



**Town of Barnstable
COMMUNITY PRESERVATION COMMITTEE**



www.town.barnstable.ma.us/CommunityPreservation
Email: CommunityPreservationCommittee@town.barnstable.ma.us

Committee Members

Lindsey B. Counsell – Chair • Laura F. Shufelt – 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, July 15, 2019
Regular Public Hearing APPROVED Minutes
367 Main Street, Hyannis, MA - 2nd Floor – Hearing Room
5:30 PM

Lindsey Counsell – Chair	Present	19	BARNSTABLE TOWN CLERK
Laura Shufelt – Vice Chair	Present	AUG 26	
Marilyn Fifield – Clerk,	Present	P 4	
Terry Duenas	Present	25	
Tom Lee	Present		
Katherine Garofoli	Absent		
James Tenaglia	Present		
Deborah Converse	Absent		
Britt Beedenbender	Present		

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 James Tenaglia, seconded by Tom Lee, to approve the meeting minutes of June 17, 2019, as submitted, passed unanimously with Terry Duenas abstaining.

Comprehensive Field Study

Mr. Robert Steen, Assistant Director DPW, provided an overview of the Barnstable Comprehensive Field Study, narrating a PowerPoint presentation with the most recent changes to the report and noting that the report was presented last June only for the large capital projects such as Lombard Field. He said the initial report was to categorize the types and numbers of fields and their locations and issues, also quantifying their present and future public demand to guide future CIP and CPC requests. He added that the “Lopes” field maintenance model included in the draft report will serve as guidance for DPW maintenance of other fields.

Mr. Steen identified three phases to the study: needs assessment, DPW evaluation and strategic plan development. He summarized key needs assessment conclusions as: there are an adequate number of properties but not necessarily the correct mix of types;

some fields are overused, others underutilized; many facilities have access issues; amenities are desired; school properties have use restrictions; existing maintenance budgets are inadequate, and both schools and DPW need additional resources, but Town Council recently added funding for DPW labor and maintenance in the FY20 budget. He said the most significant change in type of facilities needed was for additional pickleball courts.

Although the evaluations of the 85 fields and courts did not include playgrounds, he noted that most fields are in poor condition, with ADA access, drainage, parking and surface issues. He explained that fields were rated from 1 – 5, with 5 being very good and needing few improvements, while the goal for all fields to be improved would be a minimum rating of 3, which is “okay” and usable, with large CIP projects phased over the next 20 years and an estimated need for \$125K to \$150K per field. He included before and after pictures in the PowerPoint presentation to illustrate improvements that can be accomplished by DPW staff, noting an overall potential savings of \$20M for improvements accomplished with DPW crews.

CPC members expressed appreciation that there is now an overall plan for field improvements and that the Town Council invested in DPW maintenance capability. In answer to CPC questions, Mr. Steen said that some future funding for field improvements will come through the Town Council and CIP and some may come from CP funds, or a combination of both.

Letters of Intent

- None received.

Applications

- The Department of Public Works through the Town Manager is seeking \$162,180 in CP Open Space/Recreation funds for conversion and site restoration work at the Barnstable Hollow Field, eliminating the baseball field and providing green space for public use. Improvements include installation of loam, irrigation system, grass, fencing, guardrail, handicapped-accessible entrance, and picnic tables, while the existing playground will remain operational with a few modifications. Project is consistent with the Barnstable Field Study and will be the pilot project for field renovation projects constructed under the direction of the DPW.

Mark Marinaccio and Chris Gonnella of DPW narrated a PowerPoint presentation that depicted the present site conditions as well as the locations of proposed improvements, including HP access, fencing and new stairs. They explained that the site has accessibility limitations due to an existing stone wall and they proposed improving ADA access with a proper guardrail. Since the site presently has water service and electricity, they considered this field “low-hanging fruit” in the Comprehensive Field Study in terms of priority. They detailed the budget, including hard and soft costs encompassing installation of an irrigation system, ADA access, stairs, picnic tables, field resurfacing, and guard rails. Mr. Gonnella said that amending the soils by working with what is there is the largest problem, and, once rehabilitated, it will be properly maintained.

CPC members expressed support for the DPW's Barnstable Hollow Field as a pilot project for the Comprehensive Field Study, and Mr. Gonnella confirmed that renovation methods will be documented and adjusted accordingly. He also assured Marilyn Fifield that the project will require approval from the Old King's Highway Historic District Committee, in reply to her query. .

