



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, May 20, 2019
Regular Public Hearing APPROVED Minutes
 367 Main Street, Hyannis, MA - 2nd Floor – Hearing Room
5:30 PM

19 JUL 16 P 2:38

BARNSTABLE TOWN CLERK

Lindsey Counsell – Chair	Present
Laura Shufelt – Vice Chair	Present until 6:02pm
Marilyn Fifield – Clerk	Present
Terry Duenas	Present
Tom Lee	Present
Katherine Garofoli	Present
James Tenaglia	Present
Deborah Converse	Present
Britt Beedenbender, Council Liaison	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 Marilyn Fifield, seconded by James Tenaglia, to approve the meeting minutes of April 22, 2019, as submitted, passed unanimously, with Deb Converse abstaining.

Letters of Intent

- Barnstable Historical Commission request for \$10,000 in Historic Preservation funds was previously approved by the Community Preservation Committee but subsequently determined ineligible for those funds, so CPC Administrative Funds could substitute for the “Barnstable Prioritized Survey Project” to complete new Massachusetts Historical Commission Inventory forms for historic properties within the town of Barnstable. This funding request represents one-half of the total project cost of \$20,000, with an anticipated FY19 Survey and Planning Grant from the Massachusetts Historical Commission. The project consists of the performance of Form B survey work for approximately 60-100 properties identified as “first priority” in the 2010 Barnstable Historic Preservation Plan.

CPC members noted the importance of the completion of the historic property survey work and felt it was appropriate to use FY19 Community Preservation Administrative funds in support of this project.

Motion was made by Laura Shufelt and seconded by James Tenaglia to use CP Administrative funds in support of Barnstable Historical Commission's request for \$10,000 for Inventory Form B completion on approximately 80 Barnstable properties older than 75 years old. Motion passed unanimously.

- A Letter of Intent received from the Town of Barnstable Property and Risk Management Department, through the Town Manager, seeks CPA Historic Preservation funds in the amount of \$155,000 to digitize and preserve Town of Barnstable Annual Reports published from 1868 to the present to facilitate public and staff access to these records, including searches without needing to handle the original documents.

Ms. Theresa Santos of the Property and Risk Management Department explained that the antique documents are damaged by handling, and the funding sought will digitize the documents to allow preservation of the originals, while the searchable feature will also save time. She added that the digitized Annual Reports will be located in the Town Clerk's Office once a public-assess computer becomes available. Ms. Santos explained that there are three different companies involved in the process: one to scan/digitize; one to convert to OCR and upload to Laserfiche; and one for the physical preservation/rebinding of the books that will be stored in the Town Clerk's Office.

Ms. Santos noted that volumes 1870, 1874 and 1884 of the Annual Reports are missing, even from the local libraries that also have these records, and Marilyn Fifield suggested contacting the State Library at the State House and Boston Public Library in case the missing volumes might be found there. CPC members discussed the higher cost of this project in comparison with the Town's Vital Records preservation project and questioned the necessity of keeping the original physical books, considering the high cost of rebinding the books after scanning. Ms. Santos said that the Town Vital Records project involved a lesser number of documents and that the bids presented were the only ones received, with Kofile the company that preserved the Town Clerk's records.

Motion was made by Terry Duenas and seconded by Katherine Garafoli to move to Application the Letter of Intent in the amount of \$155,000 in CP Historic Preservation funds to digitize and preserve Town of Barnstable Annual Reports dating from 1868 to the present. Motion passed unanimously.

Correspondence Received

Chairman Counsell acknowledged receipt of the following:

- E-mail from Community Services Director Lynne Poyant inviting CPC to the ribbon-cutting at Luke's Love Playground and Lombard Field on May 10, 2019.
- CPC Financial Reports from Finance Director Mark Milne - postponed to the next CPC meeting, June 17, 2019.

Discussion

- The CPC Handbook will be updated to include new procedures for review of historic funding applications and Conservation Restriction review. CPC Members were requested to provide any input or project photos that they would like to see included. Tom Lee suggested including the Conservation Restriction flow chart he created in the handbook.
- The requisite CPC Annual Meeting is tentatively scheduled for July 15, 2019. CPC Members were provided with the draft CPC Plan and asked to begin to consider any updates for the draft plan.
- Member reappointments were submitted for Town Council action.
- Links to the Conflict of Interest Training will be e-mailed to CPC Members who require this training. Conflict of Interest Training is required every 2 years.
- Members were asked to consider how historic requests should be prioritized in the future, including process, criteria, and precedent for historic project review, along with consideration of hiring of a historic preservation consultant, as needed. A brief discussion concerned whether a 2018 annual report should be digitized with Historic Preservation funds.
- Terry Duenas asked if CPA funds can be used to create bathrooms at a Little League field. Chairman Counsell replied that the bathrooms would need to be minimal for CPA funding, but it could be a good opportunity for someone to provide a funding match from funds raised at a food stand, with CPA funding the bathrooms.

Project Updates

Chairman Counsell shared the following updates:

- He attended the ribbon-cutting at Lombard Field and reported that the site is beautiful, encouraging CPC members to visit.
- Centerville Historical Museum is scheduled for Town Council Public Hearing June 6, 2019.
- Conservation Restriction is still in process for the Great Marsh Road acquisition.
- Historic Preservation Restriction is in process for Unitarian Church.
- A new list of upgrades/pricing from DPW for both Zion Union Heritage Museum and Paine-Black House is anticipated.
- It was noted that someone from Duxbury introduced a bill that would allow CPC funds to be used for artificial turf, if passed.

Public Comment:

None.

Adjournment

A motion was made by Terry Duenas and seconded by James Tenaglia to adjourn. Motion passed unanimously, and meeting adjourned at 6:12 p.m.

Next Regularly Scheduled CPC Meeting –June 17, 2019

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

- Exhibit #1 – Draft CPC Meeting Minutes – April 22, 2019
- Exhibit #2 – Letter of Intent – Barnstable Historical Commission – Survey Project
- Exhibit # 3 –Letter of Intent – Property & Risk Management Dept.– Digitization and Preservation of Town of Barnstable Annual Reports from 1868 to Present Day.
- Exhibit #4 – Community Preservation Committee Handbook - 2018
- Exhibit #5 – Community Preservation Committee Draft Plan
- Exhibit #6 – E-mail from Director of Community Services, Lynne Poyant, inviting CPC Members to the Ribbon Cutting at Luke's Love and Lombard Field on May 10, 2019.

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**