

**TOWN OF HARWICH
COMMUNITY PRESERVATION COMMITTEE**

Approved May 8, 2025

**Community Preservation Committee Regular Meeting Minutes
March 6, 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 Meeting called to order with a quorum of committee members present by Chair Dave Nixon at 6:01 PM, on Thursday, March 6, 2025, at the Harwich Town Hall, Donn B. Griffin Room. Present for quorum: Chair Dave Nixon, Vice Chair Kathy Green, Mary Maslowski, Marcy Vigneau, Bob Doane, and Emily Brutti.

Absent: John Ketchum and Art Bodin.

II Welcome Guests

A. Public Comment

Matt Sutphin, Harwich Town Resident offered comments on the proposed Rec 6 - Cape Cod Regional Technical High School at 374 Main St. Project. But he is against classrooms being built on this property. He can see using the bog on site for education. He can see ConsCom in favor of education. But building a new school on this site would be a disruption to the land and grounds at the headwaters of the Herring River.

John Chorri, Harwich Town Resident spoke at the Feb. 13 CPC meeting regarding the Rec 6 - Cape Cod Regional Tech High School at 374 Main St. Project. He hasn't seen this project listed on the BOS Warrant yet. He asked if it had been pulled? He questioned with twelve towns associated with the CC Tech, are they all are buying into the project? We don't know the total scope of the project and the costs. With the projected increase of Harwich students participating, Harwich taxes will increase right alongside that. How can we afford this project?

III Approval of Minutes

A. CPC Meeting – February 13, 2025

A motion was made by Kathy Green, seconded by Marcy Vigneau, to accept the CPC meeting minutes of February 13, 2025.

Vote: Chair Dave Nixon – Aye; Vice Chair Kathy Green – Aye; Mary Maslowski – Aye; Marcy Vigneau – Aye; Bob Doane – Aye; Emily Brutti – Aye.

Motion passed.

IV New Business

A. Discussion: Update CPC Financials with Renee Davis, CPA, MBA, Managing Director CBIZ
Ms. Davis couldn't attend tonight's meeting. No report was emailed to committee.

B. Voting on 2024/2025 CPA Funding Requests and Housekeeping Motions

It was offered if a project request receives a motion on the meeting floor, we move on. If a motion is made, but it doesn't receive a second, we move on.

Without the proper trueing up numbers from Renee Davis, CBIZ, the funding sources may need to be changed at the next CPC meeting, March 13, 2025.

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Mary and Kathy presented a working sheet of the accounts using a starting balance from the auditor's FY 2024 Certified Balances Renee Davis had given the committee in Dec. We know the Certified Balances from FY 2024 are in the accounts.

We don't know if the L.A.N.D. Grant monies have been accounted for.

MOTIONS:

1. HOUSEKEEPING – ANNUAL ALLOCATION: [PASSED 6-0]

Kathy Green moved, seconded by Mary Maslowski, that we vote to appropriate and allocate the following sums of money from the FY2026 estimated annual revenues of the Harwich Community Preservation Act Fund as required by G.L., Chapter 44B and Chapter 149, Section 298 of the Acts of 2004, as follows:

- A sum of money for the acquisition, creation, and preservation of the open space;
- A sum of money for the acquisition, preservation, restoration, and rehabilitation of historic resources;
- A sum of money for the acquisition, creation, preservation, and support of community housing;
- And the remainder of Anticipated Revenues to be placed in the Undesignated Fund Balance to be available for use for open space, historic, community housing, and recreation in accordance with the Community Preservation Act requirements.

APPROPRIATION	FY 2026
Open Space Reserve	\$ 270,000.00
Historic Preservation Reserve	\$ 270,000.00
Community Housing Reserve	\$ 270,000.00

Roll Call Vote:

Chair Dave Nixon – Aye; Vice Chair Kathy Green – Aye; Mary Maslowski – Aye; Marcy Vigneau – Aye; Bob Doane – Aye; Emily Brutti – Aye.

Motion passed.

