

**TOWN OF HARWICH
COMMUNITY PRESERVATION COMMITTEE**

Approved 9.11.25

**Joint Session Meeting with Select Board and the Community Preservation Committee Minutes
June 23, 2025**

*Recording and Taping Notification: As required by law the Town may audio or video record this meeting.
Any person intending to either audio or video record this open session is required to inform the chair.*

I Call to Order

Harwich Community Preservation Committee Roll Call Vote for quorum: Chair Dave Nixon - Aye, Vice Chair Kathy Green - Aye, Marcy Vigneau - Aye, Mary Maslowski - Aye, Emily Brutti - Aye, John Ketchum - Aye, and Art Bodin - Aye. Meeting called to order with a quorum of committee members present by Chair Dave Nixon at 7:04 PM, on Monday, June 23, 2025, at the Harwich Town Hall, Donn B. Griffin Room.

Joined the Harwich Select Board meeting in session: Present Chair Don Howell, Vice Chair Peter Piekarski, Clerk Mark Kelleher, and Member Anita Doucette

ALSO PARTICIPATING: Town Administrator Joseph Powers, and Executive Assistant Jennifer Clarke

Absent Select Board Member Jeff Handler

II New Business

- A. Discussion in Joint Session with Harwich Select Board and Community Preservation Committee on the 2026 fiscal year grant agreements

Chair Don Howell said he wants to make sure that going forward the CPC will know the CPC finances and will ensure the CPC will have what they need to do their work.

Chair Dave Nixon requested the final written audit. He thanked the Select Board for their assistance in getting the proper accounting accomplished. For tonight's topic, the CPC would like to know what the Select Board is looking for in grant agreements. Dave reminded the Board in the past the Town Finance Directors handled the grant agreements, but in recent years we have had hiccups in this field. Grant agreements are created for non-town entities. Items questioned: How will the funds be dispersed? Will the recipients need to provide an invoice or just request funds in advance? Will the grant agreement spell out these terms and conditions? The grant agreement clarifies there is a three-year time limit for the grantee to fulfill their contractual obligations before the funds may need to be rescinded; and extension could be requested for a committee vote. Last year, the three-year time limit term was removed for the Harwich Affordable Housing Trust's grant agreement as requested. Though members of the Trust and CPC agreed, the grant agreement process didn't go forward. Can the Housing Trust have a grant agreement this year?

Chair Howell said the Trust operates as a fiduciary. As long as they work to forward housing, the grant agreement wouldn't allow the CPC to rescind the funds to the CPC accounts. The funds are the Trust's asset. A Town Meeting vote would be required. The Trust operates under the law jointly signed by the Select Board and the Board of Directors of the Trust. The Trust answers to a higher level as they have to abide by the Mass General Law requirements to fulfill their housing assignment.

CPC John Ketchum offered any organization that is approved by Town Meeting vote is required to follow what was approved, including the Trust. All external organizations need to sign grant agreements, so they understand their obligations for the CPA funded projects. CPC Mary Maslowski added that the Trust is a quasigovernment organization, not a Town entity. That's why the Trust needs to sign the grant agreement to get the basics spelled out and how they will receive the funds. They already signed their CPC application, which is a contract. The grant agreement is needed for non-town organizations to spell everything out, so there are no arguments in the future.

Chair Howell disagreed. He will discuss the matter with legal and will get back to the CPC.

Town Administrator reminded all that there is a town representative serving on the Trust. The Trust is part of the general bylaw. He considers it a Town entity.

He offered there are three projects approved at Town Meeting this May that should have grant agreements: The Rail Trail Land Preservation Project, Forward at the Rock Project, and the Lower Cape Housing Institute.

Historically the Trust has had a grant agreement until recently. The current view is that a grant agreement isn't needed.

The CPC has followed Yarmouth's CPC procedures. The Yarmouth CPC have recently discontinued requiring their Trust to sign a grant agreement.

Dave requested to see the written grant agreements before they are sent out and if the CPC could have the ability to make any recommendations to the document.

Chair Howell would like to keep the communication remain open. They will follow the laws and legal advice.

Time is ticking away. The new fiscal year begins July 1st which is when the new year's funds become available. The grant agreements should be in place by then.

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III Adjournment

A motion was made by John Ketchum, seconded by Emily Brutti, to adjourn.

Roll Call Vote: Chair Dave Nixon – Aye; Vice Chair Kathy Green – Aye; Marcy Vigneau – Aye; Mary Maslowski – Aye; Emily Brutti – Aye; John Ketchum – Aye; Art Bodin - Aye.

Motion passed unanimously.

Adjourned at 7:32 PM.