



**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 • Tom Lee – Vice Chair • Marilyn Fifield – Historical Commission • Terry Duenas – At Large • Katherine Garofoli – At Large  
 Stephen Robbichaud– Planning Board • Tom Lee – Conservation Commission • James Tenaglia – Recreation Commission  
 Deborah Converse – Housing Authority • Farley Lewis – At Large • Jessica Rapp Grassetti – Town Council Liaison

**Monday, December 20, 2021**  
**ANNUAL CPC Public Hearing APPROVED Minutes**  
 Remote Access Meeting Via Zoom Link: <https://zoom.us/j/93010039470>  
**5:30 PM**

<b>Lindsey Counsell – Chair</b>	<b>Present</b>
<b>Marilyn Fifield – Clerk</b>	<b>Present</b>
<b>Terry Duenas</b>	<b>Present</b>
<b>Tom Lee-Vice Chair</b>	<b>Present</b>
<b>Katherine Garofoli</b>	<b>Absent</b>
<b>James Tenaglia</b>	<b>Present</b>
<b>Deborah Converse</b>	<b>Present</b>
<b>Stephen Robichaud</b>	<b>Present</b>
<b>Farley Lewis</b>	<b>Present</b>
<b>Jessica Rapp Grassetti-TC Liaison</b>	<b>Present</b>

**Call to Order**

With a quorum present, Chair Lindsey Counsell called the continued Community Preservation Committee Annual Public Hearing to order at 5:30 pm and read: “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.

**Roll Call**

**Present:** Terry Duenas, Deb Converse, Tom Lee, Marilyn Fifield, Stephen Robichaud, Farley Lewis, James Tenaglia and Lindsey Counsell.

**TOPICS FOR DISCUSSION:**

- **Continued Annual Public Hearing on Community Preservation Committee Goals and the Community Preservation Plan for Fiscal Year 2022 for the Community Preservation Act categories: Community Housing; Historic Preservation; Open Space; and Recreation.**

Chair Counsell noted that the purpose of tonight’s meeting is to take public input on the upcoming year’s work of the Community Preservation Committee and to review the Community Preservation Plan for the upcoming year.

**PUBLIC COMMENT:**

Public Comment was invited and no one from the public came forward at this time.

## **CPC MEMBER DISCUSSION:**

- Steve Robichaud reviewed the suggested revisions and research of other towns' CPC Plans and websites that he had provided ahead of the annual public hearing for CPC consideration:
  - Update font and format similar to that used in other Planning & Development documents.
  - Include photos and graphics on the CPC Plan cover and within the CPC Plan similar to other towns researched, depicting examples in a shared pdf.
  - Include chart of allowable spending purposes.
  - Present spending history of CP fund by program area/village.
  - Include definitions of low and moderate income levels for Community Housing.
  - Include Community Preservation Committee member biographies via a link including the village the committee member is from, their experience and other boards they participate in.
  - Include photos of projects completed with CP funds and/or a link to a slideshow of same for each CPA category. Mr. Robichaud said he is willing to collect the materials for this and discussed what the process may be to obtain photos and permissions to use them.
  - Include a vision or mission statement as some towns did and, if included, it would be one or the other, but not both. Consider combining Town of Barnstable Vision and Barnstable CPC Mission statements.

Chair Counsell noted that CPC usually works with Planning & Development for CPC website improvements and expressed appreciation for any help that can be provided.

- CPC members thanked Steve for his efforts and agreed that the inclusion of photos would enhance the CPC Plan. James Tenaglia noted that the Town has started airing a Channel 18 series and that he had been interviewed about some of the recreation projects that were completed, such as playgrounds. He added that there are Channel 18 shows specifically about CPC also.
- Chair Counsell noted the input of Elizabeth Jenkins at the last annual hearing and incorporation of those suggested changes into the FY22 CPC Plan. He said the suggestions from the Trust were very helpful and should be accepted into the Plan because the Trust is basically controlling the Community Housing portion of the CPA program for this year. Deb Converse agreed that Ms. Jenkins did a fabulous job editing, but, as the Housing member of CPC, she disagreed that the Trust is controlling Housing funds and reminded that CPC is overseeing Trust activities and that the Community Housing portion of the CPA program could return to CPC in the future.
- Farley Lewis noted that the Open Space section of the CPC Plan contains a long list of criteria and thought it would be helpful to narrow that list down to the top five interests or priorities. Chair Counsell asked CPC members to list Open Space priorities for the next meeting in January. Tom Lee noted that he had mentioned he would work on the Open Space Plan at the last meeting and asked members to send an email to him regarding their top five priorities for Open Space, saying he would work on that. Chair Counsell noted that Katherine Garofoli also

volunteered to work on the Open Space section of the CPC Plan.

