



# Town of Barnstable

## Community Preservation Committee

[www.town.barnstable.ma.us/growthmanagement/PropertyManagement/CommunityPreservation](http://www.town.barnstable.ma.us/growthmanagement/PropertyManagement/CommunityPreservation)

Lindsey Counsell, Chair

Laura Shufelt, Vice Chair

Marilyn Fifield, Clerk

Alisha Parker, Project Coordinator

Monday, January 23, 2012

**Public Hearing APPROVED MINUTES**

Town Council Hearing Room at 367 Main Street, Hyannis at 5:30 pm

Meeting called to order at 5:32 pm

**Members present:** Lindsey B. Counsell, Richard Sawyer, Tom Lee, Paula Schnepf, Terry Duenas, Paul R. Curley, and Town Council Liaison Janet Joakim, Marilyn Fifield, Sue Rohrbach and Laura Shufelt

**Minutes:** Motion duly made by Terry Duenas and seconded by Richard Sawyer to approve the minutes of the Regular Public Hearing held on Monday December 19, 2011 as amended. Aye: Unanimous, Absent: Fifield (during vote)

**Election of Officers:** Terry Duenas makes a motion to nominate Lindsey Counsell to remain as Chairman, Laura Shufelt as Vice Chairman and Marilyn Fifield as Clerk of the Community Preservation Committee. Sue Rohrbach seconds the motion. Aye: Unanimous, Absent: Fifield (during vote)

**Town Council Workshop Review:** The last time the CPC conducted a workshop with the Town Council was in January of 2007. The current Council Members were briefed on what the priorities were at that time and were asked to share what their priorities are today. Councilors displayed a high interest in Historic and Housing projects, but did show more interest in Recreation and Open Space projects than the 2007 Councilors did. The Council suggested that the CPC return for another workshop in order to complete a more in depth review of each CPA category. This workshop could include suggestions from CPC Members such as; offering a visual mechanism where stickers are used by Councilors to identify which areas are most important to them, providing a background of various projects already funded from each category, and putting dollar signs in front of the Council so they are aware of and understand the funding restraints the CPC faces with each project request. Alisha will provide minutes from the workshop to the Committee members at the February meeting.

### **Correspondence and Other Materials Received:**

Sail Cape Cod Inc., Community Sailing – Letter of Intent – Recreation (Exhibit #1)

Community Preservation Act Coalition Dues (Exhibit #2)

Letter of Support, Old Selectmen's Building Audrey Loughnane (Exhibit #3)

### Late Submission:

Fuller Farm Project Update (Exhibit #4)

Letter of Support –West Barnstable Civic Association, Old Selectmen's Building Karen McMahon (Exhibit #5)

JFK Museum Portico Funding Modification (Exhibit #6)

### **Discussion on Letters of Intent and Applications:**

Sail Cape Cod Inc., Community Sailing Letter of Intent (Recreation) The proposed project was recently presented to the Barnstable Recreation Commission and it was voted by the Commissioners to proceed with the concept of this project. Some Committee Members ask if this project was vetted through the Legal Department for eligibility determination.

JFK Museum Portico Application, DPW (Historic) The DPW submitted a modified funding request form prior to the CPC meeting. The new fund request is to repair the flagpole monument in the front of the Museum. This line item takes place of the fund request to restore the brick steps, but is the exact same estimate. Mark Marinaccio, Building Design Architect for the Town of Barnstable DPW, states that the Structures & Grounds Division replaced the brick steps in the fall of 2011 due to public safety concerns. Organizations such as the Hyannis Chamber of Commerce and the Cape Cod Baseball League Museum are housed in the Museum. Committee Members suggest seeking matching funds from these income generating entities. The JFK Museum was not included in the CBI Historic structures study as the CPC was under the impression that the occupants leasing space were to maintain this structure, but eventually found out that the tenants are only responsible for light maintenance. According to the fund outline, there is a 14% contingency of the total cost set

