Executive Session.