



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

Monday, March 28, 2016

Regular Public Hearing – Approved Minutes

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

5:30 PM

2016 APR 27 PM 4:25

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	Present

BARNSTABLE TOWN CLERK

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 Community Preservation Committee meeting minutes of February 22, 2016. Motion passed, with Deb Converse abstaining.

Letters of Intent

Letter of Intent was received from the Town Manager and DPW requesting \$750,000 for a portion of both hard and soft costs for the Lombard Parking and Field Improvement Project.

Mark Marinaccio of DPW presented photos of the existing muddy conditions of Lombard Field, noting that the project includes the relocation of Luke's Love playground, reorganization of access and parking, and reorienting of the field, along with associated improvements and upgrades to drainage. The plan was approved by the Old King's Highway Regional Historic District Committee and Site Plan Review. The DPW is also seeking Capital Improvement (CIP) funding this year to help with the costs that are not eligible for CPA funding. Mr. Marinaccio thought past experience indicates that the ball field and lighting should be eligible. Richard Sawyer questioned the construction contingency amount of \$141,700 and also the \$120,000 project contingency which

together represent 15% of the entire project cost. Mr. Marinaccio explained that DPW does not yet have final pricing, and the amounts in the LOI are based upon a preliminary budget with more detail to be provided in the Application. He noted that the \$750,000 request represents a little less than 50% of the project total, with matching funds anticipated from CIP in next year's budget. Mr. Sawyer reviewed the proposed changes to the site, including the addition of drainage, and he confirmed that field house lights would be included. Laura Shufelt expressed concern for Town spending of \$1.65 million on one field, adding that CPA should not be funding the moving of Luke's Love playground when CPA so recently funded its original construction. Further, she said she did not think it was a good use of CPA funds. Mr. Marinaccio responded that this is a very heavily used property, and improvements are needed, from the organization of parking to the resolution of the muddy conditions and ingress and egress issues. In response to Ms. Shufelt's question regarding user fees, Mr. Marinaccio said that the Recreation Dept. charges fees for use of the fields and buildings. Terry Duenas commented that the parking lot is a disaster and inquired if additional parking will be provided. Mr. Marinaccio confirmed the number of spaces would increase, adding that scheduling would also help control the heavy demand. He also confirmed that there is no proposal to install rest rooms closer to Luke's Love and the field, but noted that restroom facilities in the basement of the Community Building have been upgraded for handicapped access. Tom Lee agreed with Ms. Shufelt that this is a lot of money for one field, when DPW is also seeking another \$137,528 for a field study, and he wondered what the final total cost of upgrading the fields identified in the study would be. He pointed out that the CPA Open Space/Recreation fund balance is presently only \$6.5M and expressed concern that by the time the study is finished there would be no funds left. Mr. Marinaccio replied that costs would be addressed when the full budget is broken down in the Application. Richard Sawyer also requested details of the users of the field, and Marilyn Fifield expressed concern that the moving of Luke's Love playground may affect the historic view of the Old Selectmen's Building if the playground is visible behind it. Mr. Marinaccio replied that the playground would not be visible from Meetinghouse Way because of the hill, adding that it would be set back and concealed with existing foliage. Chair Counsell mentioned that a meeting regarding the screening of the playground is planned.

A motion was made by Richard Sawyer and seconded by Terry Duenas to advance the Town Manager/DPW Letter of Intent to the full Application stage. Request is for \$750,000 from CPA open space/recreational funds for a portion of the soft and hard costs for the Lombard Parking and Field Improvement Project. Motion passed, with Laura Shufelt opposed.

Letter of Intent from the Town Manager and DPW requesting \$158,730 for both hard and soft costs associated with the replacement of failed metal windows at the West Barnstable Community Building with appropriate wood windows.