aside. Marinaccio states that there is major concern during the lintel replacement. The existing lintels are corroded and when contractors begin the rehabilitation, it is unclear exactly what they will find, so extra contingency funding is important to have available. Marilyn Fifield referred to the State Historical Commission's announcement that day of a new round of grants, and Committee members strongly encouraged DPW to consider applying for these funds, as the CPC funds should not be their only source of funding. Before recommending the project to the Town Council, Committee members would like the Town's Legal Department to determine what is eligible for funding. For example; painting of the Town signs is not eligible. Architect Jim Hadley, Historic Preservation Consultant for the CPC, verifies the items being requested for repair are in fact necessary to preserve the structure. Water has penetrated the structure, and, also, proper abatement of lead paint is expensive. **Richard Sawyer makes a motion to table the JFK Museum proposal until the next CPC meeting and is seconded by Sue Rohrbach. Laura Shufelt adds a request to receive a determination of what is fundable from the Legal Department. Sawyer would also like to request a Legal opinion. Tom Lee requests to have an email sent to the Members with the determination.** Vote: Aye –Unanimous

**Old Selectmen's Building Application, DPW (Historic)** The project funding request was initially denied by the Committee in the past which raises concerns for some members. Phase I of the current request includes; building a new foundation beneath the existing wood framed building, site grading, disconnecting utilities to allow for the raising of the structure, reconnecting utilities underground into the building, and incorporating an ADA accessible entry site ramp. This project is heavy with contingencies and soft costs and some members state that the remaining funds are not likely to be rolled back to the Committee. Preservation of the historic fabric of the building must be consistent with Secretary of Interior Standards, and the majority of members agree that the first phase of the project, foundation replacement, should be addressed now as the building is in disrepair. Future enhancements of the building can come in as additional phases. Matching funds are available from the Artist gift fund, an endowment for utilizing the building as a gallery. **Sue Rohrbach makes a motion to move this project forward to the application stage which should include all the information Members are requesting and is seconded by Terry Duenas.** Vote: Aye Counsell, Rohrbach, Curley, Lee, Fifield, Schnepf, and Duenas. Opposed: Shufelt and Sawyer

**Trayser Museum Application, DPW (Historic)** This application has been before the committee in the past. Mark Marinaccio said the DPW applied for grant funds over a year ago, since the Coast Guard Heritage Museum occupies the building, the grant was not awarded. He also said CBI, the contractor responsible for updating the historic structure report on the building, had conferred with the State Historical Commission regarding planned work, as the State holds a Historic Preservation Restriction on it that requires its approval and adherence to the Secretary of Interior Standards. The Coast Guard Heritage Museum, a tenant of the Trayser Museum, has put forth an effort to maintain certain portions of the building in the past. Marilyn Fifield said State Historical Commission staff had just indicated no knowledge of the project, although their approval is required and should precede any vote on funding. Detail on soft costs of approximately \$40,000.00 is requested, as they average about 20% of the total project cost. Paul Curley recommends that a workshop be held with DPW Director, Mark Ells, and staff in order to allow them an opportunity to offer an explanation of how the soft cost figures were derived to cover unforeseen contingencies. With soft costs so high and 100% of the funding sought from CPC for this project, other projects in the queue are not able to be funded because funds are limited. **Paul Curley moves to delay action on this item until the February meeting and the motion is seconded by Laura Shufelt.** VOTE: Aye Unanimous

