

**TOWN OF HARWICH
COMMUNITY PRESERVATION COMMITTEE**

Approved May 8, 2025

**Community Preservation Committee Regular Meeting Minutes
April 10, 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 Vice Chair Kathy Green at 6:01 PM, on Thursday, April 10, 2025, at the Harwich Town Hall, Donn B. Griffin Room. Present for quorum: Vice Chair Kathy Green, Mary Maslowski, Marcy Vigneau, Bob Doane, Emily Brutti, and Art Boden.

Absent: John Ketchum and Chair Dave Nixon.

II Welcome Guests

A. Public Comment – none.

III Approval of Minutes

A. CPC Meeting – March 6, 2025 – postponed.

IV New Business

A. Open CPC Projects – Update Status Report Presentations:

1) Brooks Academy Museum. Report. Sean Libby, Facilities Maintenance Manager – Update.

2023 Article #27 Brooks Academy Exterior Preservation & Windows Restoration Project, \$690,000

This project is on hold for savings and cost efficiencies as more repairs and preservations is needed. They had hoped to ask for funding last year, but instead they are going for this May's Annual Town Meeting warrant for funding for remaining work. If approved, a project manager will be hired (not from the CPC funding.)

2) CDP – Lower Cape Cod Community Development Corporation. Report. Amanda Bebrin - Update

2024 Article #29 Lower Cape Housing Institute Funding, \$7,500

They had already had ten Harwich attendees. An increase of one over last year. They had 65 new attendees across the area. Great response from attendees.

Their upcoming last workshop of the series will be on 40R/Smart Growth. Many have expressed interest in this topic.

A reminder: The CDP needs to request the funds from the town's Accounting Department. The funds are still on our books. They have been available since July 1, 2024, in the new fiscal year.

3) Harwich Affordable Housing Trust. Report. Chair Larry Ballantine - Update.

2024 Article #28 Affordable Housing Trust Funding, \$500,000

Larry reported they have very passionate Trust committee members.

Their handout gives a financial report, showing funding sources for the Trust.

At the ATM 2021 the town approved the creation of the Affordable Housing Special Purpose Stabilization Fund for the acquisition, creation, preservation and support of affordable housing for occupancy by low and moderate households earning less than 100% of the area median income. Funding sources include 25% of the rooms tax proceeds, ATM 2023 Article #49 \$400,000, and investment interest \$14,197, adding up to \$2,204,549. The BOS have approved an article to transfer \$1.5 Million to the Trust, with the

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remaining amount to held in the Stabilization Fund. If both articles pass in May, the Trust balance would be \$3.1M.

Current projects:

- 456 Queen Anne Road Development – rentals - going through permitting process
 - 205 Bank Street Apartments (Old Fire Station) – Nearly complete
 - 5 Bells Neck Development – 10 Units (3 affordable, 7 market rate – grant supported apartments)
 - West Harwich Square – Multifamily rental – (10 affordable - @ \$180,000 per unit, 30 market rate)
- More information to come next week. The project total cost is about \$10 M. HAHT has approved to fund \$150,000 for preconstruction costs.
- HAHT Rental Assistance – The Trust voted to use \$150,000 towards their program. They a signed 3-year contract with the Homeless Prevention Council to administer the program. They are currently helping six families, and hope to add one to two more families in this program.
 - The report shows an inventory of the Trust owned properties and others discussed.

Committee points –

At a recent REOS meeting, it was offered that the process takes 5 – 9 years to start building.

The Pine Oaks 1 site is going to keep on the list for affordable housing list. About a year and half ago, there were talks with Davenport. Renegotiations are needed. More research is needed.

We would like to provide low to moderate incomes with affordable housing. It was offered the Federal Government defines the levels of income for lower income housing. In the past, KP Law was asked how we could set up funding for workforce housing, but they haven't liked an idea yet. The State is working on some ideas. The State says the Trust can fund at 80%. The CPC allows for 100%.

It was questioned if we could use the rental property tax towards the workforces housing? This would be another fund, not the Trust.

4) Harwich Cemetery Department. Report. Harwich Cemetery Administrator Robbin Kelley - Update
2023 Article #28 Revolutionary & Civil War Memorials Project, \$256,282.40
2024 Article #35 South Harwich Gravestone Conservation Project, \$23,000

The South Harwich Gravestones Project is moving along. A company has been awarded the contract to preserve the gravestones.

The War Memorials Project - After meeting and reviewing the Revolutionary & Civil War veterans list with Dennis, some names have been removed from our list, which now stands at 432 veterans. Robbin will soon be meeting with Yarmouth, to make sure the Harwich veterans list of names is accurate. She estimates to have the finished list ready by the end of April. Then the names will be published in the Chronicle, maybe the public can catch an error. The project is still on its timeline.
Robbin thanked Lynn for all her assistance. A couple of high schoolers have been scanning the files, so they should be available soon.

