



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

Monday, January 25, 2016

Regular Public Hearing – Draft Minutes

367 Main Street, Hyannis, MA - 2nd Floor – Hearing Room

5:30 PM

Lindsey Counsell – Chair	Present
Laura Shufelt – Vice Chair	Present
Marilyn Fifield – Clerk	Present
Terry Duenas	Present
Stephen Helman	Absent
Tom Lee	Absent
Sue Rohrbach	Present
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

1. A motion was made by Richard Sawyer and seconded by Chair Counsell, to approve the Community Preservation Committee minutes of December 21, 2015, as submitted. Unanimous vote to approve. Laura Shufelt abstained.

Letters of Intent

Letter of Intent from the Town Manager and DPW to undertake a comprehensive evaluation of recreation fields in the Town of Barnstable. Request is for funds in the amount of \$137,528 to develop a scope of work and to engage a consultant.

Lynne Poyant, Director of Community Services represented Dan Santos, who had a scheduling conflict. She explained that in 2012 the Recreation Committee had undertaken an evaluation of recreation facilities throughout Town, but in this study, the facilities that DPW is hoping to first evaluate are Lopes Field, Bay Lane, and the elementary schools in Osterville and Barnstable-West Barnstable. She said that field conditions and apparatus at each field vary greatly, with Lowell Park an example of a beautiful facility, and Lopes Field one in difficult shape. For safety reasons, she said some fields are not available for use. Richard Sawyer inquired what the scope of the work of the survey will be and if demographics would be part of the evaluation. Ms. Poyant responded that they want to identify the recreational needs across Town, inventory the current facilities and conditions, and begin to make recommendations for a comprehensive and coordinated improvement program in order to meet the current and future needs of the Town. Chair Counsell questioned how far out they would project the needs of the Town, and Richard Sawyer inquired how the amount requested to fund the survey was derived. Ms. Poyant replied that the amount was estimated by DPW but that she did not have further detail. Chair Counsell noted that this detail would be

provided in the application, and Ms. Poyant agreed that it would. Sue Rohrbach inquired how this study would differ from what was done in 2012, and Ms. Poyant explained that the 2012 study involved a Recreation Commission driving tour throughout Town, with no elaboration beyond what could be observed and what was heard from the users. She said several school facilities were visited, as the Recreation Division schedules the use of school property when school is not in session, and it was noted that some facilities no longer meet the current requirements for playgrounds and fields, as confirmed by the Recreation Division's playground consultant. She explained that playground equipment is now required to be divided by user age groups, and the list of allowable materials has changed. Deb Converse inquired if DPW keeps a database of the property they maintain, and Ms. Poyant said that the properties requiring regular upkeep by DPW would be in the DPW database, but the Town owns much more property than this. She thought David Anthony may have a comprehensive database, since he is now in charge of property management.

Deb Converse shared her experience with the CPC in another community where they merged all town-owned properties into a database and the same information was collected and evaluated for each property, with consistency as the main goal, and then keeping properties up to standard afterward. Ms. Poyant stated that the Town's Charter assigns the DPW responsibility for the physical plant and buildings so the DPW provides maintenance for Town recreation facilities. Ms. Converse recommended the comprehensive database concept for DPW consideration.