**West Parish Memorial Foundation, Letter of Intent (Historic)** – The letter of intent is requesting funds in the amount of approximately \$100,000.00 in order for the Foundation to rehabilitate the bell tower. Bill Brower, Trustee and Treasurer of the West Parish Memorial Foundation, states that the bell tower has been in place for over 50 years and the roof and the cradle that supports the bell are showing severe signs of wear. The cost to fix the roof is estimated at approximately \$50,000.00 and the cost to fix the cradle holding the bell is estimated at approximately \$30,000.00 plus the costs associated with mobilizing a crane capable enough to lift the 960 pound bell out of the cradle and tower. The bell was funded by a bequest to the Meeting House by Colonel James Otis in 1806 and is referred to as the "Revere Bell". The timeframe is approximately 6 months for the rehabilitation. **Richard Sawyer makes a motion to move the letter of intent to the application process and the motion is seconded by Paul Curley** VOTE: Aye – Unanimous. \*\*James Hadley, Historic Consultant for the CPC, will meet with the West Parish Memorial Foundation applicant to review the project prior to submission of the application.

Hyannis Public Library, Letter of Intent (Historic) – There is no discussion on this project letter of intent. Terry Duenas makes a motion to move this request to a full application process for the Hyannis Public Library, Sue Rohrbach seconds the motion. VOTE: Aye – Unanimous

**Financial Updates:** The Schedule of Unreserved Fund Balances by Program (Exhibit #7) spreadsheet is shared with the Committee. Members request the presence of Mark Milne, Finance Director, at the February meeting to review the financials and answer any questions.

**General Discussion / New Business:**

Growth Management Department, Letter of Intent (Housing) – A housing project request was submitted to the Committee by Growth Management Director Jo Anne Miller Buntich. Chair Counsell states that this request for funding is structured as a loan program and needs to be reviewed by the Town's Legal Department.

Shufelt mentions that other CPA communities put the allotted amount of housing funds (minimum of 10%) into a municipal housing trust fund and the Board is then responsible for expending the funds under the same conditions as the CPC. There are also restrictions tied to the funds if placed in such a trust. She states that the trustees are more proactive in spending the funds on specific projects. In order to have CPA funds placed in such account, the Chair of the Affordable Housing and Economic Development Trust Fund Board would need to submit a formal request to the CPC and the CPC would then need to recommend the request to the Town Council for appropriation. Shufelt can recommend this to the Affordable Housing and Economic Development Trust Fund Board to see if they can submit a request during this CPC grant cycle. Members agree that it may be a good idea, but would like to make sure that if funds are given to the trust, that the trust is proactive in the use of funds for potential projects. Shufelt's opinion is that Housing projects that go before Town Council are given more limits with the funding than other projects, and that the applicants are not encouraged to apply because projects are not supported by certain villages and their Councilors. If funds are placed in the trust, the projects and fund appropriations do not have to go before the Council.

The DPW and Finance discussions will be at the top of the February agenda. Shufelt provides a breakdown of funding spent to date, by percentage, for each of the categories: Historic 47%, Open Space 35% and Housing 18%.

Sawyer emailed the Recreation Commission Chair Joe O'Brien and requested a revival of the McManus Recreation project. Chair Counsell appoints a sub-committee of Terry Duenas, Lindsey Counsell and Richard Sawyer to work with the Recreation Commission on this project..

**Closing Public Comment: None**

**Adjournment:** Laura Shufelt makes a motion to adjourn the CPC open session meeting and is seconded by Tom Lee. Vote: Aye – Unanimous

Open Session Meeting adjourned at 6:28 pm

The next CPC meeting will take place at 5:30 pm on February 27, 2012 in the Town Council Hearing Room.

Respectfully Submitted, Alisha Parker, CPC Project Coordinator

**Exhibits:**

*Sail Cape Cod Inc., Community Sailing – Letter of Intent – Recreation (Exhibit #1)*

*CPA Coalition Dues (Exhibit #2)*

*Letter of Support, Old Selectmen's Building (Exhibit #3)*

*Fuller Farm Project Update (Exhibit #4)*

*Letter of Support, West Barnstable Civic Association, Old Selectmen's Building (Exhibit #5)*

*JFK Museum Portico Funding Modification (Exhibit #6)*

*Schedule of Unreserved Fund Balances by Program (Exhibit #7)*