

TOWN OF HARWICH
Community Preservation Committee

Approved July 12, 2018

Community Preservation Committee Regular Meeting Minutes
May 7, 2018

1. Call to Order

Harwich Community Preservation Committee Emergency Meeting called to order by Chair Dave Nixon at 4:31 PM, on Monday, May 7, 2018, in the Harwich Community Center, Meeting Room 5.

Present: Chair David Nixon, Vice-Chair Kathy Green, Daniel Tworek, Randy Pond, Jim Atkinson, Mary Maslowski, and Joseph Powers (joined the meeting in session at 4:45 PM)

Vacant: Conservation Commission representative

Absent: Cindi Maule and Selectmen Liaison Donald Howell

Guests: Town Administrator Christopher Clark, Town Finance Director Carol Coppola, and Town Attorney John Giorgio

2. No public comment.

3. Approval of Minutes: Meeting of April 12, 2018. Tabled until May 10, 2018 CPC meeting.

4. Old Business: No Old Business to come before this meeting.

5. New Business:

a) Vote on the following articles for funding source from anticipated FY'19 CPA Estimated Annual Revenue only. Articles #48, #52, #56, #57, #58.

Discussion:

These articles were previously voted/approved on merit. The votes at this meeting are only to clarify the funding sources of the articles.

Following the standard of the DOR, monies need to be certified before they can be used. At the end of the fiscal year the DOR will need time to certify the monies and then they can be spent. The DOR interprets the statute as we can use the remaining balance of FY'17 and anticipated FY'19 CPA Estimated Annual Revenue to fund May 2018 Town Meeting approved projects.

This means we aren't touching the FY'18 monies now, but the funds will be available to use for future projects, once it is certified. Going forward, next May 2019 Town Meeting we can use the FY'18 funds and the anticipated FY'20 Estimated Annual Revenue as the funding source. Any remaining balance of FY'19 funds may also be available for use.

How can we obligate with future estimated income? Other Town Meeting warrant articles are funded with anticipated revenue.

The accounting practice places all incoming funds into the CPC Undesignated Reserve account, where they will wait to be certified by the DOR before spending is approved. The remaining balances that were unspent following this year's Town Meeting will also be placed in the Undesignated Reserve account waiting for certification. Last year when the fiscal year books closed, the Undesignated Reserve account was certified in the fall.

The CPA funds are funneled into the town's CPC Undesignated Reserve account. It is up to the town financial director to distribute those funds into Harwich's prescribed minimum of 10% allocations to the Historic Preservation Reserve account, Community Housing Reserve account, and the Open Space Reserve account.

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The accounting figures will need to be checked. The amount available in a reserve account is one consideration when discussing support of a project. Do we have enough funds in that account to cover the project costs?

CPC may want to investigate setting up a Budget Reserve account. This account would need a Town Meeting vote to establish. If we don't have enough certified revenue to cover a project expense, we could use the Budget Reserve in addition to the 10% allocations to fund it. This would make the money available sooner.

A motion was made by Jim Atkinson, seconded by Dan Tworek that in order to correct the accounting under the DOR, the committee will adjust the funding sources as follows:

- Article #48, all funds to come from FY'19 Estimated Annual Revenue.
- Article #52 the funding to come from \$18,946 Historic Preservation Reserve account, and \$101,329 from FY'19 Estimated Annual Revenue.
- Article #56 that \$90,005 to be transferred from Open Space Reserve account, and \$109,995 from FY'19 Estimated Annual Revenue.
- Article #57 that \$199,052 to be transferred from Undesignated Reserve account, and \$450,948 from FY'19 Estimated Annual Revenue.
- Article #58 that \$237,085 to be transferred from Community Housing Reserve account, and \$262,915 from FY'19 Estimated Annual Revenue.

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

Note: The Town Administrator and the Town Moderator reviewed the Town Warrant; all the motions are O.K.

A motion was made by Vice-Chair Green, seconded by Mary Maslowski to adjourn.

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

Adjournment 5:32 PM