5) Harwich Conservation Trust. Report. Executive Director Micke Lach - Update
2021 Article #34 Harwich Natural Heritage Trail Project, Phase 1, \$150,000
2022 Article #34 Harwich Natural Heritage Trail Project, Phase 2, \$75,000
Both these projects have been completed. All the CPA funds disbursed. Trails opened in January 2025.

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2023 Article #24 Bells Neck Road-Herring River Land Preservation Project, \$125,000

2024 Article #31 North Woods and Water Supply Protection Project, \$100,000

2024 Article #33 Red River Valley Land and Water Protection Project, \$150,000

All three projects are Open Space Preservation. All the CPA funds disbursed. Conservation Restrictions in place.

2024 Article #26 Cold Brook Trailhead and Public Access Project, \$250,000

The parking area for the assessable trailhead and scenic overlook. This project is 60% complete. The work began last fall. They are working with their partners Harwich Fire Association on this project. These trails projects were also able to be leveraged to receive a \$100,000 State Mass Trail grant for work here. Parking and access open to public in January 2025. To finish the project, paving, signs, and planting will be completed this spring.

Mike reminded the committee that by protecting the land and water supply in Cold Brook, they have reduced the nitrogen and saved taxpayers from the expense of sewer treatment here. The Town has awarded a company a contract to monitor the nitrogen reduction over a three-year plan.

Mike reported the HCT was recently received two awards from their work on Cold Brook. They received reconnection by the American Council of Engineering of MA, honoring the HCT with the Grand Conceptor Award. And Massachusetts Land Trust Coalition, selected HCT for their Conservation Excellence Award.

Committee comments on Cold Brook:

It is a town attraction. It is a favorite of many to walk. They hope there will be enough parking spaces for the Old Firehouse and the walkers. It has really been an improvement on Bank Street.

6) Harwich Fire Association. Report. President of the Harwich Fire Association Bruce Young - Update

2023 Article #29 The Old Fire Station - 203 Bank Street Project, \$350,000

This historical restoration project is almost complete, estimated to be finished by this spring.

Still need to put up exterior lights and paint the trim and doors.

Signage? Kathy told Bruce the CPC is working on that and will get back to them.

2024 Article # 32 203 Bank Street Firehouse Housing Project, \$400,000

Affordable housing project has an estimated completion date of July 1 for the three units. Much of the work has been completed. The paperwork for the lottery is in process. Need to have parking lot before it's a go.

The work on this old firehouse has really transformed it, inside and out. Bruce believes the community will be impressed.

A few committee members have toured the site and are pleased with the work.

Invoices are submitted to the town. The turnaround time has really improved, it takes about a week now.

7) 2024 Article #30 Monomoy Regional School District Press Box Project, \$100,000. Report. Monomoy All-Sports Booster Club Board of Directors President Anthony Bowers, Esq. – Update

Mr. Bowers reported that the press box project is in the contracting stage of the project with the bidding done. They chose the company that did the stands. Finances: Winning bid of \$253,000 (that does not include the site prep or electric) is almost all covered by the CPA funding of \$100,000 each from Harwich and Chatham, and their own Booster Club contribution of \$50,000. They will be asking for the towns for

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their CPA funds in about 4 – 6 weeks. They will continue to fundraise to cover the site prep and electric work needed. They estimate the project to start construction this fall.

We have the written reports, but at the last minute, presenters from Pennrose and Harwich Rec were not able to attend the meeting tonight:

Pennrose, LLC

2022 Article #35 Cape Cod 5 Housing Project, \$100,000

and

Harwich Recreation Department

2019 Article #43 Sand Pond Restroom Replacement Project, \$125,000

2023 Article #33 Sand Pond Restroom Replacement Project - Additional Funding, \$35,000

2025 TBD Article, Sand Pond Restroom Replacement Project - Additional Funding, \$33,000

2022 Article #36 Pickleball/Basketball Project at Brooks Park Project, \$245,500 **

**** COMPLETED ** Balance to Rescind **.**

2023 Article #31 Senior Softball Fields Restroom Project, \$150,000

2023 Article #32 Brooks Park Tennis/Pickleball Court Re-Surfacing Project, \$110,000

2024 Article #25 Beach Automated External Defibrillator (AED) Acquisition, \$39,000

2024 Article #34 Senior Memorial Softball Field Fencing Project, \$110,000

Project Managers were invited, but we didn't hear back. We will invite them to the May 8, 2025 CPC Meeting:

Harwich Housing Authority

2020 Article #34 Rental Assistance Project, \$200,000

Harwich Natural Resources Department

2023 Article #34 Skinequit Pond Remediation Project, \$92,000

Not on tonight's agenda are Town of Harwich Conservation and Town of Harwich HDHC. The project managers are on the May 8, 2025 CPC Meeting Agenda:

Harwich HDHC Historic District Historical Commission

and

Harwich Conservation Department

2018 Article #57 Public Access of the Hinckley's Pond Project, \$75,000

2020 Article #31 (4) Restoration & Rehabilitation of Town-Owned Conservation Lands Project, \$20,000

2020 Article #31 (1) Update of Town Historic Areas and Property Inventory Project, \$34,500

B. Discussion: 4.7.25 CPC Audit Report

CPC Financials Audit Report from with Renee Davis, CPA, MBA, Managing Director CBIZ - Written report not received yet.