Terry Duenas pointed out that there have a number of different research projects on fields and recreation facilities over a number of years, adding that he would like to see a study that actually puts together a proposal that considers the work that has been done and produces a long-range plan that includes maintenance and projections. He felt that a really comprehensive study and analysis of fields and recreation facilities would cost all of the \$137,528 or more, and he said that he would be in favor of it. Ms. Poyant noted that she's aware of concern for spending money on something that cannot be sustained with regular maintenance, and this is one of the purposes of this study. Laura Shufelt said that that she also was working in Falmouth at the time of the study to which Ms. Converse referred, and she agreed that the software the DPW purchased for \$25,000 was effective in facilitating a comprehensive survey. She also expressed concern that a study that costs \$137,528 should result in a finished product. Chair Counsell reviewed the previous studies, including a cursory look at fields for \$2,500 by John Deere LASCO and research for the design of the McManus property, which is still valid. Chair Counsell said this proposed comprehensive study will answer questions such as whether some fields should be renovated. He noted that Lopes and Harbor Hawks Fields are good examples, as they are wet and this evaluation would take such factors into account. Chair Counsell concluded that the CPC is looking for more detail than the LOI provides. Richard Sawyer asked for clarification that the LOI is not limited to fields, but also includes beaches and other facilities. Ms. Poyant said that she was unsure and would need to check whether it includes beaches, although soccer and Little League fields are included.

Richard Sawyer commented that there has not been a prior comprehensive survey, and he inquired if the study would consider the demographics in 10 to 25 years and what the needs for the different user groups would be then. He predicted that the report would identify what could be done where, unlike what the Recreation Commission did before, and would take the users into consideration. Ms. Shufelt noted that the LOI does not specify this, but it states the study is to be a comprehensive evaluation of the fields. Ms. Poyant said that the study will identify the recreational needs across Town, considering user group demographics. Sue Rohrbach agreed that more detail is needed, and she also asked the meaning of "*begin to make recommendations for comprehensive and coordinated improvement program*" and how far the study will take it. She said she did not want to support another study unless there is a resulting plan that can proceed, along with some indications of how it will be funded.

CPC agreed that a comprehensive evaluation including goals and costs is needed, and Chair Counsell concluded that CPC members were seeking additional detail, and that a memo should be addressed to Mr. Santos requesting a breakdown of what the study will include.

Application/Presentation

Application from Tales of Cape Cod for historic preservation and restoration of the Olde Colonial Courthouse located at 3046 Main Street, Barnstable, in the amount of \$85,000, representing 50% of the cost of Phase 1 work. Mr. Berlandi of Tales of Cape Cod presented the application which he said mirrors the grant application to Mass. Cultural Facilities Fund. He explained that this request is subject to the award of the Mass. Cultural funds, as Phase 1 cannot be completed without it. Mr. Berlandi said that the building is one of the oldest buildings in the village, and it hosts the community for reenactments of historic events and meetings, as well as visits of school children for an understanding of the history of the building. He made the point that the building is made available to other non-profits such as the library for author events, Barnstable Village Association and Barnstable Historical Society meetings, noting that the Tales of Cape Cod organization is the steward for the building and must make sure that it is properly maintained. He explained that the Phase 1 money totals \$170,000 with 50% to be provided by a Mass. Cultural Facilities Fund grant. In answer to Mr. Sawyer's question, Mr. Berlandi explained that there are to be 4 Phases over a 5-year period. The 1st phase is for \$85,000; for Phase 2 in 2017, \$50,000 in matching funds may be sought for another Mass. Cultural Facilities grant; Phase 3 in 2018 would involve seeking another \$50,000 in matching funds for another Mass. Cultural Facilities grant; and then Phase 4 in 2020 would require matching funds of \$100,000 for a total of \$285,000 from the Town over the 5-year period and \$285,000 from Mass. Cultural Facilities Fund.

Sue Rohrbach said that she read quite a bit of the application and found it very interesting, but she asked the Chairman if all of the repairs and upgrades listed in the application, including, the electrical system, qualify for CPA funds, and Chair Counsell said he would check. Laura Shufelt said that the other Phases should also be reviewed for CPA funding eligibility, as there may be items listed that are not allowable expenses, although they could be allowable expenses under the Mass. Cultural Facilities grant, so some items that are not eligible for CPA funding could be covered by the other grant. Terry Duenas noted that painting is a listed item that might require funding through the Mass. Cultural Facilities grant. Mr. Berlandi confirmed that without matching funds from the Mass. Cultural Facilities Fund for all phases, the projects cannot be completed, and any CPC application will be contingent upon receiving matching funds. Sue Rohrbach asked if the Town Attorney should look at all of the phases to be sure that CPC is headed in the right direction, and Chair Counsell said that from his review the electrical upgrade is the only questionable item, and the legal department should be able to provide an opinion before it goes to Town Council. The Committee reviewed all of the repairs and upgrades included in the application, agreeing that the Mass. Cultural Facilities grant could be applied to the items not eligible for CPA funds. Deb Converse noted that the building is supposed to be restored to Federal historical standards, and Mr. Berlandi concurred.