Motion was made by James Tenaglia and seconded by Tom Lee to recommend the Department of Public Works Application for \$162,180 in Community Preservation Open Space/Recreation funds for restoration of the Barnstable Hollow Field to the Town Council through the Town Manager. Motion carried with a unanimous vote.

- The Town of Barnstable Property and Risk Management Department through the Town Manager is seeking \$136,055 in Historic Preservation funds to preserve and digitize Town of Barnstable Annual Reports dating from 1868 to the present. Digitization of these records will facilitate public and staff access to these records and include searching capability.

Ms. Theresa Santos of the Property and Risk Management Department presented the Application, noting that the requested amount of \$136,005 is a reduction from the Letter of Intent. She also reported that missing Annual Report volumes have been found at the Massachusetts State Library and will be shared electronically. She explained that each page of the annual report is to be encapsulated in mylar and, incidental to these preservation measures, the pages will be scanned while they are unbound. Subsequent to scanning, she said, the OCR software loaded onto a database will allow searching using key words. She added that the preserved Annual Reports will be stored in the climate-controlled vault in the Clerk's Office.

The Chairman noted receipt of numerous letters of support from various Town departments and libraries.

Motion was made by Terry Duenas and seconded by Laura Shufelt to recommend to the Town Council through the Town Manager the Town of Barnstable Property and Risk Management Department's request for \$136,055 in CP Historic Preservation Funds to preserve and digitize Town of Barnstable Annual Reports dating from 1868 to the present. Motion carried with a unanimous vote.

Public Comment:

Mr. John Reed, curator of Zion Heritage Museum, inquired regarding the status of the Museum's request for CP Historic Preservation funds. As a tenant in a Town-owned property, he said he understands that the Town is responsible for upkeep of the outside of the building, and the museum is responsible for the interior. He said that some of the maintenance has been performed by the Museum solely with grant funds raised in years past. But now, he said, at the least, the building needs insulation before winter, and there are flooding and safety issues that need immediate attention. The Chairman suggested that Mr. Reed contact David Anthony, Director of Property and Risk Management, especially with any flooding or safety issues, adding that he is unsure what approach DPW might take.

Correspondence Received:

- Chair Counsell acknowledged receipt of a letter regarding the Planning Board's recommendation to the Town Council Appointments Committee for appointment of the Planning Board representative on the Community Preservation Committee.

Updates/Discussion:

Chairman Counsell provided the following updates:

- The Structures North structural engineer inspected the Paine-Black House, and Marilyn Fifield was present and reported that he will update his 2014 report on the property, adding that she thought he felt that DPW was on the right track with their plan for improvements.
- The Structures North structural engineer also inspected the Barnstable Historical Society's Phinney-Jones House, and Marilyn Fifield was present and reported that the engineer found an urgent structural deficiency on the porch that required immediate reinforcement. His structural report is anticipated.
- Orenda – Great Marsh Road Acquisition – Revised Application anticipated.
- Unitarian Church of Barnstable - new contractor bids for windows need to be submitted.
- Zion Museum – revised budget will be split between CP and CIP.
- Cape Playhouse, Dennis – waiting to return to Barnstable CPC after Dennis CPC decision.
- St. Mary's Episcopal Church – Historic Preservation Restriction in process.
- Closing for FORWARD's affordable housing project in Dennis will take place within the next few weeks.

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.
 - Members discussed whether costs of engineering reports required for Historic Preservation projects seeking CP funds should be shared, or if plans and reports should be a requirement from the applicant.
- The need to develop policy for the review of applications in general was discussed, including the question of funding projects in other towns.
- Annual meeting will be scheduled tentatively for September 16, 2019.

Adjournment

A motion made by Laura Shufelt and seconded by James Tenaglia to adjourn passed unanimously, and the meeting was adjourned at 6:44 p.m.

Next Regularly Scheduled CPC Meeting – August 19, 2019

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

Exhibit #1 – Draft CPC Meeting Minutes – June 17, 2019.

Exhibit #2 – Comprehensive Field Evaluation Update, DPW – July 15, 2019 PowerPoint

Exhibit #3 - CPC Application – DPW restoration work Barnstable Hollow Field

Exhibit #4 – PowerPoint – Barnstable Hollow Field – DPW

Exhibit #5 – CPC Application, Including Multiple Letters of Support – Preservation & Digitization of Annual Reports from Property and Risk Management Department.

Exhibit #6 – Letter from P. Wackrow, Senior Planner, reporting recommendation of the Planning Board to the Appointments Committee for Planning Board representative on CPC.

Respectfully submitted,

Ellen M. Swiniarski

Administrative Assistant

Community Preservation Committee

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**