



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

BARNSTABLE TOWN CLERK

Monday, May 20, 2013

Public Hearing APPROVED MINUTES

Town Council Hearing Room at 367 Main Street, Hyannis at 5:30 pm

Meeting called to order at 5:30 pm

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Members present: Lindsey B. Counsell, Laura Shufelt, Tom Lee, Terry Duenas, Marilyn Fifield, Paula Schnepf (arrives at 5:33 pm), Sue Rohrbach (arrives at 5:34 pm), and Paul R. Curley **Members absent:** Richard Sawyer

Chair Counsell reads into record before calling meeting to order; "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 members of the public are taping the meeting.

Minutes: Motion duly made by Laura Shufelt, seconded Tom Lee, to approve the minutes of the Regular Public Hearing held on Monday, April 22, 2013, as submitted. (Exhibit #1)

Vote: Aye: Counsell, Lee, Shufelt, Curley, and Fifield **Absent during vote:** Rohrbach, Schnepf **Abstain:** Duenas

Minutes: Motion duly made by Laura Shufelt, seconded Tom Lee, to approve the minutes of the Annual Public Hearing held on Monday, April 22, 2013, as submitted. (Exhibit #2)

Vote: Aye: Counsell, Lee, Shufelt, Curley, and Fifield **Absent during vote:** Rohrbach, Schnepf **Abstain:** Duenas

Correspondence:

Letter regarding grant eligibility – Tales of Cape Cod, Historic (Exhibit #3) Joe Berlandi, President of Tales of Cape Cod, submitted a letter regarding Mass. Historic preservation grant eligibility.

Community Preservation Committee Funds FY2014: Mark Milne, Director of Finance, reviews the FY2014 budget with the Committee. The packet provided by Milne (**Exhibit #4**) has a breakdown of the figures. It is assumed that the surtax for CPC will increase by 2.5% giving an estimated amount of \$3,022,000.00. The state recommends using a 26% state grant match for FY2014 which gives a total of \$767,000.00. The surtax and state grant match totals \$3,789,000.00 for the estimated revenues for CPA fund for next year. The debt service totals approximately \$2,576,000.00 of which \$110,000.00 is bond payments for the historic preservation projects and \$2,466,000.00 is for land bank. The administrative budget will be set up in the amount of \$150,000.00. The estimated revenues minus the debt services and administrative budget will leave the Committee with approximately \$1,173,000.00. The 10% set aside for each of the three program areas is approximately \$379,000.00. The set asides total is \$1,137,000.00, and the amount available to the Committee is \$1,173,000.00, so there is approximately \$36,000.00 remaining as Undesignated funds. The 5% cap for Administrative costs is based on the estimated fund revenue. Reduction in salaries also includes the reduction in FTE of .2 or 1/5 of a position. Advance refund land bank acquisitions in 2011 and 2012 saved the Committee over a million dollars on interest costs.

One accounting change under the Administrative fund made for FY14 is the return of 20% of salaries paid to a Legal staff member. That position has been placed back on general fund account. A new line was added called Administrative support in the amount of \$30,000. This will cover all Town operations on behalf of Community Preservation, including; legal, accounting, treasury, and financial support. The bond amortization schedule also provided indicates a large drop-off in bond payments in FY23.

The Town Council agenda for June 13, 2013, includes item number 2013-148 for the appropriation of set asides and the administrative budget and item number 2013-149 for the appropriation of the debt service.

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All exhibits can be reviewed in the Growth Management Department

Motion made by Lindsey Counsell, and seconded by Terry Duenas, to recommend to the Town Council through the Town Manager to appropriate \$2,576,097 for the purpose of paying the Fiscal Year 2014 Community Preservation Fund debt service requirements, and to meet such appropriation that \$2,466,403 be provided from current year revenues of the Community Preservation Fund and that \$109,694 be provided from the reserve for the historic preservation program within the Community Preservation Fund for the Fiscal Year 2014 CPC Budget.

Vote: Aye: Counsell, Lee, Shufelt, Curley, Rohrbach, Schnepf, Duenas and Fifield

Motion made by Lindsey Counsell, and seconded by Paul Curley and Terry Duenas, to recommend to the Town Council through the Town Manager to set aside \$378,900 for open space; \$378,900 for historic resources; \$378,900 for community housing; and the sum of \$150,000 for Administrative costs to include the following: appraisal, title search, hazardous materials assessment, consulting services, pre-development costs, administrative expenses, and to assist in the development and performance of contracts for community preservation for the Fiscal Year 2014 CPC Budget.

Vote: Aye: Counsell, Lee, Shufelt, Curley, Rohrbach, Schnepf, Duenas and Fifield

Decisions on Application:

Hyannis Water Supply Division, Open Space Acquisition (Exhibit #5) – Hans Keijser, Water Division Supervisor, is requesting funds in the amount of \$50,000 as seed money for the acquisition of properties located within the zone 1 of the wells. In order to protect the resources, some Committee members feel that it is critical to move this request forward now and not with the other project requests. Skip Simpson, Vice President of the Hyannis Water Board, notes that quality of water is impacted directly by the adjacent properties.

Sue Rohrbach moves the application to recommend to the Town Council to approve \$50,000 from the open space program for the water supply zone 1 land acquisition program and is seconded by Paul Curley.