Mark Marinaccio of DPW described the project and presented photos of the West Barnstable Elementary School as it looked when it was built in 1903, noting its National Register status. He detailed many improvements made to the building over the years, such as conversion from oil heat to gas; a foundation drainage system; schoolhouse lighting, chimney pointing, new roof, handicap ramp, 1st floor handicapped-compliant entrance and restrooms, new septic system, and floor restoration. He said replacement of the windows is the final upgrade planned for this building, explaining that the existing

aluminum replacement windows were not of good quality, with seals now gone, plus windows do not close or lock, creating a security issue. He said DPW is proposing to replace them with historically appropriate wood windows with insulated-glass for \$158,730. Tom Lee asked if the cost was an estimate and if a bid price had been established, and he also inquired about the need for a contingency if prices are known. Mr. Marinaccio explained that a true estimate had been determined a couple of years ago and this estimate is based upon that, plus a small amount to allow for price increases. He added that all of the requested funds will be needed and used, that it is very rare to have money left over, but any excess funds would be returned to the Community Preservation Fund. He said DPW has a good system set up in which they always carry a design contingency and a construction contingency, and that has always seemed to work. Marilyn Fifield reminded that the new windows will require Old King's Highway Committee approval, and Mr. Marinaccio assured that the CPC application will describe the windows proposed.

A motion was made by Terry Duenas and seconded by Richard Sawyer to advance the Town Manager/DPW Letter of Intent to the full Application stage. Request is for \$158,730 from the undesignated CPA fund for hard and soft costs associated with the replacement of failed metal windows at the West Barnstable Community Building with appropriate wood and insulated glass windows, with the notation that the Historic Preservation fund is presently depleted. Motion carried with a unanimous vote.

Letter of Intent from Barnstable Little League requesting \$125,000 for the construction of a miniature replica of Fenway Park to be called "Fenway Cape Cod" for the Barnstable Little League Farm Program located in the Lyndon Paul Lorusso Baseball Complex at 165 Bearse's Way, Hyannis, to be constructed and maintained by Barnstable Little League.

Mr. Joe Scott, President of Barnstable Little League, explained that the \$125,000 requested would help with construction costs for the downsized replica field in the corner of the existing field area, and he said the plan has received the support of both the Recreation Commission and the School Committee, with many people and entities interested in participating. He said the League will be responsible for all construction as well as maintenance. Richard Sawyer confirmed that the field will be used by an instructional league of 6 to 8 year olds, and Mr. Scott explained that the Green Monster will be approximately 100 ft. on the left field line, with 125 ft. for center field and approximately 100 ft. on the right field line, and with bullpens out in right field just like Fenway. The pitcher's mound will also be shorter, he said, to give the younger players a place of their own where they are able to pitch and throw to the bases. He said this downsizing is similar to the hockey rinks that are now half-size for younger players. In answer to Richard Sawyer's inquiry, Mr. Scott reported signing an agreement with the Boston Red Sox allowing them to build a replica Fenway Park and name it "Fenway Cape Cod." He said this agreement will be provided to CPC in the Application. Mr. Scott explained the intent is to get kids involved at an early age and bring them up through the program so they will be interested in playing in later years, and he said that the Application will detail the funds provided by others, such as funds from Lorusso for permitting, design and engineering costs, plus Barnstable Little League funds and in-kind donations such as materials for the wall, field materials and lighting. Mr. Lee said that

he supported the idea of a Red Sox replica field and asked for the total cost compared to the \$125,000 request for CPA funds. Mr. Scott replied that the total budget is \$282,000, with the CPC request representing approximately 44% of construction costs. He also noted that, based on the Little League's last project, he believed that the fencing materials, sod, irrigation and labor may be eligible for CPA funding, as well. Chair Counsell requested that a full breakdown of expenses be provided with the Application so that the Legal Department may identify CPA eligibility. In reply to his question about materials for the Green Monster, Mr. Scott explained that Azak with steel posts will be used for durability. He added that vandalism would be handled as it always has been, with a multitude of dedicated parents willing to pitch in to keep the field up. He also noted that volunteers recently installed batting cages donated by Maria Atsalis. In response to Richard Sawyer's question about the score board, Mr. Scott said an inactive replica score board will be erected as younger players do not keep score.

Motion was made by Terry Duenas and seconded by Richard Sawyer to advance the Barnstable Little League Letter of Intent to the full Application stage. Request is for \$125,000 from CPA Open Space/Recreation fund for construction of a miniature Fenway Park for the Barnstable Little League Farm League Program to be located at the Lyndon Paul Lorusso Baseball Complex. Motion carried with a unanimous vote.

