

TOWN OF HARWICH
COMMUNITY PRESERVATION COMMITTEE

Approved 9.14.17

Community Preservation Committee Regular Meeting Minutes of August 10, 2017

1. Call to Order

Harwich Community Preservation Committee Meeting called to order by Vice Chair Kathy Green, acting as the Chair, at 6:31 PM, on Thursday, August 10, 2017, in the Harwich Town Hall, Donn B. Griffin Meeting Room.

Electronically recorded.

Present: Vice Chair Kathy Green, Jim Atkinson, David Nixon, Daniel Tworek, and new committee member Joseph Powers

Absent: Walter Diggs and Cindi Maule

Vacant: Housing Committee representative

Guests: Bob MacCready, Selectmen Liaison Donald Howell, and Frank Crowley, and joining the meeting occasionally
Town Clerk Anita Doucette

2. Vice Chair Kathy Green welcomed the guests Bob MacCready, Selectmen Liaison Donald Howell, and Frank Crowley. She introduced new committee member Joe Powers as the new HDHC representative.

3. Approval of Minutes: May 11, 2017

A motion was made by Dave Nixon and seconded by Dan Tworek to approve the amended May 11, 2017 CPC Meeting minutes.

VOTE: Yes 4; Kathy Green, Jim Atkinson, David Nixon, Daniel Tworek

No 0;

Abstain 1. Joe Powers Motion carried.

No quorum for the June and July CPC meetings; no minutes.

4. New Business:

a) Reorganization

Selectmen Howell announced the first meeting after July 1st, the Charter requires committees to reorganize.

A motion was made by Jim Atkinson, and seconded by Dave Nixon, to nominated Kathy Green as Chair.

Kathy Green declined.

A motion was made by Jim Atkinson, and seconded by Joe Powers, to nominated Dave Nixon as Chair.

Dave requested the support of committee members; all in attendance agreed to assist him.

VOTE: Yes 4; Kathy Green, Jim Atkinson, Joe Powers, Daniel Tworek

No 0;

Abstain 1. Dave Nixon Motion carried.

A motion was made by Jim Atkinson, and seconded by Dan Tworek, to nominated Kathy Green as Vice Chair for the upcoming year of 2017/18.

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

b) Project Review Status Updates

Kathy read the Harwich Historical Society's emailed report; no HHS representative present. The Map Project restoration is complete. The Cannon Project is complete; the granite plaque is in place. The Millstone and plaque are not in place yet; waiting on the Harwich Highway Department. No other projects ongoing.

c) Discuss ideas for assisting potential applicants with their CPC project applications

During the application review, one idea was to create a one-page precursor for the application to get the big questions out of the way for the applicant. A one-page form like the Town of Newton's CPC application criteria bullet points.

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Another idea was to link a CPC member with each application to assist them via support and guidance through the process. A conflict of interest was discussed. It was questioned if the committee member should be linked to applications from their represented areas. Depending on the members' time, maybe it is a better idea to match non-related members to applicants. On the other hand, most CPC members are advocates of their represented committee/commission, but not all members are a bucket area representative. CPC members are also following the ACT. To be more proactive, the CPC could reach out to prior applicants. We don't know who will submit an application this year yet. The deadline is October 2, 2017. It was decided that Kathy will create a list. She will go back as far as the 2012 submissions, maybe of the 10-12 applications received annually, this list of applicants' emails contacts could be about 20. The list can be reviewed at the Sept. 14, 2017 CPC meeting. It was decided that if the liaison meetings are one on one there will be no conflict of the open meeting law.

It was questioned what to do if a committee member liaison sees an application that would not eligible? The liaison should say their opinion, but it would not prevent them from coming forward to the committee. We don't want to stop them from moving forward. We could try this new process. If it doesn't work, we could try something else.

Selectmen Liaison Donald Howell rose to speak to the Public Information Hearing. The hearing is to garner input, solicit from the public as to what is important.

He questioned if the CPC had a written process, adopted by vote? The CPC approved CPC application was not what he meant. Was there a written process and procedure of policy? He felt the state says we need to have a written policy. For example, where is the written policy in asking the applicants to get the corresponding committee to sign off on a potential project? Or the policy for when the project must comply with the CPC qualification as a historic resource? Don doesn't feel the Harwich Historic Commission has the expertise in that. The terms of that are a conundrum. Don wants a written policy to express what is expected; what do applications need to do; who do you need to see.

The public information hearing and the next CPC meeting were discussed. Both the meeting and hearing will be held the same night. Kathy will post in accordance with proper requirements. The public information hearing requires legal notice that must appear two weeks prior.

A motion was made by Joe Powers, seconded by Dave Nixon, that the next CPC Meeting will be held on Sept. 14 at 6:00 PM in the Donn. B. Griffin Room, and further that the Public Information Hearing to occur at the time, at that meeting.

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

5. Other:

Approval of payroll for the Board Secretary: Month of May 2017

A motion was made by Jim Atkinson, seconded by Dan Tworek, to approved payroll for four hours for the Board Secretary.

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

6. Next meeting's Agenda points:

Following tonight's comments - A discussion regarding written policy. Written policies for: terms of historic resources, submission of applications, criteria, contacting other committees. This may be just the tip of the iceberg. Maybe address what is the biggest concern at the next meeting, and go from there.

Dave reminded the committee that the CPC does have one written policy: Limits on monies and time for projects.

7. Adjournment 7:18 PM.