Vote: Aye: Counsell, Lee, Shufelt, Curley, Rohrbach, Schnepf, Duenas and Fifield

Decisions on Letter(s) of Intent:

Letter of Intent – Saint Mary's Church in Barnstable Village, Historic (Exhibit #6) Peter Scarafile, Chairman of Buildings and Grounds for Saint Mary's, is present to answer any questions regarding the letter of intent. This request has 100% matching funds, and they do not anticipate requesting additional funds from CPC in the future.

Paul Curley moves the letter of intent to the application, seconded by Tom Lee.

Vote: Aye: Counsell, Lee, Shufelt, Curley, Rohrbach, Schnepf, Duenas and Fifield

Letter of Intent – GMD Downtown Housing Plan, Housing (Exhibit #7) Jo Anne Miller Buntich, Director of the Growth Management Department, gives a brief overview of the funding request. To date, funds have been committed for the study by the Cape Cod Chamber of Commerce and a Priority Development Fund Planning Assistance Grant from MassHousing that will support a downtown economic development study for year round housing opportunities. The Town will need to adopt several programs offered by the state in order to qualify for specific funding. The Housing Development Incentive Program (HDIP) requires redevelopment to occur, and it meets the requirements of CPA. Downtown Hyannis consists of a general study area that will be defined more clearly by the study. Some areas will be parcel specific, as there are certain requirements dedicated to each. Multi unit and year-round rental housing is the primary need in downtown Hyannis.

Laura Shufelt moves the GMD letter of intent to the application stage and is seconded by Paul Curley.

Vote: Aye: Counsell, Lee, Shufelt, Curley, Rohrbach, Schnepf, Duenas and Fifield

Letter of grant findings – Tales of Cape Cod, Historic (Exhibit #8) Joe Berlandi, President of Tales of Cape Cod, submitted a letter regarding historic preservation grant eligibility, noting that that night, May 20th, would mark the start of the 42nd year of lectures at Tales of Cape Cod. Chair Counsell recommends that Joe Berlandi meet with Hadley Crow, CPC Historical Consultant, to review the project. Alisha will connect Jim Hadley and Joe Berlandi and table the project until they meet.

Laura Shufelt moves the Open Space acquisition on Lumbert Mill Road, Tyburski property letter of intent to the application stage and is seconded by Tom Lee, (Exhibit #9)

Vote: Aye: Counsell, Lee, Shufelt, Curley, Rohrbach, Schnepf, Duenas and Fifield

General Discussion:

Email – Housing Assistance Corporation Update, Buy Down Program, Housing (Exhibit #10)

Gael Kelleher, Housing Assistance Corporation, provides an update on the previously awarded HAC Buy Down Program Project. In 2009, \$250,000.00 was awarded to assist approximately 5 first time homeowners, each with \$50,000.00. Since then, only 2 homes have been completed. HAC would like to do more but is not able to financially. Each unit was allotted approximately \$80,000.00: \$50,000.00 came from CPC and \$30,000.00 from County grants, but the County grants are no longer available. Because of the lack of funding, it may be beneficial to do two more houses and not three as intended. The units do have to be deed restricted and, in order to count towards the affordable housing inventory stock; they have to meet fair housing criteria. Chair Counsell requests that the Committee review the project and discuss it at length in a future meeting. The item will have to go back to the Town Council to review the order if there are changes from the original order. The order can be reworded and possibly have additional funds added to the request. Janet Joakim suggests that the Committee hold a workshop with the Council regarding housing considerations.

CPC Plan:

At the previous meeting, Members suggest that “publicly-owned property” be defined more broadly in the Plan and Handbook by either a definition or a revision to clarify Page 6, Section C. Historic Preservation. Marilyn Fifield suggested “**property in government or nonprofit ownership that provides public access or other public benefit,**” and the Committee agreed. Joakim states that this is a big issue to the Council, with more support for a clear public benefit.

Executive Session Minutes Released:

As chairman, Lindsey Counsell recommends to release the executive session minutes as follows:

January 15, 2008 (Portion) – Bayview Farm Phase III, January 26, 2009 (Portion) – Galloway, West Barnstable Brick Factory, October 14, 2009 – Paine Black House, March 23, 2010 – 100 Cross Street, Belanger, April 26, 2010 (Portion) – Fuller Farm, Coleman – Open Space November 15, 2010, January 24, 2011, February 28, 2011, March 28, 2011, February 27, 2012.

Closing Public Comment: None

Motion: Paul Curley makes a motion to adjourn the meeting and the motion was seconded by Tom Lee.

Vote: Aye-Unanimous

Public hearing concluded: 6:29 pm.

Respectfully Submitted,

Alisha Parker

CPC Project Coordinator

Exhibits: Minutes Regular Meeting April 22nd (Exhibit #1), Minutes Annual Meeting April 22nd (Exhibit #2), Letter of grant findings – Tales of Cape Cod, Historic (Exhibit #3), CPC FY2014 Funds (Exhibit #4), Application – Hyannis Water Supply Division, Open Space (Exhibit #5), Letter of Intent – Saint Mary's Church in Barnstable Village, Historic (Exhibit #6), Letter of Intent – GMD Downtown Housing Plan, Housing (Exhibit #7), Letter of Intent – Tales of Cape Cod, Historic (Exhibit #8), Letter of intent – Tyburski, Open Space Acquisition (Exhibit #9), Email – Housing Assistance Corporation Update, Buy Down Program, Housing (Exhibit #10).