2. HOUSEKEEPING FOR TRUE-UP OF PRIOR YEAR FUNDING FOR OPEN SPACE, HISTORIC PRESERVATION, AND COMMUNITY HOUSING RESERVES: [PASSED 6-0]

Kathy Green moved, seconded by Mary Maslowski, that we vote to approve and allocate the following additional funds into the Open Space Reserve, Historic Preservation Reserve, and Community Housing Reserve from FY2024 Certified Undesignated Fund Balance to ensure the individual reserves reflect prior year revenues from FY2021, FY2022, FY2023, and FY2024.

APPROPRIATION	FY 2024
Open Space Reserve	\$ 350,581.51
Historic Preservation Reserve	\$ 350,581.51
Community Housing Reserve	\$ 350,581.51

Roll Call Vote:

Chair Dave Nixon – Aye; Vice Chair Kathy Green – Aye; Mary Maslowski – Aye; Marcy Vigneau – Aye; Bob Doane – Aye; Emily Brutti – Aye.

Motion passed.

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3. HOUSEKEEPING - ADMINISTRATIVE FUNDS [PASSED 6-0]

Kathy Green moved, seconded by Mary Maslowski, that we approve \$50,000.00 from FY2026 Undesignated Anticipated Revenue Balance to fund the administrative expenses of the Community Preservation Committee.

Roll Call Vote:

Chair Dave Nixon – Aye; Vice Chair Kathy Green – Aye; Mary Maslowski – Aye; Marcy Vigneau – Aye; Bob Doane – Aye; Emily Brutti – Aye.

Motion passed.

4. Lower Cape Housing Institute (CH 1) [PASSED 6-0]

Kathy Green moved, seconded by Mary Maslowski, that we approve \$10,000.00 from FY 2024 Community Housing Certified Balances for the Lower Cape Housing Institute.

Roll Call Vote:

Chair Dave Nixon – Aye; Vice Chair Kathy Green – Aye; Mary Maslowski – Aye; Marcy Vigneau – Aye; Bob Doane – Aye; Emily Brutti – Aye.

Motion passed.

5. Harwich Affordable Housing Trust (CH 2) [PASSED 5-0 WITH BOB DOANE RECUSING HIMSELF]

Kathy Green moved, seconded by Mary Maslowski, that we approve \$500,000 from FY2024 Community Housing Certified Balances to fund the Harwich Affordable Housing Trust.

Bob Doane recused himself from the motion, discussion, and vote.

Discussion: It was offered the Trust's Rental Housing Assistance program (\$250,000) needs to prove itself more. So, this motion was made at a reduced amount to fund the Trust alone at \$500,000.

Roll Call Vote:

Chair Dave Nixon – Aye; Vice Chair Kathy Green – Aye; Mary Maslowski – Aye; Marcy Vigneau – Aye; Emily Brutti – Aye.

Motion passed.

Bob Doane returned to the committee meeting in progress for the next motion.

6. FORWARD at the Rock (CH 3) [PASSED 6-0]

Kathy Green moved, seconded by Emily Brutti, that we approve \$120,000 from FY2024 Undesignated Fund Certified Balances to fund the FORWARD at the Rock project.

Roll Call Vote:

Chair Dave Nixon – Aye; Vice Chair Kathy Green – Aye; Mary Maslowski – Aye; Marcy Vigneau – Aye; Bob Doane – Aye; Emily Brutti – Aye.

Motion passed.

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7. North Harwich Cemetery Gravestone Preservation Project (HP 1) [PASSED 6-0]

Kathy Green moved, seconded by Bob Doane, that we approve \$37,015.00 from the FY2024 Historic Preservation Certified Balances to fund the North Harwich Gravestone Preservation Project.

Roll Call Vote:

Chair Dave Nixon – Aye; Vice Chair Kathy Green – Aye; Mary Maslowski – Aye; Marcy Vigneau – Aye; Bob Doane – Aye; Emily Brutti – Aye.

Motion passed.

8. Cape Cod Rail Trail Land Preservation Project (OS 1) [PASSED 6-0]

Kathy Green moved, seconded by Mary Maslowski, that we approve \$500,000 from FY2024 Open Space Certified Balance to fund the Cape Cod Rail Trail Project.

Roll Call Vote:

Chair Dave Nixon – Aye; Vice Chair Kathy Green – Aye; Mary Maslowski – Aye; Marcy Vigneau – Aye; Bob Doane – Aye; Emily Brutti – Aye.