Letter of Intent from Cotuit Library Association requesting \$69,210 for rehabilitation and historic preservation of the Cotuit Library for their project entitled "Gateway II Accessibility Project" that includes the following: restoration of two chimneys, ADA-compliant Garaventa Genesis Vertical Lift, ADA-compliant access, and ADA-compliant restrooms.

President Charles Dings of the Cotuit Library Association Board of Trustees, Director Jenny Wylie and Assistant Director Antonia Stevens were present to detail the Letter of Intent. Mr. Dings provided background regarding the Cotuit Library, noting that the library sponsored 580 different programs last year, with 44,000 people participating in their small library. He explained that the Cotuit Library currently provides the only public restroom in Cotuit, and it is located on the upper level, making access difficult for people with mobility problems. He said installing a lift is proposed to allow access to all three levels, one up and one down from the main level, and he said 90% of the books are not on the main level. Adding an ADA-compliant bathroom on the first floor is also proposed, along with upgrading the existing one on the upper level, and making the entry door ADA-compliant. To maintain the historic integrity of the library, he said its two chimneys would be rehabbed. He explained that the library is seeking \$69,210 in CPA funds to assist with this project, representing 30% of the total project cost of \$220,000. Richard Sawyer requested that the Application provide a detailed list breaking down the costs of each component, and Chair Counsell noted that the building appears to have additions, and he requested the dates of the additions. Antonia Stevens said that the original building was an 1830 schoolhouse, with an addition to the front in 1901, the Kirkman Room added in 1963, and the Kirkman Extension in 1977. Chair Counsell said that architectural plans would need to detail this if the proposal moves forward to the Application stage, indicating the location of work planned and its relationship to the older parts of the building. He also advised that they contact the State Historical Commission to determine if the entire property qualifies for the historic preservation restriction required for CPA historic preservation funding.

Motion was made by Tom Lee and seconded by Richard Sawyer to advance the Cotuit Library Association's Letter of Intent to the Application stage. Request is for \$69,210 from CPA Historic Preservation funds for the restoration of two chimneys, ADA-compliant Garaventa Genesis Vertical Lift, ADA-compliant access, and ADA-compliant restrooms. Richard Sawyer clarified that CPC cannot approve the proposal without a Historic Preservation Restriction. Motion carried with a unanimous vote.

Application/Presentation:

Application 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 engage a consultant to determine the types, quantities and ideal locations of athletic fields that will be needed in the Town of Barnstable, resulting in a 20-year Strategic Plan for Town Recreational Facilities.

DPW Assistant Director Rob Steen presented the Application, and Lynne Poyant was also available to answer questions. Mr. Steen said that the field study would determine types, quantities, ideal locations, and both present and future recreational needs of the Town. He said a comprehensive review of fields would provide guidance to the Department and a strategic plan to inform future CIP and CPA requests regarding the appropriate focus of efforts and funding. He said the approach would be to understand the current demand and inventory and determine how appropriate the current inventory is, reviewing trends in recreation, and he said the study would have three phases: needs assessment, evaluation and strategic plan development.

Mr. Steen said needs assessment would review all existing information, interview town staff and stakeholder groups, seeking their expertise regarding what is needed. He said demographic analysis would be included, with review of the Senior Center report indicating aging of the Town's population, in order to project recreation needs of the senior population in 20 years.

He explained that evaluation would begin with review of the 2007 evaluation of most Town facilities, including site visits. He said an inventory of what the Town owns would be compiled, along with evaluation of its appropriateness, condition, and status in meeting current standards for the activity, all culminating in a report.

Mr. Steen described the final phase as reviewing the 1st and 2nd phases together to determine any deficiencies. He said a thorough map study would be included to indicate potential opportunities for additional recreation fields, and he thought the McManus study could be useful in this phase. He said the goal would be a 20-year document to guide DPW, Town Council, Recreation Commission and Community Preservation Committee investment decisions.

Mr. Steen anticipated a budget of \$32,000 for the needs assessment phase, \$73,000 for the evaluation phase, and \$32,000 for the strategic plan phase, with 47 fields that are a combination of school and recreation fields that the Recreation Department has identified for the evaluation phase.

