

TOWN OF HARWICH
COMMUNITY PRESERVATION COMMITTEE

Approved 8.10.17

Community Preservation Committee Regular Meeting Minutes of May 11, 2017

1. Call to Order

Harwich Community Preservation Committee Meeting called to order by Chair Bob MacCready at 6:04 PM, on Thursday, May 11, 2017, in the Harwich Town Hall, Donn B. Griffin Meeting Room. *Not electronically recorded.*

Present: Chair Bob MacCready, Vice Chair Kathy Green, Walter Diggs, Jim Atkinson, David Nixon, Cindi Maule, and Daniel Tworek

Absent: Robert Bradley and Selectmen Liaison Michael MacAskill

Vacant: Housing Committee representative

Guests: Harwich Bikeways Committee Chair Francis Salewski; Harwich Cemetery Commission Administrator Robbin Kelley, Brooks Academy Museum Commission Chair Jeremy Gingras (joined the meeting in progress)

2. Guests welcomed

3. Approval of Minutes: April 13, 2017

A motion was made by Dave Nixon and seconded by Dan Tworek to approve the amended April 13, 2017 CPC Meeting minutes.

VOTE: Yes 7; No 0; Abstain 0. Motion carried unanimously.

4. New Business:

a) Update on Town Meeting

All CPC supported articles passed at the May Town Meeting.

Note: All CPC projects will be identified as capital expenditures on the Town Capital Plan budget.

b) Project Review Status Updates

2. Harwich Cemetery Commission projects' update presented by HCC Administrator Robbin Kelley. Report *handout* given to committee. There are three open article projects. In regards to Article #34, the town accountant has been instructed to return the allocated \$53,000 to the CPC accounts. Robbin will confirm if the funds have been returned or if a town vote is required.

3. Harwich Historical Society – postponed.

4. Harwich Bikeways Committee projects' update presented by HBC Chair Francis Salewski. All their CPC projects are completed. The 2015 project of Bike Crossing Lights on Queen Anne Road is completed. There were comments that these lights were not functioning correctly, but the lights are working, they are noticeable, and they do make traffic slow down. The HBC met with the traffic study group. Queen Anne Road had more commercial traffic making this a priority for crossing lights. The next project will be for lights on the Pleasant Lake Shore Drive, crossing by the little store. It was requested that the CPC application be filled out completely.

1. Brooks Academy Museum Commission project's update presented by BAMC Chair Jeremy Gingras. Four projects are outstanding:

1. Crowell Barn – the final inspection is set for next week. \$27.52 remaining balance; to be returned.

2. Preservation Study – probably going to take that back. The work is pretty much completed by the Highway Department except for a door on the building's east side that was historically a window. This might need an architectural remaindering to be done. The remaining balance was not given.

3. Exterior Restoration Project – the Highway Department and the Sheriff's Department have done much of the work. The remaining balance was not given.

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4. Interior Second Floor Window Project – Waiting on a RFP approval. This is their second go round for an RFP. The first RFP had bids, but scheduling was a problem, so they had to start over. They also have to connect with the Harwich Historical Society. The remaining balance was not given.

It was noted to keep their costs down project work has been done with town workers, the Highway and Sheriff's Departments. The long time Historical Society Director also left. Many of the projects began before Jeremy started with the commission, and their commission members have changed. Jeremy will be stepping down from the commission; the selectmen appoint the five members.

VC Kathy Green asked about the Usage Study Project; the article related to prior projects funding towards storage and climate control. It was suggested there may be a misunderstanding of the projects. The most recent funded project is a feasibility usage study for \$30,000, similar to the Brooks Free Library study, where the Brooks Academy was to be studied.

Kathy Green will bring in all the projects details to compare to work done.

In 2007, a restoration project with a budget of \$50,000 was approved at Town Meeting. – Had a RFP, some work was done, some funds were used.

