



**Town of Barnstable**  
**COMMUNITY PRESERVATION COMMITTEE**

[www.town.barnstable.ma.us/CommunityPreservation](http://www.town.barnstable.ma.us/CommunityPreservation)  
Email: [CommunityPreservationCommittee@town.barnstable.ma.us](mailto:CommunityPreservationCommittee@town.barnstable.ma.us)



Committee Members

Lindsey B. Counsell – Chair • Vacant – Vice Chair • Marilyn Fifield – Historical Commission • Terry Duenas – At Large • Katherine Garofoli – At Large  
Vacant – Planning Board • Tom Lee – Conservation Commission • James Tenaglia – Recreation Commission • Deborah Converse – Housing Authority  
Britt Beedenbender – Town Council Liaison

**Monday, August 19, 2019**  
**Regular Public Hearing APPROVED Minutes**  
367 Main Street, Hyannis, MA - 2<sup>nd</sup> Floor – Hearing Room  
**5:30 PM**

9 SEP 30 P 3 03  
BARNSTABLE  
TOWN CLERK

<b>Lindsey Counsell – Chair</b>	<b>Present</b>
<b>Marilyn Fifield – Clerk</b>	<b>Present</b>
<b>Terry Duenas</b>	<b>Absent</b>
<b>Tom Lee</b>	<b>Present</b>
<b>Katherine Garofoli</b>	<b>Absent</b>
<b>James Tenaglia</b>	<b>Present</b>
<b>Deborah Converse</b>	<b>Present</b>
<b>Britt Beedenbender, TC Liaison for CPC</b>	<b>Present</b>

**Call to Order**

With a quorum present, Chair Lindsey Counsell called the meeting to order at 5:30 pm and read: "Please note that tonight's meeting is recorded and broadcast on Channel 18 and, in accordance with MGL Chapter 30A, s.20, I must inquire whether anyone is taping this meeting and to please make their presence known." No one present was recording the meeting.

**Minutes**

The motion of Marilyn Fifield, seconded by James Tenaglia, to approve the meeting minutes of July 15, 2019, as submitted, passed unanimously with Deb Converse abstaining.

**Discussion**

Mark Milne, Director of Finance, narrated a PowerPoint presentation overview of Community Preservation Financial Report balances as of June 30, 2019, including reserved and unreserved amounts: Community Housing @ \$1,939,593; Historic Preservation @ 1,350,688; Recreation & Open Space @ \$2,061,669; and Undesignated @ \$6,011,865, totaling \$11,368,135. He reviewed the Schedule of Unreserved Fund Balances by Program Area as of June 30, 2019, with remaining available balances of: Community Housing - \$1,178,411; Historic Preservation - \$265,253; Open Space/Recreation - \$1,271,447, and \$6,011,865 in Undesignated funds for a total of \$8,726,976 in available funds for future CPA projects as of June 30, 2019. The list of CPC Active Appropriations was reviewed to identify projects that have been completed, so the remaining balances can be returned to the Community Preservation Fund and accounts closed for the Fiscal Year's end. Mr. Milne explained the Bond Amortization

Schedule as of June 30, 2019, indicating that there will be a large decline in debt service for land bank purchases in 2022 of approximately \$1.7 million, and he reminded that the matching State Community Preservation amounts for each category for the next fiscal year are usually announced in October.

### **Letters of Intent**

**A letter of Intent received from the Affordable Housing Growth & Development Trust is seeking Community Preservation Community Housing and Undesignated Community Preservation funds in the amount of \$2.5 million for Trust projects to acquire, create, preserve, or support Community Housing.**

Mark Milne, Director of Finance and also a member representing the Affordable Housing Growth & Development Trust, explained the Letter of Intent and listed the other members of the Trust Board as Chairman/Town Manager Mark Ells, Assistant Town Manager Andy Clyburn, Laura Shufelt and Wendy Northcross. He explained that the Trust was established in 2007 by Town Council Order 2007-158 per Section 241-47.1(t) of the Code of the Town of Barnstable, pursuant to the provisions of Section 55C of Chapter 44 of the General Laws. He noted that the two purposes of the Trust are to 1) provide funding for the preservation and creation of affordable housing in the town of Barnstable for the benefit of low- and moderate-income households, and 2) promote sound and prudent economic development. He added that the Trust was initially funded with \$1million associated with the Tradewinds housing redevelopment in Craigville, and these initial funds have been used to subsidize several Habitat projects, provide gap funding for some affordable rental projects, and to fund some pre-development due-diligence investigations. He said the Trust would like to be more active instead of reactive by seeking CP Community Housing funds and allowing the utilization of the unique flexibility that the Community Preservation Act, M.G.L Chapter 44 Section 5(f) grants the Trust. Mr. Milne explained that the Trust will also be obligated to meet CPA requirements and will hire a coordinator to assist the Board in the administration and promotion of the Trust.

In response to CPC inquiry regarding the list of Town-owned land to be reviewed for potential use for community housing projects, and also if the Trust will reach out to the community or wait for a developer to apply, the following was relayed: The Trust will work with Town Council and follow the mission of the Town of Barnstable toward the same goals in cooperation with other boards. Counselor Beedenbender, who sits on the Asset Management Committee, said that Town-owned properties are being reviewed for highest and best use as well as available infrastructure overlays. Arden Cadrin, Housing Coordinator, provided a summary that outlines the Housing Production Plan's proposed implementation, explaining that the Plan includes the entire town and will provide incentive to developers, preserve existing units, and provide direct assistance to people who need it.