Motion was made by Richard Sawyer and seconded by Susan Rohrbach to recommend \$85,000 in CPA historic preservation funding in approving the Application from Tales of Cape Cod for the preservation and restoration of the Olde Colonial Courthouse, contingent upon the awarding of a matching grant from the Mass. Cultural Facilities Fund. Public comment was invited, but no one came forward. Motion passed unanimously.

Mr. Berlandi thanked the Committee for their support and invited them to come to a reenactment program.

Correspondence

- 2015 Year in Review from the Community Preservation Coalition.
- Community Preservation Coalition Dues Notice in the amount of \$7,900 for annual dues.

Chair Counsell said that the CPC usually votes regarding the payment of Community Preservation Coalition annual dues and continued membership, and he invited discussion. Richard Sawyer said that he has e-mailed specific questions to Stuart Saginor of the Coalition and received excellent answers.

Motion was made by Laura Shufelt and seconded by Richard Sawyer for the CPC to continue membership in the Community Preservation Coalition and remit payment of the annual dues of \$7,900 from CPA administrative funds. Unanimous vote to approve.

General Discussion

Updates - Chair Counsell:

- The Town Clerk's Application for preservation of vital Town record books received a 1st reading at last week's Town Council meeting and will be heard at the next Town Council meeting, February 4, 2016.
- South Congregational Church Application is on hold as they are looking for more competitive bids for gravestone restoration. Marilyn Fifield said that the Historical Commission may have contacts who can provide referrals of such experts.

Election of Officers

It was noted that due to absences, the election of officers has been postponed several times, with another two members - Tom Lee and Steve Helman – absent, but it was agreed that election of officers should take place, regardless.

A motion was made by Terry Duenas and seconded by Sue Rohrbach to reelect the present officers as a slate: Lindsey Counsell as Chairman; Laura Shufelt as Vice Chairman; and Marilyn Fifield as Clerk. Motion passed unanimously.

Richard Sawyer inquired if all are committed to attending every meeting, and Chair Counsell said that the attendance sheet shows that all members have been very good about attending, and at the very least, providing advance notification when they cannot.

Deborah Converse announced that the Barnstable Housing Authority is extending an invitation to CPC members to attend its annual meeting 3:30 p.m., February 18, 2016, 500 Old Colony Drive, Hyannis. This is a public meeting, and it was decided that it should be posted to cover the possibility of a quorum of CPC members attending and participating in this meeting.

Richard Sawyer stated that the Little League is going before the Recreation Division and, upon approval, will want to appear at the next CPC meeting. Chair Counsell said that the deadline to file is 4:00 p.m. the Wednesday before the meeting.

Motion to adjourn was made by Richard Sawyer and seconded by Laura Shufelt. Unanimous vote to adjourn. Meeting adjourned at 6:14 pm.

Next Regularly Scheduled CPC Meeting – February 22, 2016

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

Exhibit #1	LOI – DPW –Comprehensive Recreation Field Evaluation
Exhibit #2	Application and Supplemental Materials -Tales of Cape Cod – Historic preservation of Olde Colonial Courthouse.
Exhibit #3	Community Preservation Coalition Dues Notice
Exhibit #4	CPC Member Attendance 2014-2015

Respectfully submitted,

Ellen M. Swiniarski
Administrative Assistant
Community Preservation Committee