



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
 Stephen Helman – Planning Board • Tom Lee – Conservation Commission • Richard Sawyer – Recreation Commission • Deborah Converse – Housing Authority
 Will Crocker – Town Council Liaison

2016 JAN 29 PM 12:36
 BARNSTABLE TOWN CLERK

Monday, December 21, 2015
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
Stephen Helman	Absent
Tom Lee	Present
Sue Rohrbach	Present from 5:50 pm
Richard Sawyer	Present
Deborah Converse	Present
William Crocker, Town Council Liaison	Present

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 and seconded by Tom Lee, to approve the Community Preservation Committee minutes of August 24, 2015 as submitted. Unanimous vote to approve.
- A motion was made by Richard Sawyer and seconded by Tom Lee, to approve the Community Preservation Committee minutes of November 23, 2015 as submitted. Unanimous vote, Terry Duenas and Deborah Converse abstained.

Letters of Intent

Letter of Intent was received from Tales of Cape Cod seeking \$85,000 for historic preservation and restoration of the Olde Colonial Courthouse located at 3046 Main Street, Barnstable, representing 50% of the cost of Phase 1 work. (Town Council Liaison, William Crocker recused himself due to a possible conflict of interest.)

Joe Berlandi, President of Tales of Cape Cod, explained that Phase 1 work is to secure the exterior of the building, roof, and siding, based upon the study performed by architect and CPC consultant Jim Hadley 3 or 4 years ago. He said the most immediate need identified in the Hadley report is to secure the outside of the building for an estimated total of \$170,000 required for Phase 1 work.

Mr. Berlandi explained that a grant application for \$85,000 has been submitted to the Massachusetts Cultural Council, representing the other 50% of the total and the required match for the State grant. This request for historic CPC funds is reliant on the awarding of the Massachusetts Cultural Council grant, with construction to begin and to be completed next year.

A motion was made by Terry Duenas to advance the Tales of Cape Cod historic preservation Letter of Intent seeking \$85,000 to a full Application. Motion seconded by Richard Sawyer. Richard

Sawyer requested that the total cost of all 5 phases be provided in the application. Chair Counsell recommended involving Massachusetts Historical Commission early to ensure that the State and the Town are in agreement on the project, and explaining that an attorney works with CPC to draft the Town's Historic Preservation Restrictions. Motion passed unanimously.

(Town Council Liaison William Crocker then rejoined the meeting)

Letter of Intent from the COMM Fire District Water Department for the acquisition of open space for passive recreation and protection of the public water supply. Chair Counsell stated that this is the first CPC request coming from the hard work of the Land Acquisition Preservation Committee to identify Zone 2 parcels of high priority for protection. COMM Superintendent Craig Crocker explained the Letter of Intent to the Committee. He stated that the intention is for COMM to obtain control of parcels for water supply protection and possibly a future water withdrawal source. Chair Counsell stated that this is the Hi River Road section and would directly upgrade the COMM well. Mr. Sawyer inquired why the previous HAC application for this property did not pan out and Chair Counsell responded that it was because of the proximity of the water. Dr. Lee confirmed that a grant application for Zone 1 projects has also been submitted to the Commonwealth and that this CPC request would share the cost with the State funds sought. Mr. Crocker said that he will not learn if the State grant is awarded until possibly late January 2016. He said that the Fire District is presently looking into other funding sources and will report results to the voters in May, 2016.

Chair Counsell recommended that Mr. Crocker wait until the February 22, 2016 CPC meeting to submit his full application in order to allow time to learn the status of the State grant application, with more details required at the Application stage, including the identification of other funding sources.

A motion was made by Deb Converse and seconded by Richard Sawyer to advance the Open Space Letter of Intent to the Application phase, with the Application to identify all funding sources, grants, CPC's participation rate; fixed costs, variable costs and overhead costs, and the CPC Handbook was recommended for guidance regarding the detail required in the Application phase. Motion passed unanimously.

Application/Presentation:

Application for \$33,126.00 from Ms. Ann M. Quirk, CMC, Town Clerk for the preservation of historic Town records.

Ms. Quirk reminded the committee of the Town record book she previously had shown them that was falling apart. She explained that the simple exposure to air causes the pages to deteriorate and that handling is causing damage with some loss of script on page edges. Ms. Quirk showed the committee an example of mylar encapsulated pages noting that the transfer of the records to CD and laser fiche would allow indexing and searching of records, including handwritten records, so the original records would not need to be handled and instead could be stored in the climate controlled vault. She said a computer will be provided on the counter for the public to use for independent research, saving the Town staff-time and money.