CPC members inquired if allocating \$2.5 million in available funds to the Trust will impact the other community housing programs in place such as AAAP, and Mr. Milne assured that the other programs will supplement efforts but still function separately, as they do now.

Deb Converse noted that the Trust is small, with only five members, saying that she

would like to see additional members with housing experience added to provide advocacy. Mr. Milne said the Trust was set up with five members, and any change would require legislation, but he said he would bring the question to the Town Manager for consideration.

Laura Shufelt explained that one of the first priorities will be to hire staff that will report to the Trustees, as none of the five members have the time to do the work. That person will also function as an advocate to move proactively and coordinate with Town staff. In response to James Tenaglia's question, Mark Milne indicated that the Trust does have funds that are not Community Preservation funds that can be used for work force housing.

**James Tenaglia's motion was seconded by Tom Lee to move the Affordable Housing Growth and Development Trust's Letter of Intent requesting \$2.5 in Community Housing funds to the full Application stage. Motion carried with a unanimous vote.**

### **Applications**

- None received.

### **Member Updates/Discussion:**

- Housing Assistance Corporation will be holding a full-day training session on November 15, 2019.
- St. Mary's Episcopal Church's Historic Preservation Restriction is with the State for approval.
- Referring to the invitation to CPC from St. Mary's for its "Thank You Dinner" on September 6, 2019, Deb Converse complimented the work on St. Mary's, adding that she and Terry Duenas, as well as a Town Counselor, attended the groundbreaking for the F.O.R.W.A.R.D project in Dennis on August 13, 2019, and found the site beautiful.
- Theresa Barbo, Executive Director of Orenda Wildlife Land Trust, provided a brief update regarding the Trust's Application for CP Open Space funds. She reminded that the land, to remain undeveloped forever, is 6 acres of hardwood and pine forest with no invasive species and home to a multitude of wildlife. She said that the trails will be maintained as a wildlife park, and she said she will be returning in September with a revised amount to acquire the land.
- Receipt of the structural report from Structures North for Barnstable Historical Society's Phinney-Jones House is anticipated for the September 16, 2019, CPC meeting.
- Unitarian Church of Barnstable Application will be referred to Town Council.
- Cape Playhouse, Dennis, will return to Barnstable CPC subsequent to a Dennis CPC decision.
- Zion Historical Museum budget items will need to be revised to reflect CIP funding, and consulting with the Property and Asset Director was suggested.
- Barnstable Hollow Field went before the Town Council on August 15, 2019, and was approved. A separate meeting will be held to discuss a final plan that is acceptable. Counselor Beedenbender said that, unfortunately, public input was missing regarding DPW's original plan. She said that this is a very personal field

in the Village, and plans took residents by surprise. She said Town Council approval was a good-faith move, without a final plan in place. James Tenaglia said that the Recreation Commission had posted public meetings for public input but got no public response. CPC members discussed other ways to reach out for public comment in advance of final plans for public spaces.

### **Member Discussion:**

- Sections of the 2020 CPA Draft Plan are being updated by CPC Members.
- CPC Handbook updates will need to follow the 2020 CPA Plan updates.
- Historic Preservation project review process and policy will need to be developed.
  - It was noted that applicants with historic preservation projects need to submit a complete funding plan for future maintenance.
- Annual meeting will be scheduled following appointments for the two Committee vacancies.
- Arden Cadrin, Housing Coordinator, was invited to make a Housing Production Plan Implementation presentation at the next Community Preservation Committee scheduled September 16, 2019.
- Committee members voted unanimously to send a letter of appreciation to Laura Shufelt for her 14 years of service as Vice Chairman since the inception of the Community Preservation Committee in 2005.
- Committee members voted unanimously to designate Tom Lee as Vice Chairman.

### **Adjournment**

A motion was made by Chair Counsell and seconded by James Tenaglia to adjourn. Motion passed unanimously, and the meeting was adjourned at 6:11p.m.

### **Next Regularly Scheduled CPC Meeting – September 16, 2019**

#### ***List of documents/exhibits used by the Committee at the meeting:***

Exhibit #1 – Draft CPC Meeting Minutes – July 15, 2019.

Exhibit #2 – Power Point and handout – Community Preservation Funds as of June 30, 2019 prepared by Mark Milne, Director of Finance.

Exhibit #3 - Letter of Intent – Affordable Housing Growth & Development Trust

Exhibit #4 –“Housing Production Plan Implementation” – Handout, Arden Cadrin, Housing Coordinator.

Exhibit #5 – Invitation to Thank You Dinner, St. Mary’s Episcopal Church, Sept 6, 2019.

Respectfully submitted,  
Ellen M. Swiniarski  
Administrative Assistant  
Community Preservation Committee  
*and edited by CPC Clerk Marilyn Fifield*

**Please Note:** The list of matters are those reasonably anticipated by the chair, which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. It is possible that if it so votes, the Committee may go into executive session. The Committee may also act on items in an order other than they appear on this agenda.

**\* Public files are available for viewing during normal business hours at the Community Preservation office located at 367 Main Street, Hyannis, MA**

367 Main Street, Hyannis, MA 02601  
Phone: 508-862-4749 Fax: 508-862-4782