



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

2017 MAR 7 AM 11:07

Monday, December 19, 2016
Regular Public Hearing – APPROVED Minutes
367 Main Street, Hyannis, MA - 2nd Floor – Hearing Room
5:30 PM

BARNSTABLE TOWN CLERK

Lindsey Counsell – Chair	Present
Laura Shufelt – Vice Chair	Present
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 Laura Shufelt and seconded by Marilyn Fifield to approve the draft Community Preservation Committee meeting minutes of November 28, 2016. Motion passed unanimously.

CPC Financial Reports

Mark Milne, Director of Finance, provided and explained the following Community Preservation Fund reports: CPC Program State Matching Funds, Schedule of Continuing Appropriations, and Schedule of Unreserved Fund Balances by Program Area, all as of December 19, 2016.

Mr. Milne reviewed the summary of the State Matching Funds from 2006 – 2016 and noted that CPC has committed \$30.6M, with the State providing \$14.1M in funds to represent a 46% match over this period of time. He noted that in the first year, 2006, the State provided a 100% match, but that percentage has dropped as State funding fluctuates and more communities participate in the program. Only 86 communities participated in the CPA program in 2006, compared to the present total of 172 communities. He predicted that the State match amounts available will decline as more communities participate.

Mr. Milne summarized the list of 25 active projects and explained that review with the Chair and outreach to departments led to closing out some older projects. He suggested a new filing be submitted to the Committee to update a Growth Management Housing Study, with 2014 appropriation, whose original format will be changed.

Mr. Milne also reviewed the CP funds available for new requests, stating that there is a total of \$7.2M available, with \$1.2M available for Community Housing, \$213K available for Historic Preservation, and \$733,878 available for Open Space and Recreation projects, with the remainder in the undesignated category.

Letters of Intent

Letter of Intent from the Unitarian Church of Barnstable, 3330 Main Street (Route 6A), Barnstable requesting \$167,000 for their Church Restoration Project, including roof replacement, restoration of the cupola, replacement of windows, and, repair and elimination of hazardous stairways.

Mr. Jack Grebe and Mr. Don Marino represented the Church before the Committee, explaining that the church is 110 years old and in need of maintenance and repair, with the church members responsible to maintain the church. Mr. Grebe listed the extensive services the church buildings are providing to the community, including siting for Cobbs Hill Lectures on contemporary subjects, four 12-step programs including AA, Barnstable Human Rights Committee meetings, yoga classes, and weddings and memorial services in the sanctuary for all, not just church members. He explained that the Church intends to hire an architect associated with Leeds Buildings to represent the Church with the CPA application.

Richard Sawyer requested clarification regarding the 25% of matching funds to be provided by the Church, and Mr. Grebe explained that the 25% represents \$40,000 if the full amount of \$167,000 is approved, adding that it is the maximum amount available. The Committee requested that a dollar amount be provided in place of a percentage when submitting the application. Mr. Sawyer also requested that the historical background and value of the buildings be detailed in the application. Mr. Grebe agreed to provide this information in this 2nd application from the Church for CP funds, noting also that the Church is listed on the National Register of Historic Places, not only for its age but also for its famed architect, Guy Lowell. Tom Lee advised that the application should provide a detailed breakdown of the components of the proposed repairs in order for the Legal Department to be able to determine eligibility. Deb Converse questioned if the interior stairs would qualify for CPA funds, and Marilyn Fifield reminded that projects must also comply with the Secretary of Interior's Standards for Historic Buildings and questioned if proposed Thermopane windows would comply. In answer to Mr. Sawyer's inquiry regarding the Church's maintenance fund, Mr. Marino responded that there is a long-term capital budget in place. Mr. Sawyer advised also detailing this in the application to CPC.

Motion was made by Laura Shufelt and seconded by Marilyn Fifield to advance the Letter of Intent from the Unitarian Church of Barnstable in the amount up to \$167,000 in Historic Preservation funds to the full Application stage. Motion carried with a unanimous vote.

Applications/Presentations

Application from the Federated Church of Hyannis requesting \$54,100 for the 1st Phase of its project to restore, protect and preserve the Universalist Cemetery located on the property. Phase 1 work is to inventory, map and assess the condition of approximately 383 gravestones and to replace and extend the current fencing.

Chair Counsell reported the Legal Department's determination that the proposed fencing is eligible for CPA funding because it protects the historic resource.

