



Town of Barnstable

Community Preservation Committee

www.town.barnstable.ma.us/growthmanagement/PropertyManagement/CommunityPreservation

Lindsey Counsell, Chair
Laura Shufelt, Vice Chair

Marilyn Fifield, Clerk
Alisha Parker, Project Coordinator

Monday, December 19, 2011

Public Hearing APPROVED MINUTES

Town Council Hearing Room at 367 Main Street, Hyannis at 5:30 pm
Meeting called to order at 5:31 pm

Members present: Lindsey B. Counsell, Richard Sawyer, Tom Lee, Paula Schnepf, Terry Duenas, Paul R. Curley, Town Council Liaison Janet Joakim, Marilyn Fifield, and Laura Shufelt

Members absent: Sue Rohrbach

Minutes: Motion duly made by Terry Duenas and seconded by Tom Lees to approve the minutes of the Regular Public Hearing on Monday November 28, 2011 as revised.

Aye: Counsell, Lee, Curley, Duenas, Sawyer

Absent: Rohrbach, Fifield (during vote), Joakim (during vote), Schnepf (during vote)

Abstain: Shufelt

Correspondence and Other Materials Received –

- John F. Kennedy Museum Portico Application, Department of Public Works (DPW) – Historic (Exhibit #1)
- Old Selectmen's Building Application, DPW – Historic (Exhibit #2)
- Trayser Museum Application, DPW – Historic (Exhibit #3)
- Osterville Bay School Letter of Intent, Recreation Division – Recreation (Exhibit #4)
- West Parish Memorial Foundation, Letter of Intent – Historic (Exhibit #5)
- Growth Management Department, Letter of Intent – Housing (Exhibit #6)
- Barnstable Land Trust, Letter of Intent – Open Space (Exhibit #7)
- Housing Assistance Corporation Project – Update (Exhibit #8)
- Hyannis Public Library, Letter of Intent – Historic (Exhibit #9)
- Community Action Committee of Cape and Islands (CACCI) Project – Update (Exhibit #10)

Discussion on Letters of Intent and Applications: Chair Counsell suggests that the Committee conduct a workshop with the Town Council before making any decisions on the new letters of intent and applications. During the workshop, the Council will be updated on the current funding requests before the Committee and will be asked to provide insight on priorities they may have. Previous Council priorities included: water access, focusing on Town buildings for historic restoration, and concentrating on underserved open space areas within the Town; specifically in Hyannis, Centerville and Osterville. If the Committee is able to meet with the Council in January, the CPC grant timeline may not be affected. The Council is aware that the CPC is interested in meeting with them and is considering that the second meeting scheduled each month be set aside for board/committee/commission workshop purposes. Vice Chair Shufelt points out that the Committee has voted against the Old Selectmen's Building application in previous meetings and would like to know who is directing the new pared-down application. Although the Community Preservation Act does not include restrictions on application submissions, the Committee can choose to establish the number of times a single applicant can submit a request. Regarding the DPW project applications, Shufelt would like to see the breakdown of each project by the applicant including; the total project costs and private funding. For example, the Trayser Museum application suggests approximately \$133,000 in total project costs but is requesting \$200,000 from the CPC which includes general conditions, overhead profit and Town of Barnstable soft costs which are approximately 50% of the total project costs.

Financial Update: Chair Counsell deferred Finance Director Mark Milne's attendance for this meeting, but he will be attending a future meeting to provide the Committee with a full outline of current fund requests and project closures. Shufelt points out a discrepancy on the Town Hall Exterior figures that were provided for this meeting and the November meeting. The Schedule of Continuing Appropriations spreadsheet (Exhibit #11) shows an encumbrance of \$200,000.00 in both November and December. Since there has been no record of additional change orders or invoices since the November meeting, an error in reporting has likely occurred. The spreadsheet also shows that remaining funds from the Town Hall Exterior project are being returned to the Historic set aside category when actually the funds should be returned to the Undesignated set aside category as the \$1,200,00.00