In 2008, an exterior restoration project with a budget of \$75,000 was approved at Town Meeting. – Had a RFP, the BAMC thought they had ten years to compete work.

In 2014, a revitalization of Brooks Academy, Phase 1 with a budget of \$30,000 was approved at Town Meeting.

The Crowell Barn projects saw many changes over time.

Dan Tworek asked if the CPC should ask for an action plan to get answer on project completion; a complete record of what has occurred, what money was spent on what. We cannot spend CPC funds on town employees.

A motion was made by Cindi Maule, and seconded by Dave Nixon to identify the CPC articles approved in 2007, 2008, and 2014 and how the funds were expended per article and provide their current balances to date. Reply required by July 13, 2017 CPC meeting.

VOTE: Yes 7; No 0; Abstain 0. Motion carried unanimously.

Dave Nixon questioned the time period of projects from start of funding to completion. He thought the time period was too long. In the Town Rec. Department, they keep track of their numbers. Dave is concerned about the outstanding balances on projects. He questioned slow projects and asked if the committee should enforce the time periods.

Cindi Maule thinks the process of project review updates that the committee is doing right now is connecting with the applicants.

Dave Nixon is concerned about the outstanding balances and following up on the town audit. The committee needs to look at what constitutes outstanding balances in the general fund and make note of three years mark. The group of articles in the general fund that should be closed out is causing confusion in the audit. Changes in the town accounting practices have also created problems. Chair Bob MacCready met with the new town accountant. Bob is still fighting with the auditors on the open articles figures.

Dave Nixon questioned which projects had taken a long time to complete once they were approved at Town Meeting? He understood housing projects take many years, but in terms of business, questioned the delays.

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Cindi Maule recommended the committee look at the outstanding projects.

VC Kathy Green read the committee's 2012 approved project expiration policy statement, with the CPC setting the start and finish dates, or the funds will be rescinded. The CPC application now carries that policy stating a project needs to be completed within three years (not five years). Now every year the committee is reviewing all projects. This annual review and the tightening of the application language stride to find problems with projects that have fallen through the holes

A motion was made by Dave Nixon, and seconded by Jim Atkinson, to rescind the CPC expiration paragraph.

VOTE: Yes 6; Chair Bob MacCready, Walter Diggs, Jim Atkinson, David Nixon, Cindi Maule, and Daniel Tworek

No 0;

Abstain 1; Vice Chair Kathy Green

Motion carried.

5. Old Business:

a) Review accounts

Chair MacCready already gave his notes earlier tonight. He amended the new town accountant's spreadsheet and she has agreed to the corrected schedule for June 30, 2016.

Bob noted there is a change in the State's rules of Housing Committee members and how this might affect his serving on the CPC.

b) Review draft of updated CPC application

No update from the application subcommittee.

Jim Atkinson will write the application's paragraph relating the CPA statue guidelines. Then all the subcommittee's revisions will be submitted to Kathy Green before next month's meeting.

c) CPP – There has been progress in concept; some of the town's plans are being updated. The Housing Production Plan and the Open Space/Recreation Plan have been approved by the Planning Board. We are missing the historical input. The CPC may want to look at this now. The CPC could look at future action with the recommendations of the town's big plans. Jim Atkinson also thinks the Planning Board may look at the Comprehensive Plan that was completed in 2010/11. Though the state mandates this plan to be revised every ten years, many want to revise it now. It is a management organizational plan, not really a "comprehensive" plan. The housing segment is really not in line with the housing productivity plan.

6. Other:

a) Approval of payroll for the Board Secretary: Month of April 2017

A motion was made by Kathy Green and seconded by Cindi Maule to pay the board secretary for April's four hours.

VOTE: Yes 7; No 0; Abstain 0. Motion carried unanimously.

7. Next Meeting's Agenda points will also include:

1. Project Report Update from the Harwich Historical Society
2. CPC application revisions
3. CPP

8. Adjournment at 8:01 PM.