Motion passed.

9. Herring River Boardwalk – Design and Permitting (R 2) [PASSED 6-0]

Kathy Green moved, seconded by Bob Doane, that we approve \$168,000.00 from the FY2024 Undesignated Fund Certified Balance to fund the Herring River Boardwalk project.

Discussion: Harwich Town Conservation Administrator Amy Usowski emailed a letter to the committee March 6, 2025. It was determined the committee cannot act on the letter because there wasn't enough information yet.

Roll Call Vote:

Chair Dave Nixon – Aye; Vice Chair Kathy Green – Aye; Mary Maslowski – Aye; Marcy Vigneau – Aye; Bob Doane – Aye; Emily Brutti – Aye.

Motion passed.

10. Brooks Park Infield Replacement (R 3) [PASSED 6-0]

Kathy Green moved, seconded by Mary Maslowski, that we approve \$143,000.00 from the FY2024 Undesignated Fund Certified Balance to fund the Brooks Park Infield Replacement Project

Roll Call Vote:

Chair Dave Nixon – Aye; Vice Chair Kathy Green – Aye; Mary Maslowski – Aye; Marcy Vigneau – Aye; Bob Doane – Aye; Emily Brutti – Aye.

Motion passed.

11. Sand Pond Restroom (R 4) [PASSED 6-0]

Kathy Green moved, seconded by Mary Maslowski, that we approve \$33,000.00 from the FY2024 Undesignated Fund Certified Balance to fund the Sand Pond Restroom project.

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Roll Call Vote:

Chair Dave Nixon – Aye; Vice Chair Kathy Green – Aye; Mary Maslowski – Aye; Marcy Vigneau – Aye; Bob Doane – Aye; Emily Brutti – Aye.

Motion passed.

12. Veterans' Field Shade Project (R 5) [PASSED 6-0]

Kathy Green moved, seconded by Dave Nixon, that we approve \$100,000.00 from FY2024 Undesignated Fund Certified Balance to fund the Veterans' Field Shade Project.

Discussion: A committee member commented that they thought this was a lot of money to spend on a shade structure. Another comment offered was they liked the spirit of the shade idea but was not happy with the execution. Another committee member offered they wished the shade project would have a concrete pad. Maybe it can be added later. Another member thought that Director Beebe had done his due diligence. It will be up to the Town to decide.

Roll Call Vote:

Chair Dave Nixon – Aye; Vice Chair Kathy Green – Aye; Mary Maslowski – Aye; Marcy Vigneau – Aye; Bob Doane – Aye; Emily Brutti – Aye.

Motion passed.

Project applications can be found on: <https://www.harwich-ma.gov/1153/2024-2025-CPA-Funding-Requests-for-FY2026>

The working spreadsheet will be updated. Mary will provide motions and spreadsheet to Town Admin.

C. Rescind: 2024 ATM #36 Veterans Memorial Complex Electric Irrigation Replacement

A motion was made by Kathy Green, seconded by Mary Maslowski, to rescind 2024 ATM #36 Veterans Memorial Complex Electric Irrigation Replacement for \$37,000 and return the funds to the CPC accounts.

Vote: Chair Dave Nixon – Aye; Vice Chair Kathy Green – Aye; Mary Maslowski – Aye; Marcy Vigneau – Aye; Bob Doane – Aye; Emily Brutti – Aye.

Motion passed.

V Old Business

A. Continued Discussion: Social Media/Facebook

Emily requested additional time to work on the project.

B. Possible Update: Website

Postponed until next meeting.

VI Other

V Next meeting's Agenda points

- Keep the next scheduled CPC meeting of March 13 for Ms. Davis to attend and provide her audit.
- Amend the Agenda: Discussion and possible changes to the funding sources.
- Possible continued discussion on the CPC financials

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- Continued discussion on new ideas for social media

VI Adjournment

A motion was made by Bob Doane, seconded by Kathy Green, to adjourn.

Vote: Chair Dave Nixon – Aye; Vice Chair Kathy Green – Aye; Mary Maslowski – Aye; Marcy Vigneau – Aye;
Bob Doane – Aye; Emily Brutti – Aye.

Motion passed.

Adjourned at 6:45 PM.