367 Main Street, Hyannis, MA 02601 (o) 508-862-4749 (f) 508-862-4782

Email: CommunityPreservationCommittee@town.barnstable.ma.us

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came from the Undesignated fund set aside not Historic fund set aside. Mark Milne will be contacted for an update on these inquiries. After sending 2 email requests, the Committee has not received a response from the Legal Department regarding the Baypoint Conservation Restriction to date. **Sawyer makes a motion to transfer the funds of project 2010-016 back into undesignated funds.** Chair Counsell informs the Committee that the Town is bound by an agreement with the developer and the return of funds for this project would need to go before the Town Council for approval. **Sawyer withdrew his motion.** Sawyer provided the Committee with an analysis of the percentage of funds spent on each project area on the Closed and Continuing appropriations spreadsheets (Exhibit #12). Closed funding appropriations include: Open Space 51.19%, Historic 23.71% and Community Housing 25.11% and continuing funding appropriations include: Open Space 21.53%, Historic 67.25%, and Community Housing 11.22%. In total, the Open Space projects received 35.49% in funding, Historic projects received 46.76% in funding and Community Housing received 17.76% in funding.

General Discussion / New Business: CPC Handbook draft copy (Exhibit #13) – it has been recommended by the Legal Department to add a 3rd subset of charges for the Committee in order to reserve the right to follow up with applicants within the rules of the CPA on items including; requesting a break down of funds, requesting specific audits, requiring signage posting, and requesting justification of projects. Ms. Fifield requests that the role of the Historical Commission be included in the Handbook as well. She will provide Alisha with the edit suggestions. Ms. Schnepf would like to see consistent punctuation of the bullets in the outlines.

Closing Public Comment:

- Town Councilor Ann Canedy, Precinct 1, would like to see the role of the Land Acquisition and Preservation Committee (LAPC) spelled out in the handbook regarding open space acquisitions. According to Chair Counsell, the Committee won't consider this addition to the handbook as there is no official role for the LAPC. It is not in the charge of the Committee through the Charter and it isn't specified in the Act as is the Historical Commission's involvement. Town Council liaison Joakim notes that the Town code states specifically what each committee's role is. The Town code requests LAPC to seek out and provide CPC with open space ideas. Open space acquisition suggestions are welcomed by anyone. Councilor Canedy would like to support the letter of intent for the Trayser Museum.
- Henry Farnham, West Barnstable, addresses the Old Selectmen's Building project. The original proposal submitted by the DPW for work included site improvements, foundation, and drainage that totaled approximately \$380,000.00 (\$633.00 per sq ft) and was viewed as being too costly. DPW pared down the application that is again before the Committee, to focus on the necessary emergency repairs which include foundation and drainage work. The importance of the building has increased since the creation of the new abutting playground, and due to the heavy use of the parking area which supports the Community Building, Old Selectmen's Building and the playground, the DPW would like to improve the parking area. The building is currently used by artists and generates revenue that has a balance of approximately \$60,000.00 which is being used to offset some of the cost of the project. Mr. Farnham would like to see municipal historic structures remain a priority of the Committee and the Council.
- Town Councilor June Daley, Precinct 11 offers her support regarding the Old Selectmen's Building project.

The next CPC meeting will take place at 5:30 pm on January 23, 2012 in the Town Council Hearing Room.

MOTION: Laura Shufelt makes a motion to adjourn the meeting and is seconded by Paul Curley.

Aye: Counsell, Lee, Curley, Duenas, Sawyer, Fifield, Schnepf, Shufelt

Absent: Rohrbach

Open Session Meeting adjourned at 6:07 pm

Respectfully Submitted, Alisha Parker, Project Coordinator

Exhibits:

John F. Kennedy Museum Portico Application, Department of Public Works (DPW) – Historic (Exhibit #1)

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Schedule of Continuing Appropriations (Exhibit #11)

Fund Analysis Sheet (Exhibit #12)

Draft Handbook (Exhibit #13)