



**Town of Barnstable**  
**COMMUNITY PRESERVATION COMMITTEE**

[www.town.barnstable.ma.us/CommunityPreservation](http://www.town.barnstable.ma.us/CommunityPreservation)  
Email: [CommunityPreservationCommittee@town.barnstable.ma.us](mailto: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  
Fred LaSelva – Planning Board • Tom Lee – Conservation Commission • Richard Sawyer – Recreation Commission • Deborah Converse – Housing Authority  
Will Crocker – Town Council Liaison

**Monday, November 27, 2017**  
**Regular Public Hearing – APPROVED Minutes**  
367 Main Street, Hyannis, MA - 2<sup>nd</sup> Floor – Hearing Room  
**5:30 PM**

2018 MAR 1 PM 2:16

BARNSTABLE TOWN CLERK

<b>Lindsey Counsell – Chair</b>	<b>Present</b>
<b>Laura Shufelt – Vice Chair</b>	<b>Absent</b>
<b>Marilyn Fifield – Clerk</b>	<b>Present</b>
<b>Terry Duenas</b>	<b>Present</b>
<b>Tom Lee</b>	<b>Present</b>
<b>Sue Rohrbach</b>	<b>Absent</b>
<b>Richard Sawyer</b>	<b>Present</b>
<b>Deborah Converse</b>	<b>Absent</b>
<b>Fred LaSelva</b>	<b>Present</b>

**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 Marilyn Fifield and seconded by Richard Sawyer to approve the draft Community Preservation Committee meeting minutes of September 25, 2017, as submitted. Motion passed unanimously, with Fred LaSelva and Terry Duenas abstaining.

**Letters of Intent**

Letter of Intent received from the Unitarian Church of Barnstable requesting \$167,000 for restoration of the cupola on the roof of Warren Hall, replacement of deteriorating windows in both the sanctuary and Warren Hall, as well as repair and replacement of hazardous stairways.

Mr. Jack Grebe, Chairman of the Church's CPC Task force, and Mr. Robert Marino, Finance Committee Chairman, explained the Letter of Intent and thanked the Committee for the opportunity to present an updated proposal. He explained that the Warren Hall roof included in the previous Letter of Intent had been replaced because it was leaking and could not withstand another winter, but he said the new Letter of Intent includes the

replacement of 12 deteriorating windows instead of the roof replacement included previously. Mr. Grebe outlined the many community services that take place at the site, adding that an Application could be filed within 90 days, although locating qualified contractors and masons for bids would be difficult. As matching funds, he said the Unitarian Church would contribute 25% of the total cost, based upon the bids received. He noted that the church is on the National Register, including Warren Hall, so both are eligible for Community Preservation funding, and he said the church windows would be custom-made, like for like, with the doorway into Warren Hall including a custom-made window. He said thermal glass would be used; and storm windows may or may not be included in the Application. Richard Sawyer requested that the application include the history of the cupola and provide a detailed breakdown, and Marilyn Fifield said that replacement windows are not consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties, which is required of CPA-funded rehabilitation of historic properties. She advised repairing the existing windows and adding storm windows, as has been done at other CPA-funded historic properties.

**Motion was made by Terry Duenas and seconded by Tom Lee to move the Letter of Intent from the Unitarian Church for CPA Historic Preservation funds in the amount of \$167,000 to the full Application stage. Motion carried with a unanimous vote.**

**Applications/Presentations:**

None received.

**Correspondence Received:**

Withdrawal of the South Congregational Church's CPA Historic Preservation application to restore 33 gravestones in its historic burying ground was discussed, with the explanation that the required Historic Preservation Restriction was considered too onerous. Chair Counsell reminded that the Historic Preservation Restriction is required for all CPA-funded historic properties.

**General Discussion:**

CPC then discussed the following:

- Inviting Mark Marinaccio from DPW to update CPC regarding the status of CPA-funded Town buildings and projects
- Asking Stewart Saginor to review the CPC handbook and also to explain the use of CPA funds as loans
- Scheduling the CPC annual meeting for January or February, 2018, preceded by a workshop with the Town Council
- Scheduling of the election of officers for the December or January meeting
- Scheduling a subcommittee meeting on housing and constraints
- Reviewing the field study's identification of fields in poor condition, its needs assessment and projected user groups in the draft plan to be available in January
- Seeking the existing demographic study of the town's aging population that was used as a resource for the field study
- Scheduling presentation of the draft Housing Production Plan to CPC in December or January
- Reviewing the Open Space and Recreation plan to be available in January

- Scheduling 2018 meetings to avoid holidays.

### **Adjournment**

A motion was made by Richard Sawyer and seconded by Terry Duenas to adjourn.  
Meeting adjourned at 6:44 p.m following unanimous vote.

### **Next Regularly Scheduled CPC Meeting – December 18, 2017**

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

Exhibit #1 – Draft September 25, 2017 Meeting Minutes  
Exhibit #2 – Letter of Intent – Unitarian Church of Barnstable  
Exhibit #3 – South Congregational Church letter of withdrawal  
Exhibit #4 – Draft 2018 CPC Meeting Schedule  
Exhibit #5 – Updated Community Preservation Committee Handbook

Respectfully submitted,

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

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