Tom Lee noted that Lombard Field is on the list of fields to be evaluated in the study, and he inquired about the timeline for the study, since plans are proceeding for Lombard design and construction. Mr. Steen explained that the understanding is that Lombard is expected to move forward because it has been felt throughout the community that this field would have been identified as requiring upgrades, and he explained that cost estimates were provided in order to avoid skewing the bidding. Tom Lee asked if Lombard would be included in the 20-year forecast and future planning, and Mr. Steen confirmed that it would be considered regarding future needs. In response to Richard Sawyer's request for clarification, Mr. Steen confirmed that the word *facilities* does not mean *structures*, so the Hyannis Youth and Community Center and village Community Buildings would not be included, but playing fields, tennis facilities and other outdoor recreation sites would be emphasized, along with demographic analysis to allow planning for future needs.

Terry Duenas asked about the composition of the committees that would be reviewing the phases, and Mr. Steen replied that this had not been determined yet, as DPW staff would oversee the study to that point and also conduct the hiring process because of their experience with it. He said Community Services and Recreation would have a strong role in the actual managing of quality control on those reports and feedback, providing their guidance from an operational perspective. Lynne Poyant asked Mr. Duenas if he was offering to serve on the evaluation committee for the RFP, and Mr. Duenas said he would be interested in volunteering. Ms. Poyant said that Community Services usually works with the committee and commissions directly associated with a project before seeking other volunteers, and she said they would ask for someone from Recreation for RFP evaluation. She added that public outreach would be pursued to plan for the next 20 years. Deb Converse inquired if the same criteria would be applied for each field as much as possible, and Mr. Steen replied that base-level criteria would be used, with additional considerations specific to each field type. He said a standardized benchmark would be sought for comparison of the various fields. Tom Lee requested notification of the schedule with the consultant, if the project is approved, as well as a copy of the report findings for CPC. Richard Sawyer inquired if Community Preservation funding from Open Space/Recreation is appropriate for a study, and Laura Shufelt replied that a study of recreation should be eligible.

Motion was made by Richard Sawyer and seconded by Terry Duenas to approve the Town Manager/DPW Application for \$137,528 from CPA Open Space/Recreation funds to undertake a comprehensive evaluation of recreation fields in the Town of Barnstable, resulting in a 20-year strategic plan for the Town's recreational facilities. Motion carried with a unanimous vote.

Application from COMM Fire District Water Department for the acquisition of 5 lots totaling 10.95 acres for the benefit and protection of public water supply and passive recreation. Request is for CPA funds in the amount of \$100,000, with \$300,000 to be provided from other funding sources. Properties are identified as Assessor's map 060, parcels 036, 035, 034, 033 and 032 and addressed, 53, 71, 87, 99, and 115 Hi River Road, Marstons Mills, respectively. Craig Crocker, Superintendent of COMM Water Department presented the application, requesting \$100,000 from CPA Open Space/Recreation funds to help protect public water resources. He said test well

investigations on COMM property in the Hayden well field proved that the wells were fairly decent, but in order to meet the required 400-ft. radius of the test well locations, the subject parcels would need to be under the control of the Water Department. With CPA funding and a Conservation Restriction on the property, he said the District would have operational control of the property.

Tom Lee noted that this project is very important to protect water resources, especially for a future zone 1 area that has been proven to be good land for a well. Laura Shufelt asked if this is the same property that Habitat for Humanity was going to develop for housing, and Mr. Crocker said he believed it was. Ms. Shufelt said that she thought there could be an opportunity for both land conservation and affordable housing by devoting the 3.5 acre lot to affordable housing, accommodating multiple houses. She added that she did not like to see more land taken off tax rolls and removed from availability for affordable housing without sufficient reason. Mr. Crocker noted that developing a well requires control of its surrounding 400 ft. radius, in accordance with State regulation, and, ideally, all possible protection is important, since water is drawn from property beyond the well's immediate proximity. Terry Duenas asked what the impact would be on the wells if the lots were used by housing, and Tom Lee stated that DEP requires the water department to own the zone 1 property for future wells outright, with no development inside the zone 1. He added that, from his perspective, a house with a septic system could be sited there, but ultimately the total nitrogen that is discharged into the groundwater would be a concern. From a conservative standpoint, Mr. Lee said that he would not put anything in there, just to protect the groundwater. Ms. Shufelt asked Mr. Crocker when he would anticipate developing wells on future well sites, since other land reserved for wells, such as the Darby property, has not been developed. Mr. Crocker replied that the well sites will be developed as the need arises, but not likely within the next 5 years. He also noted that the State grant sought is a 50% reimbursement grant from EOEA for water supply.

