



Town of Barnstable

COMMUNITY PRESERVATION COMMITTEE



www.town.barnstable.ma.us/CommunityPreservation

Email: CommunityPreservationCommittee@town.barnstable.ma.us

Committee Members

Lindsey B. Counsell – Chair • Tom Lee – Vice Chair • Marilyn Fifield – Historical Commission • Terry Duenas – At Large • Katherine Garofoli – At Large
 Stephen Robichaud– Planning Board • Tom Lee – Conservation Commission • James Tenaglia – Recreation Commission
 Deborah Converse – Housing Authority • Farley Lewis – At Large • Jessica Rapp Grassetti – Town Council Liaison

Monday, April 25, 2022
Regular CPC Meeting APPROVED Minutes
Remote Access Meeting via Zoom Link: <https://zoom.us/j/89703717421>
5:30 PM

Lindsey Counsell – Chair	Present
Marilyn Fifield – Clerk	Present
Terry Duenas	Absent
Tom Lee-Vice Chair	Present
Katherine Garofoli	Present
James Tenaglia	Absent
Deborah Converse	Absent
Stephen Robichaud	Present
Farley Lewis	Present
Jessica Rapp Grassetti – TC Liaison	Absent

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.

Call to Order (Roll Call)

Present: Tom Lee - **yes**, Marilyn Fifield – **yes**, Farley Lewis - **yes**, Katherine Garofoli – **yes**, Stephen Robichaud - **yes**, Lindsey Counsell - **yes**. Absent: Terry Duenas, Deb Converse and James Tenaglia.

Minutes

The motion of Marilyn Fifield was seconded by Tom Lee to approve the March 21, 2022, Regular Community Preservation Committee meeting minutes as submitted. Motion carried with a roll call vote: **Yes - 5, No – 0, Abstained – 1 (Katherine Garofoli)**.

Letters of Intent

- **Letter of Intent from the Marstons Mills Community Church requesting \$150,000 in Community Preservation Historic Preservation funds for the restoration of the Marstons Mills Community Church including: replacement of clapboard outer walls, refurbishing of doors and windows, renewal and painting of the ceiling, electrical work, refurbishing of the bell tower, re-roofing and foundation work, if required, with \$16,000 raised through private donations.**

Reverend Earl Roberts from the Marstons Mills Community Church was present and reminded that CPC had discussed at a previous meeting that a structural or architectural report may be necessary for the building. He noted the rising costs of materials and the need for more fundraising than originally anticipated. After a brief discussion, CPC agreed that a report that would also confirm project costs needed. It was also noted that the electrical work would not likely qualify for CP funding. Pastor Roberts asked for guidance in locating a consultant to prepare a report for the building, and it was agreed that a list of historic preservation professionals would be shared with him so that he could pursue estimates for a structural report. Splitting the cost with CPC was considered a possibility, once Pastor Roberts returns with estimates.

Applications

- **Application from the Trustees of Reservations requesting \$425,000 in Community Preservation Open Space/Recreation funds to support a community-focused accessible renovation of Armstrong-Kelley Park, an 8.5-acre garden and woodland property located at 675 Main Street, Osterville. This funding request represents a portion of the total estimated project cost of \$1,000,000, with \$575,000 in matching funds to be provided by the Trustees.**

Tom Lee recused himself from discussion of this Application. Anne Smith-White Director of the Trustees of Reservations and Elizabeth Keary Soule, Structures and Landscape Projects Manager, provided an update for the Committee. Ms. Smith-White said that when the Application was first presented in October, \$425,000 was requested to provide a new driveway, accessible boardwalk system and bioswales. She said that they had hoped to start major renovations this Spring, but this has now been pushed back. She said they have been focusing on tree removal, bush and tree transplanting and specimen plant maintenance and labeling. She indicated that they were eager to hear feedback about the scope of the project and to answer any questions CPC may have. There was discussion regarding possible use of the property as a small wedding venue, and it was explained that Armstrong-Kelley Park is open to the public through the merger which aligns with the Trustees of Reservations' listed purposes in their Articles of Incorporation: to acquire, hold, arrange, maintain and open to the public under suitable regulations and educate the public with regard to natural and historic resources and their conservation and stewardship. Ms. Smith-White said that in their 130-year history, the Trustees have never converted or sold any of their land for other purposes. There was discussion regarding 1) the type of Restriction that would ensure permanent public access that the Town would hold in exchange for the granting of Community Preservation funds, as well as 2) the eligibility of the project as a recreation project under the Community Preservation Act because CPC cannot spend funds to improve Open Space property unless it was acquired with CPC funds. After discussion, it was agreed that a visit to the site with the Trustees would be scheduled to help CPC envision proposed improvements and the recreational and educational uses.