- Tom Lee asked for clarification of two priorities in the Community Housing section and whether Hyannis and the entire town should be included in each:
  - Projects with affordable rental housing in an area outside of Hyannis.
  - Projects that propose the creation of affordable and community housing ownership in Hyannis.

Elizabeth Jenkins explained that this language came entirely from the Town's Housing Production Plan as well as from the contents of the Affordable Housing Trust's Notice of Funding Available (NOFA). She emphasized that the Planning Department did not modify or create new priorities; the priorities were taken from adopted documents. In answer to Tom Lee's question, she noted that this is the CPC's action plan and if CPC feels those priorities should be modified for the purposes of CPA funding, it is the Committee's prerogative to do so. Deb Converse said affordable rental housing in areas outside of Hyannis was edited by CPC in a past year because it seemed like there was already a concentration in Hyannis, while it should instead be distributed more evenly throughout the town. There was discussion regarding the need for housing wherever it can be located in town, and while the goals and priorities outlined should not preclude funding of a project in Hyannis, the funding of a project in another village may receive greater consideration. Deb Converse said she would like to work with the subcommittee that was set up at the last annual meeting, including Terry Duenas, utilizing the Planning Dept.'s thorough input, prior to the next meeting. She noted that the goals for Community Housing need to come from CPC.

- Chair Counsell said he liked the suggestion of updating the fonts and format in the CPC Plan to reflect those of other Planning Department documents. Ms. Jenkins noted that the Planning Department has an on-call graphic designer that helps with some of their publications like this. She offered for Steve and other CPC members to send suggestions of favorite projects and photos in order to work with the Communications Department to clean up the appearance of the CPC Plan. Chair Counsell mentioned that most of the other CPC Town plans are professionally prepared by consultants and Barnstable CPC is one of few that updates the plan internally.
- James Tenaglia said that Recreation priorities seem to be missing from the Open Space section of the plan and he would like to add the priorities that the Recreation Commission identified from their field tours. He said that CPC has already started to fund some of the prioritized projects, but there still are 6 or 7 remaining. Ms. Jenkins agreed that parity between sections of the plan is a goal of editing and it does appear that there is not a separate section that addresses Recreation but that Recreation can work offline to create a separate section; CPC members agreed.
- Steve Robichaud noted that, in the past, the Town Manager has presented a CP financial report that included graphs and charts, and he suggested these could also be used in the CPC Plan. All agreed this is a good suggestion, and Ms. Jenkins said she would work with Finance Director Milne to import these graphics.
- Marilyn Fifield suggested that Historic Preservation Restrictions associated with

CP funded projects could also be graphed to demonstrate the restrictions as a benefit of CP funding. She added that Housing and Conservation Restrictions could also be included in that graph of all CPA restrictions in place. Deb Converse noted that it would be interesting to know how many units are actually affordable and counted. Ms. Jenkins said that there is a Conservation Restriction and Open Space spreadsheet that underlies the data that goes into the Open Space and Recreation Plan. Chair Counsell noted there are approximately 10 to 12 Historic Preservation Restrictions. For affordable housing that is counted, Ms. Jenkins said she has a list of SHI housing units which are counted by the State under Chapter 40B with the 10% affordable-unit goal, adding that these units are cataloged and monitored. Chair Counsell noted that there are housing projects that CPC has funded in support of the retention or support of units as affordable that will not be counted as new units on the SHI. Ms. Jenkins explained that the Everleigh project had a Town of Barnstable inclusionary component so, in that case, there were 230 units with 10% affordable per the inclusionary ordinance, so there were 23 new affordable units that counted on the SHI. She added that 40B requires at least 25% of the units to be affordable, although in a 40B, all of the units of the project count on the SHI. Deb Converse said this distinction should be made on the list of affordable units.

Public Comment was again requested by Chair Counsell and no one from the Public came forward. No Public-Comment correspondence was received while the Annual Public Hearing was open from November 15, 2021, to December 20, 2021.

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**Motion was made by Tom Lee and seconded by James Tenaglia to close the Annual CPC Public Hearing and continue discussion of the CPC Plan revisions to the next regularly scheduled CPC meeting agenda January 24, 2022, and to adjourn the Annual CPC Public Hearing. Motion passed with a unanimous roll call vote of the members present. 8 Aye, 0 No. Meeting adjourned 5:55 p.m.**

CPC members all thanked Elizabeth Jenkins for her assistance, and she replied that she looked forward to working further with CPC.

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

Exhibit 1 – CPC Annual Meeting Agenda, December 20, 2021.

Exhibit 2 – CPC Annual Public Hearing Draft Minutes – November 15, 2021.

Exhibit 3 – Draft Fiscal Year 2022 CPC Plan with suggested revisions noted – Elizabeth Jenkins, Planning & Development Director.

Exhibit 4 – Research of other Town's CPC Plans and Websites by Stephen Robichaud.

Respectfully submitted,

Ellen M. Swiniarski

CPC Coordinator

*and 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.