Ms. Pam Brown, Reverend Dr. John Terry and Cindy Nickerson, President of the Federated Church of Hyannis, were all present, and Ms. Brown gave a PowerPoint presentation which included views of the cemetery as well as a listing of Phase I work and an outline of the budget. She explained that the condition assessment will provide an inventory of the stones, a location map and assessment of each stone, plus cost estimate, with the required work for Phases II, III and IV prioritized. Further, she explained that conservators will not perform any work without a condition assessment providing not only the baseline to plan restoration work and the bidding but also documentation that will be submitted to historic archives as well as the Town of Barnstable records. She said the proposed assessment is also a required component for nomination to the National Register of Historic Places and will be useful for grant applications, as well. Noting that the fencing will enhance the appearance of the cemetery while deterring vandalism, inappropriate use of the cemetery, and use of the cemetery as a shortcut to Elm Street, Ms. Brown explained that it is also needed to protect the preservation work and enable the Barnstable Police to enforce the posted rules of the cemetery. She assured that public access would be provided, with the pedestrian gate left unlocked but closed, along with posted hours and rules.

Ms. Brown reviewed the breakdown of the budget for Phase I, including \$26,000 for the condition assessment, \$20,600 for fencing, a \$7,500 contingency fund, and a \$1,000 cash contribution from the Federated Church, for a total of \$54,100. She said the contingency fund was included because the exact number of stones is not known and may be between 300 and 383 stones, to be determined as a part of the assessment. The PowerPoint presentation also included views of the condition of stones as well as views of stones with prominent local names such as Baxter and Hallet. Other views illustrated misuse and vandalism currently occurring in the cemetery. In response to Richard Sawyer's inquiry if a maintenance fund will be set up, Ms. Brown replied that the CPA-required deed restriction on the property will mandate this, and she added that the Church also intends to have volunteers perform some of the work under the guidance of the conservator.

In answer to the inquiry of Mr. Duenas regarding fencing, Ms. Brown explained that the fencing proposed is commercial grade aluminum with a baked on black color which requires no maintenance, and the style will have 3 rails with points at the top. Ms. Brown agreed with Marilyn Fifield that the fencing should be installed early to protect restoration in progress. With regard to the phasing of the project, Ms. Brown said that the project will need to be broken into small segments due to the Mass. Historical Commission grant requirements that work be completed between the months of November and June, excluding the summer months that are most favorable for outside work.

A motion was made by Deb Converse and seconded by Marilyn Fifield to recommend the Application of the Federated Church of Hyannis to the Town Council for appropriation. Request is for \$54,100 from the CPA Historic Preservation fund for Phase I of the Universalist Cemetery restoration work including inventory, mapping and condition assessment of up to 383 gravestones plus the replacement and extension of existing fencing. Motion carried with a unanimous vote.

General Discussion

Chairman Counsell noted that the BWB Wooden Playground Replacement Project is anticipated to return to the CPC agenda for the January 23, 2017, meeting, and the proposed 2017 CPC meeting schedule will be reviewed and confirmed at that meeting.

Public Comment

None.

Adjournment

A motion was made by Laura Shufelt and seconded by Richard Sawyer to adjourn. So voted unanimously. Meeting adjourned at 6:25 p.m.

Next Regularly Scheduled CPC Meeting – January 23, 2017

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

TO SAVE TIME - TO BE UPDATED BY ME IN THE FINAL VERSION-(NEED TO REFERENCE DOCUMENTS - THANKS

- Exhibit #1 - Draft CPC Meeting Minutes – July 25, 2016
- Exhibit #2 – Letter of Intent – Town Manager – Acquisition of 755 Independence Drive
- Exhibit #3 – Application - Historical Society of Santuit and Cotuit
- Exhibit #4 – Power Point Presentation – HSSC – Dottridge Preservation Project
- Exhibit #5 – Letter – Growth Management - \$20,000 CP Admin Funds for OSRP
- Exhibit #6 - CPF – Schedule of Unreserved Fund Balances by Program Area
- Exhibit #7 - CPF – Schedule of Continuing Appropriations as of 6/30/16
- Exhibit #8 - CPF – Statement for Year Ending 6/30/16
- Exhibit #9 - CPF – Balance Sheet – 6/30/16
- Exhibit #10- CPF Appropriations History 2006 to 8/18/16

Respectfully submitted,

Ellen M. Swiniarski
Administrative Assistant
Community Preservation Committee
Edited by Marilyn Fifield, Clerk CPC

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