Community Preservation Act Administrative Fund Request:

- **The Director of the Planning & Development Department has submitted a request for \$50,000 in Community Preservation Act Administrative Funds for the updating of the Housing Needs Assessment and the Town's certified Housing Production Plan.**

Planning & Development Director Elizabeth Jenkins explained that the Housing Needs Assessment and the Housing Production Plan are prescribed plans by the Department of Housing and Community Development to provide a proactive strategy for planning and developing affordable housing in Barnstable towards the goal of securing at least 10% of housing stock as deed-restricted affordable housing. She said the Town last updated the Housing Needs Assessment Plan in 2014 and the Housing Production Plan in 2016, and both updates were supported by CPC funds. She said the updated Housing Production Plan is due in 2023, and she noted the dramatic changes in the housing market and the need for better data and tools to help guide current CPA funding allocated to the Affordable Housing Trust as well as inform the Comprehensive Plan update. Ms. Jenkins introduced Ryan Bennett, the Town's new Housing Coordinator, who will be overseeing and managing the project for Planning & Development. In answer to a question, Mr. Bennett reported that the Town of Barnstable is presently at 6.9% in pursuit of the 10% affordable goal. CPC members expressed their support and interest in the results.

The motion of Tom Lee was seconded by Katherine Garofoli to approve the request of the Planning & Development Department for \$50,000 in Community Preservation Act Administrative Funds for the updating of the Housing Needs Assessment and the Town's certified Housing Production Plan.

Roll Call Vote: Marilyn Fifield – yes; Katherine Garofoli – yes; Tom Lee – yes; Farley Lewis – yes; Stephen Robichaud – yes; Lindsey Counsell – yes. Motion carried. Yes – 6; No – 0.

Review of FY 2022 CPC Plan Revisions

There was discussion with Ms. Jenkins regarding the minor changes requested by CPC and added to the revised draft CPC plan. After discussion regarding some additional minor additions and revisions, it was decided that a final vote for acceptance of the CPC Plan will take place at the May CPC meeting. It was also discussed that a communications plan for the CPC Action Plan, once finalized, could be coordinated to proactively get the word out, along with consultation with CPC Town Council Liaison Jessica Rapp Grassetti for communication to the Town Council.

Public Comment.

None.

General Discussion

Chair Counsell said that he is seeking photos of CPC projects for the CPC Handbook, with a completion deadline of Labor Day. He also noted that CPC election of officers is due in June.

There was discussion regarding the return to in-person meetings, and Elizabeth Jenkins said that it was determined there was an expanded level of participation due to the availability of convenient remote participation in Zoom meetings during the pandemic. She said that the goal of the Town is to be able to run a hybrid meeting when in-person meetings resume. She noted that technology to allow this has been acquired, although delayed by supply and labor issues, and the goal is to have the technology in place for hybrid meetings by July, when the Governor's order allowing only virtual meetings to take place will expire. She stated that the Town is committed to using the tools developed during the pandemic to encourage as much participation as possible.

Correspondence

Chair Counsell noted receipt of two new Letters of Intent received after the posting of the agenda for the Unitarian Church and Tales of Cape Cod.

Project Updates: Chair Counsell provided the following updates:

- Historical Society of Santuit and Cotuit Application - funding is now available.
- Cotuit Federated Church Application has been scheduled for 1st reading at the April 25, 2022, Town Council meeting, with a Public Hearing in May.
- Barnstable Little League Application has been scheduled for 1st reading at the April 25, 2022, Town Council meeting, with a Public Hearing in May.
- The Application from the Department of Public Works for restoration of the West Barnstable Railroad Depot has been postponed to next year.
- An Application from the Department of Public Works for a new playground at the Osterville Recreation Building is anticipated for the May 16, 2022, CPC meeting.
- An Application from the Department of Public Works for the restoration of Zion Union Heritage Museum is anticipated for the May 16, 2022, CPC meeting.
- Revised Application from the Barnstable Community Innovation School is anticipated for a future meeting.
- Barnstable Historical Society Application – Historic Preservation Restriction is in process.
- Mid-Point Community Housing Application – updates will be provided by the Affordable Housing Trust.
- Sturgis Library Application - 1st funding request has been processed.

Adjournment

Motion was made by Tom Lee and seconded by Katherine Garofoli to adjourn. Roll Call Vote: Marilyn Fifield (yes), Tom Lee (yes), Farley Lewis (yes), Stephen Robichaud (yes), Katherine Garofoli (yes) and Lindsey Counsell (yes). Meeting adjourned at 6:14 p.m.

Next Regularly Scheduled CPC Meeting – May 16, 2022

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

Exhibit 1 –CPC Agenda, April 25, 2022.

Exhibit 2 –Draft CPC Regular Meeting Minutes from the March 21, 2022, meeting.

Exhibit 3 – Letter of Intent – Marstons Mills Community Church

Exhibit 4 – Community Preservation Act (CPA) Administrative Fund Request – Planning & Development Director.

Exhibit 5 - Letter of Support from Town Manager for CPA Administrative Fund Request.

Exhibit 6 - Draft FY 2022 CPC Plan – Revised by Elizabeth Jenkins.

Respectfully submitted,

Ellen M. Swiniarski

Community Preservation Coordinator

Planning & Development Department

and edited by CPC Clerk Marilyn Fifield

Please Note: The list of matters is 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**