Recap of Monday, April 7, 2025, Joint Session Meeting with the BOS where Ms. Davis video participated remotely in the meeting offering her report findings. She was to send her written report to Town Administration. We have not seen it yet.

A committee member questioned why this auditing process has taken so long? Why is it so complicated? In answer, it was offered that it shouldn't have taken so long. We have a baseline now to go forward with, but so many changes in the Harwich Finance Department, there was no practiced consistency. The town

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will have a new Finance Director, we should meet with them soon. It is the practice of this committee to meet with the Finance Directors. Also offered, it is unfortunate that we don't have Davis's report in hand tonight, just to confirm numbers. Ms. Davis did report the L.A.N.D. Grant funds were in the Undesignated Balance, but that means we need to clear up some prior motions' funding sources.

C. Discussion and possible vote: Regarding Articles of the 2025 Annual Town Meeting Warrant Now that we have the trueing up numbers from Renee Davis, CBIZ, the funding sources need to be changed on some of the March 6, 2025, CPC voting on 2024/2025 CPA Funding Requests and Housekeeping Motions.

Mary Maslowski moved, seconded by Bob Doane, to reconsider motions #2, #5, and #8 voted at the March 6, 2025, CPC meeting for funding sources.

#2 Housekeeping for True-up of prior year funding for Open Space, Historic Preservation, and Community Housing Reserves.

#5 Harwich Affordable Housing Trust (CH 2)

#8 Cape Cod Rail Trail Land Preservation Project (OS 1)

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

Motion passed.

#2 To reconsider the Housekeeping for True-up of prior year funding for Open Space, Historic Preservation, and Community Housing Reserves for funding sources

Mary Maslowski moved, seconded by Marcy Vigneau, that we vote to approve and allocate the following additional funds into the Open Space Reserve, Historic Preservation Reserve, and Community Housing Reserve from FY2026 Anticipated Revenue to ensure the individual reserves reflect prior year revenues from FY2021, FY2022, FY2023, and FY2024.

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

Motion passed.

Revised chart:

APPROPRIATION	FY 2026
Open Space Reserve	\$ 350,581.51
Historic Preservation Reserve	\$ 350,581.51
Community Housing Reserve	\$ 350,581.51

#5 To reconsider the Harwich Affordable Housing Trust Project (CH 2) funding sources

Mary Maslowski moved, seconded by Marcy Vigneau that we approve \$500,000, consisting of \$346,679.20 from FY2024 Community Housing Certified Balances and \$153,320.80 from FY2024 Certified Undesignated Balances to fund the Harwich Affordable Housing Trust.

Vote: Vice Chair Kathy Green – Aye; Mary Maslowski – Aye; Marcy Vigneau – Aye; Bob Doane – Abstained; Emily Brutti – Aye; Art Boden – Aye.

Motion passed.

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#8 To reconsider the Cape Cod Rail Trail Land Preservation Project (OS 1) funding sources

Mary Maslowski moved, seconded by Art Boden, that we approve \$500,000, consisting of \$382,879.83 from FY2024 Open Space Certified Balances and \$117,120.17 from FY2024 Certified Undesignated Balances to fund the Cape Cod Rail Trail Land Preservation Project (OS 1).

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

Motion passed.

The working spreadsheet numbers were reviewed.

The working spreadsheet shows an ending balance in Undesignated as \$1,030,047.10 for FY 2024 Certified Balances. Both Open Space Reserves and Community Housing Reserves for FY2024 Certified Balances are empty. Historic Preservation Reserve has \$534,305.24 on account for FY2024 Certified Balances. We will go over the final numbers after Town Meeting and the audit report is delivered.

V Old Business

A. Continued Discussion: Social Media/Facebook

Emily is working on a couple of things.

B. Possible Update: Website

Postponed until next meeting.

VI Other

VII Next meeting's Agenda points

Add meeting - May 5, 2025, at the Community Center, before the Annual Town Meeting.

- Prep for Town Meeting
- All committee members should attend
- Jan will email all project managers to attend ATM and as spokesperson for their project, they should be ready to answer any questions that might be asked on the town meeting floor

May 8, 2025, Regular CPC Meeting

- Review Davis's Audit Report
- Update Status Report Presentations from Conservation Administrator Amy Usowski, HDHC Bob Doane, Natural Resources Dept. Don Yannuzzi, and Harwich Housing Authority Tracy Cannon.
- Discussion: Procedure on Update Status Reporting
- Possible motions for Rescinding

VIII Adjournment

A motion was made by Mary Maslowski, seconded by Art Boden, to adjourn.

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

Motion passed.

Adjourned 7:10 PM.