



Town of Barnstable

Community Preservation Committee

www.town.barnstable.ma.us/growthmanagement/PropertyManagement/CommunityPreservation

Lindsey Counsell, Chair
Laura Shufelt, Vice Chair

Marilyn Fifield, Clerk
Alisha Parker, Project Coordinator

Monday, November 5, 2012

Public Hearing APPROVED MINUTES

Town Council Hearing Room at 367 Main Street, Hyannis at 5:30 pm
Meeting called to order at 5:34 pm

Members present: Lindsey B. Counsell, Paul R. Curley, Terry Duenas, Richard Sawyer, Marilyn Fifield, Paula Schnepf, Laura Shufelt

Members absent: Tom Lee, Sue Rohrbach

Minutes: Motion duly made by Paul Curley, seconded by Terry Duenas, to approve the minutes of the Regular Public Hearing held on Monday September 24, 2012, as submitted. (Exhibit #1)

VOTE: AYE: Counsell, Duenas, Curley, Schnepf

ABSTAIN: Fifield, Shufelt

ABSENT: Lee, Rohrbach, Sawyer

Presentations

Affordable Accessory Apartment Program (AAP), Application, Growth Management Department (GMD)–
Laura Shufelt recuses herself from the presentation, discussion and vote. Arden Cadrin, Special Project Coordinator for Affordable Housing and Cindy Dabkowski, Accessory Apartment Program Coordinator of the program, present the Committee with a Power Point presentation giving a brief overview of the AAP. (Exhibit #2) The total funding request from CPC is \$200,000.00. Funds in the amount of \$170,000.00 will be available to the homeowner (maximum of \$20,000.00 per unit) and \$30,000.00 will cover administrative costs (staff, advertising and recording fees). The funding would be used to create units from ground up, but the program could be started immediately because the program is already in place under the GMD. These units will meet the 10% affordable housing goal for the Town. Each unit will be deed restricted as they are currently with the CDBG program. Administrative costs are eligible for funding. The deed restriction is in perpetuity and will only go away if the apartment is removed. There is flexibility in how the loan is administered and funds could be rolled back into the CPC if the accessory apartment is sold, lost or refinanced so additional housing can be created under the program. GMD would like to have the opportunity to return to the CPC if additional funds are needed to continue this program.

Paula Schnepf makes a motion to approve the application as submitted by the Growth Management Department for the Affordable Accessory Apartment Program in the amount of \$200,000.00 and is seconded by Paul Curley. **VOTE: Aye-Counsell, Duenas, Schnepf, Curley, Fifield, Sawyer; Recused- Shufelt**

West Parish Memorial Foundation, Application

Peter Smith, President of West Parish Memorial Foundation Trustees, shares a Power Point presentation (Exhibit #3) with the Committee. The Foundation's role is to preserve the 1717 historic structure in West Barnstable as a memorial. In 1809 the Paul Revere bell was installed and was later restored in the 1950's to its original size, character and other features. It is one of the oldest public buildings on Cape Cod and the critical concerns for the existing structure include the structurally unsound bell wheel and housing, the aging, curling and thinning shingles of the roof, as well as its unprotected status with no fire suppression system. The proposal is to complete this project in Phases. Phase I covers the critical needs (i.e. bell housing and tower, existing roof and fire suppression system), Phase II would implement electrical assessment recommendations and a building assessment and historic structure report recommendation, Phase III would continue to implement the recommendations of the final building assessment and complete ongoing maintenance, and Phase IV implements the on-going maintenance plan. Maintaining the capital integrity of the building allows more maintenance flexibility which has been broadened under the changes in the Act.

- Phase I total cost is \$275,000.00 which include; bell housing, bell tower and roof = \$90,000.00; fire suppression system = \$150,000.00 and building assessment and historic structures report = \$35,000.00.

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- Phase II total cost is \$140,000.00 which include; electrical = \$15,000.00, floors and windows = \$105,000.00, and painting = \$20,000.00.
- Phase III costs are pending the completion of the building assessment report.

West Parish funding sources include the \$275,000.00 request from CPC and \$50,000.00 from local fund raising and endowment contributions. The structure is located in the Old Kings Highway Historic District and is a contributing building in the Meeting House Way National Register Historic District. The Historic Preservation Restriction would be held by the Town. Roger Henson, a retired fire chief and Barnstable Village resident, presents Chair Counsell with a letter of support from the West Barnstable Fire Chief (*Exhibit #4*) offering his recommendation of a fire suppression system for the structure. Lucy Loomis, Grant Consultant for West Parish, states that Phase I of the application was for preserving critical components of the structure that are eligible for CPC funding and will apply to the Mass. Cultural Facilities Fund for future Phases ineligible for CPA funding. Marilyn Fifield noted that the project could also be eligible for a Massachusetts Historical Commission grant like that just received for the Town-owned U.S. Custom House. The schedule would begin as soon as possible and would be on-going until the Phases have been completed with the amount of funds awarded. The amount being requested is staged as described on the second page under budget summary, with \$275,000 requested at this time. **Paul Curley makes a motion to move the request of the first Phase of the West Parish Memorial Foundation application that includes the bell housing, bell tower, roof and fire suppression system in the amount of \$275,000.00 and is seconded by Terry Duenas, and Shufelt adds that the balance from the historic preservation fund be used first and the remaining balance be used from the undesignated funds.** Vote: Aye-Unanimous

Discussions on Letter of Intent

Bay School Recreation Fields, Letter of Intent

Patti Machado, Director of Leisure Services for the Recreation Division, is requesting \$47,000.00 for the study of the recreation fields at the Old Bay School in Osterville on behalf of the Recreation Commission. The Osterville Bay Fields have been turned over to the Recreation Division for management in recent months. The existing swing-sets at the school were built in the 1950's and have been modified over time to meet safety standards. The tennis courts are in complete disrepair, as well. Ms. Machado states that these facilities need to be reviewed, renovated and returned to playable condition in order to give back to the community. The estimate provided by the DPW is for the survey, design work and layout of the area. This request is just the fields, no structural facility. The Recreation Commission requested that a maintenance plan be submitted with the design and layout of the field. This letter of intent has been on the CPC schedule since September 8, 2011.

Terry Duenas makes a motion to move the letter of intent for the Osterville Bay School fields to application and is seconded by Paul Curley.

Vote: Aye- Counsell, Fifield, Duenas, Schnepf, Curley, Sawyer; No - Shufelt

General Discussion

Handbook/Guidelines – Chair Counsell recommends that the Recreation Commission report be used as a supporting document to the criteria referenced in the handbook and posted on the CPC website. The report with photos will be used for the posting.

The Recreation Commission has finished the site visits to all the fields, beaches and playgrounds under the management of Recreation. Richard Sawyer provided highlights of the report. *Recreation Commission Report (Exhibit #5)*

Closing Public Comment: None

Shufelt makes a motion to adjourn the meeting, and the motion was seconded by Paul R. Curley. Vote: Aye-Unanimous

The November 26th meeting is still scheduled.

Open Session Meeting adjourned at 6:49pm

Respectfully Submitted,

Alisha Parker

CPC Project Coordinator

Exhibits:

Draft Minutes (Exhibit #1), GMD Presentation (Exhibit #2), West Parish Memorial Foundation Presentation (Exhibit #3), West Barnstable Fire Department support letter (Exhibit #4), Recreation Commission Report (Exhibit #5)

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