In response to Committee questions, Ms. Quirk said that the Town plans to go to a newer level of laser fiche in the next 2 months that will accommodate scanning 600 books into the system. She added that impounded records, where public access is limited by law, can be redacted with the new laser fiche system, and she said births, deaths and marriages are all included in the records to be preserved, as well as all of the old Selectmen's records. She said the newer records, starting with 1967, can be transferred to laser fiche, representing 500-600 volumes of records from 1967 to the present. Every year 3 volumes are added to the birth records and almost 3 each for deaths and marriages. She explained that once laser fiche is up and running, a name search will bring up records that can then be viewed, printed and certified. Ms. Quirk explained that the records are presently being entered onto the State program, but it is web based so it is very slow and shuts down. With the new laser fiche program, she said the Town will be able to scan records right in as they are created, adding that the State requires a hard copy in addition to the electronic record created.

A motion was made by Richard Sawyer and seconded by Terry Duenas to recommend \$33,126 in CPC historic preservation funding for the preservation of Town records. Motion passed unanimously.

General Discussion

Deb Converse mentioned that she reviewed the distribution of CPC funding and noticed that most funding has been for historic preservation projects. While she felt this is good since Barnstable is so historic, she wanted to go on record to say she is concerned that the Committee should be focusing more on funding affordable housing and not funding quite so many historic preservation projects.

She asked if any Committee members recall funding the acquisition of property that was over the assessed value of the property, as there can be a gap between the assessed value and the sale value.

Chair Counsell replied that a professional appraiser is always hired and the final sales price is negotiated between the appraised value and assessed value. Chair Counsell said that he had heard of a State law that does not allow communities to pay more than the assessed value, but he was unaware of a specific law to this effect. Susan Rohrbach noted that the purchase price must be justified when the proposed acquisition is brought to the Town Council, and Chair Counsell said that the assessed value is always much lower than the appraised value, with the final sales price negotiated to drive the best bargain.

Ms. Converse said she would like to get an affordable housing project started, but funding for affordable housing is complicated and can often require multiple sources. Chair Counsell said that the clerks of the works can assist as agents in the process and Community Preservation affordable housing funds can pay for support for this, as there is funding in reserve. Mr. Duenas said that over the past three to five years the Committee has recognized that it does not fund enough housing projects, but they are not that easy. Sue Rohrbach said that she often tells people that there are Community Preservation funds available for affordable housing projects. Mr. Sawyer added that there is not a public consensus regarding the importance of affordable housing and that zoning and wastewater disposal are part of the problem. Chair Counsell said that it would be wise for a potential applicant to first have the proposal reviewed for possible issues to be sure that what is proposed can be done. Ms. Rohrbach stated that direct rental assistance is available, but there are not enough units available. Mr. Duenas asked if a mortgage assistance program involving a buy down is still available and Ms. Rohrbach replied that rental housing is key right now, but there are too few units available to rent. Chair Counsell said that there is a great need for workforce housing, and Richard Sawyer recalled that \$200,000.00 in CP funds was committed to convert homes to affordable housing with a deed restriction placed on the property, but Ms. Converse said that the CP funds are combined with HUD funding which has too low an eligible-income limit. She said the Growth Management Department report confirms that Hyannis is not where affordable housing is wanted, but Hyannis is where the sewer system is located. Chair Counsell said that some towns have put out RFPs for affordable housing which could be a possible alternative for the Town of Barnstable, and he invited Ms. Converse and the subcommittee to bring an affordable housing project forward.

Project Updates

Chair Counsell reported that the South Congregation Church intends to file a full Application but is having difficulty finding quotes for the highly specialized work.

He also reported that the proposal for a JFK exhibit in the lobby of the Armory has been withdrawn, and Ms. Rohrbach noted that the updated exhibit in the JFK Museum is professionally done and excellent, and she encouraged everyone to go see it.

The CPC proposed meeting schedule for 2016 was deemed acceptable.

Election of Officers

Chair Counsell inquired if the election of officers should wait for participation of the full Committee. Mr. Sawyer asked if Laura Shufelt had indicated interest in nomination for Vice Chairman, and he then nominated Terry Duenas, but Mr. Duenas declined, stating that the present Vice Chairman, Laura Shufelt, is relied upon heavily for her expertise. It

was decided that the election of officers should be postponed to the next meeting as Laura Shufelt was not present to accept or decline nomination. Richard Sawyer requested a summary of CPC attendance records for the past year at the next meeting.

Closing Public Comment

None

Adjournment

A motion was made by Richard Sawyer, seconded by Tom Lee to adjourn. Meeting adjourned at 6:14 pm.

Next Regularly Scheduled CPC Meeting – January 25, 2016

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

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| Exhibit #1 | LOI – Tales of Cape Cod – 3046 Main Street, Barnstable |
| Exhibit #2 | LOI – COMM Fire District Water Department – Open Space parcels Marstons Mills |
| Exhibit #3 | Application- Town Clerk for preservation of vital Town record books |

Respectfully submitted,

Ellen M. Swiniarski
Administrative Assistant
Community Preservation Committee

APPROVED