



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 • Sue Rohrbach – At Large
 Tom Lee – Conservation Commission • Richard Sawyer – Recreation Commission • Deborah Converse – Housing Authority
 Will Crocker – Town Council Liaison

Monday, December 15, 2014
Regular Public Hearing – Approved Minutes
 367 Main Street, Hyannis, MA - 2nd Floor – Hearing Room
5:30 PM

Lindsey Counsell – Chair	Present
Laura Shufelt – Vice Chair	Absent
Marilyn Fifield – Clerk	Present
Terry Duenas	Present
Tom Lee	Present
Sue Rohrbach	Absent
Richard Sawyer	Present
Deborah Converse	Present
William Crocker, Town Council Liaison	Absent

Call to Order

With a quorum present, Chair Lindsey Counsell called the meeting to order at 5:30 pm. Chair Counsell then read into record: "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

- A motion was made by Richard Sawyer, seconded by Tom Lee, to approve the Community Preservation Committee minutes of October 27, 2014 as amended. Voted unanimously to approve.
- A motion was made by Richard Sawyer, seconded by Tom Lee, to approve the Community Preservation Committee minutes of November 24, 2014 as submitted. Voted to approve; Deborah Converse abstained.

Old Business

None

New Business

None

Letters of Intent

LOI for \$226,781 for Old Town Hall building - A letter of intent was submitted through the Town Manager's office seeking \$226,781 in additional funding for design, project management and construction to complete the full stabilization and restoration of the exterior of the Old Town Hall building.

John Juros, AIA, Town Architect, and Mark Marinaccio, Building Design Engineer, were present to discuss the request. Mr. Juros stated that after recently completing work at the Old Town Hall (JFK Museum) building, the structural engineer is recommending that additional lintels be replaced in addition to the cleaning, caulking and sealing of the exterior masonry.

Mr. Sawyer questioned the 29% contingency cost and asked if contingency costs are typically spent in entirety. Mr. Juros stated that this percentage follows suit for other projects and the full contingency costs are usually used up.

Mr. Sawyer asked for the total costs of the renovation to date for the next meeting. Mr. Juros stated that he will provide a full accounting of the costs of the restoration to date.

- A motion was duly made by Terry Duenas, seconded by Tom Lee, to move the funding request to the full application stage. It was voted unanimously to approve.

Letter of Intent for \$62,000 for U.S. Custom House Phase II – A letter of intent was submitted through the Town Manager for \$62,000 for additional Phase II exterior restoration of the U.S. Custom House. Mr. Juros stated that the \$62,000 was originally intended to reimburse the Community Preservation Fund, but there are open bids for Phase 2 for the exterior skin of the building, and additional work is needed to take apart the granite steps in the front of the building and redo the basement area where water enters the building. All the money in the base bid of the contract will be expended without this additional work being done. Consequently, Mr. Juros asked the Committee to approve that the reimbursement grant from the Mass. Historical Commission not be returned to CPC and that the funds instead be transferred into this project.

Mr. Duenas asked if the Committee can do that without violating procedure. Chair Counsell stated that he would ask the Legal Department to review the language of the original motion to confirm that this is acceptable.

- A motion was made by Richard Sawyer to approve the letter of intent from the Town Manager in the amount of \$62,000 for additional Phase II restoration work at the U.S. Custom House, without reimbursement of the State grant funds to CPC. Motion seconded by Tom Lee. Voted unanimously to approve.

Letter of Intent from JFK Memorial Trust Fund Committee for \$885,633 for restoration of the John F. Kennedy Memorial Park – Ms. Lynne Poyant, Director of Community Services and Chair of the JFK Memorial Trust Fund Committee, explained that the memorial was dedicated in 1966 and since that time has received regular maintenance, but now the park needs a complete restoration. Ms. Poyant provided the members with the CIP cost breakdown.

Mr. Lee asked if the design and layout would remain unchanged, and Ms. Poyant replied that they would. Mr. Lee considered the engineering cost high at 12%. Mr. Juros stated that the cost estimates were done in 2011 and that they would have to go out with a design RFP and these numbers would then be revised accordingly. Mr. Lee also thought that overhead and profit numbers were missing from the CIP request.