Motion was made by Tom Lee and seconded by Richard Sawyer to approve the COMM Fire District Water Department Application for \$100,000 from CPA Open Space/Recreation funds for the acquisition of 10.95 acres total on Hi River Road, Marstons Mills, for conservation and passive recreation purposes. Motion carried, with Deb Converse and Laura Shufelt opposed.

Correspondence

The letter dated March 10, 2016, from Housing Assistance Corporation, returning the unused \$150,000 from the "buy down" program after funding two projects, was discussed. Laura Shufelt commented that the letter included recommendations for uses of CPA funds, such as the rental assistance program run in other towns and once run in Barnstable for three years through Community Action. She said no one has sought funds to administer it, and it is very labor intensive. Another suggestion she mentioned was a repair program, but she said CPA funding would require a deed restriction. She said Yarmouth receives such deed restrictions, but most people won't restrict their house as affordable for \$15,000 in funding. Tom Lee asked the next steps for pursuing a rental assistance program, and Ms. Shufelt said that a notice of funding availability could be issued if CPA funds were approved for someone to administer it. She added that different towns do it in different ways, but most Cape towns will pay \$300 per month for a maximum of three years directly to the landlord toward rent. She noted that recipients

must be income-qualified and recertified every year, and she explained that HAC returned the CPA funds because there was no interest due to the required deed restriction. Also, she said, HAC could not find homes priced low enough to purchase, rehab, and then resell at affordable rates. She said other towns provide \$120,000 per house, which she considered a high cost for one house, but she noted that HAC was able to utilize the buy-down twice at \$50,000 each.

General Discussion

Chair Counsell notified the Committee of changes in the new Schedule of Unreserved CPC Funds Balances, with this meeting's approval of the applications of the COMM Fire District Water Department for land acquisition and the DPW for Comprehensive Field Evaluation. He noted that Laura Shufelt was correct that the 10% of funds earmarked for Historic Preservation is now depleted, so any historic preservation projects going forward will require undesignated funds. Deb Converse confirmed that applications are still accepted for CPA funding categories where required 10% allocation is expended, with undesignated funds still available for allocation.

Project Updates – Lindsey Counsell

Chair Counsell reported that the Tales of Cape Cod Historic Preservation Restriction application has been sent to the State, and Atty. Barbara Harris is the consultant who manages this process for CPC, adapting to the standards of the Mass. Historical Commission.

Closing Public Comment

None

Adjournment

A motion was made by Richard Sawyer, seconded by Tom Lee, to adjourn. Meeting adjourned at 6:41 p.m.

Next Regularly Scheduled CPC Meeting – April 25, 2016

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

- Exhibit #1 - Draft CPC Meeting Minutes – February 22, 2016
- Exhibit #2 - LOI Town Manager/DPW – Lombard Parking and Field Improvements
- Exhibit #3 - LOI Town Manager/DPW- W. Barnstable Community Building Windows
- Exhibit #4 –LOI Barnstable Little League – Replica Fenway Cape Cod Project
- Exhibit #5 –LOI Cotuit Library Association – Gateway II Accessibility Project
- Exhibit #6 – Application Town Manager/DPW – Comprehensive Field Evaluation
- Exhibit #7 – Application COMM FD Water Dept – Acquisition & CR 10.95 acres
- Exhibit #8 – Letter dated March 10, 2016 from Housing Assistance Corporation
- Exhibit #9 – Schedule of Unreserved CPA Fund Balances as of March 21, 2016
- Exhibit #10- PowerPoint Lombard Parking and Field Improvement Project.
- Exhibit #11- PowerPoint West Barnstable Community Building Window Replacement
- Exhibit #12- PowerPoint Comprehensive Evaluation of Barnstable Recreation Fields

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