Ms. Fifield asked if this was on the National Register of Historic Places and therefore eligible for Community Preservation funding. The Legal Department will be consulted to determine if this project would qualify for Historic Preservation or Recreation CPA funding.

Ms. Converse asked if there were any other sources of funds, and Ms. Poyant replied that they are looking at other grant funding. She added that the Trust will continue to maintain the property.

- A motion was made by Terry Duenas to move the request for funding for the restoration of the JFK Memorial Park in the amount of \$885,633 to the full application stage. Seconded by Tom Lee. Aye – 5 (L. Counsell, T. Lee, M. Fifield, D. Converse, T. Duenas); 1 – Nay (R. Sawyer). Motion approved.

Applications/Presentations

Application from Habitat for Humanity of Cape Cod for \$100,000 for two single-family homes on Old Stage Road, Centerville – Leedara Zola and Reverend John Terry represented Habitat for Humanity of Cape Cod. Ms. Zola stated that the funding request is for two deed-restricted homes for families at or below 65% of area median income. The land is donated. The home buyers are selected through the Department of Housing and Community Development and must be income-qualified and credit-worthy, as a Habitat mortgage would be extended to them. Potential homebuyers are also required to contribute either 250 or 500 hours of sweat equity in the construction of the home. Ms. Zola explained that the per-unit construction costs are a little higher due to solar panel installation, and Habitat is looking into full grant coverage for that. Mass General Laws Chapter 40B will be used to permit the homes.

- A motion was made by Deborah Converse to approve and forward the application to the Town Council from Habitat for Humanity of Cape Cod in the amount of \$100,000 for the creation of two single-family homes on Old Stage Road in Centerville. Motion was seconded by Tom Lee. Voted unanimously to approve.

Correspondence

None

General Discussion

CPA Financial Statements – Richard Sawyer stated that he will follow up with Mark Milne regarding some questions he had pertaining to undesignated funds on this statement dated December 11, 2014. After general discussion regarding the status of several outstanding appropriations, Mr. Sawyer said that he would like to further discuss the schedule of continuing appropriations at the January meeting.

Deborah Converse agreed to check on the status of these housing appropriations:

2007-008	Affordable Housing Program GMD
2009-024	HAC Home Ownership Program
2013-072	Affordable Accessory Housing
2014-008	Housing Study

Lindsey Counsell agreed to follow up on:

2008-030	West Barnstable Community Building (balance of \$2,230)
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Report from Housing Subcommittee – Tom Lee and Laura Shufelt met and discussed reaching out to other housing groups and scheduling a workshop.

Deb Converse commented that the Town of Yarmouth just began a program using CPA housing funds for repairs to non-affordable homes in order to keep people in their homes. There was discussion regarding implementing a similar program in Barnstable.

Application and filing requirements for printed materials – Chair Counsell would like to reduce the amount of hard copy filing requirements. Since several members were not in attendance, this topic was tabled for consideration at the next meeting.

Ways to Water Program – Chair Counsell stated that about 60 properties require deed research and asked the members if there is any interest in funding this with CPA funds. Chair Counsell will try to get some estimates from the Legal Department on how much this would cost.

Closing Public Comment

None

Adjournment

A motion was made by Richard Sawyer, seconded by Tom Lee, to adjourn. Voted unanimously to adjourn. Meeting ended at 6:45 pm.

Next Regularly Scheduled CPC Meeting – January 26, 2015

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

- #1 Letter of Intent from DPW for Old Town Hall
- #2 Exterior photo of Old Town Hall renovations
- #3 Exterior photo of Old Town Hall renovations
- #4 Exterior photo of Old Town Hall renovations
- #5 Exterior photo of Old Town Hall renovations
- #6 Letter of Intent from DPW for US Custom House
- #7 Letter of Intent & CIP project breakdown from JFK Memorial Trust Fund for JFK Memorial Park
- #8 Application from Habitat for Humanity of Cape Cod
- #9 CPA financial statements dated 12/11/14

Respectfully submitted,

Marjorie Watson
Administrative Assistant
Community Preservation Committee

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