



**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 Robichaud– 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, January 24, 2022**  
**Regular CPC Meeting APPROVED Minutes**  
**Remote Access Meeting Via Zoom Link: <https://zoom.us/97783861517>**  
**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>Present</b>
<b>James Tenaglia</b>	<b>Absent</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>

With a quorum present, Chair Lindsey Counsell called the meeting 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.

**Call to Order (Roll Call)**

Present: Tom Lee (yes), Marilyn Fifield (yes), Farley Lewis (yes), Terry Duenas (yes), Deb Converse (yes), Stephen Robichaud (yes), Katherine Garofoli (yes) and Lindsey Counsell (yes). James Tenaglia (absent)

**General Discussion:**

The motion of Tom Lee was seconded by Katherine Garofoli to approve the 2022 Community Preservation Committee meeting Schedule. Motion carried with a unanimous roll call vote: Yes – 8, No – 0.

The motion of Tom Lee was seconded by Katherine Garofoli to continue membership in the Community Preservation Coalition and remit payment for 2022 membership dues in the amount of \$7,900.

**Minutes**

The motion of Marilyn Fifield was seconded by Deb Converse to approve the December 20, 2021, Regular Community Preservation Committee meeting minutes as submitted. Motion carried with a roll call vote: Yes - 7, No – 0, Abstained – 1.

The motion of Marilyn Fifield was seconded by Deb Converse to approve the November 15, 2021, Annual Meeting minutes as submitted. Motion carried with a unanimous roll call vote: Yes – 8, No - 0.

The motion of Deb Converse was seconded by Marilyn Fifield to approve the December 20, 2021, Annual Meeting minutes as submitted. Motion carried with a roll call vote: Yes - 7, No – 0, Abstained – 1.

### **Letters of Intent**

- **Letter of Intent from Cotuit Federated Church, 40 School Street, Cotuit, seeking \$200,000 in Community Preservation Historic Preservation funds for the restoration, preservation, and installation of stained-glass windows; replacement of exterior shingles with historic-appearing shingles; fire protection system; 15% contingency. The estimated cost for the entire project to preserve and expand the building is \$3.9 million with \$3.39 million raised to date through donations.**

Pastor Angela Menke-Ballou reminded that the Letter of Intent had come before the Community Preservation Committee at the last meeting, but that it was not clear what part of the Cotuit Federated Church structures the Barnstable Historical Commission had voted significant. She explained that the Barnstable Historical Commission reviewed the Cotuit Federated Church property at their January 18, 2022, meeting for a determination of local significance and voted the entire site significant. Pastor Menke-Ballou further explained that the new Letter of Intent reflects two changes: an increased amount from \$170,000 to \$200,000 to accommodate 1) the Barnstable Historical Commission's preference for moving the entry doors, and 2) a higher cost for the cedar shingles. She said that one of the main goals of the project is to make the building accessible, with a handicapped-accessible ramp that will make the original door accessible.

In answer to a CPC inquiry, Pastor Menke-Ballou listed a few of the community uses of the buildings: a female a capella group, chair yoga for elders, artist groups, Boy Scouts, and the Kettliers, with additional activities planned for learning and community fellowship.

**Motion was made by Deb Converse and seconded by Tom Lee to move the Cotuit Federated Church Letter of Intent to the Application stage. Motion carried with a unanimous Roll Call Vote: Marilyn Fifield - yes, Deb Converse - yes, Tom Lee - yes, Farley Lewis - yes, Katherine Garofoli - yes, Terry Duenas - yes, Stephen Robichaud - yes, and Lindsey Counsell - yes.**

- **Letter of Intent from Town of Barnstable Department of Public Works seeking \$1,352,336 in Community Preservation Open Space/Recreation funds for the installation of a new accessible playground located at the Osterville Recreation Building. Work will include the grading of an area near the new tennis courts to create access from the parking area and West Bay Road, along with installation of new playground equipment to be coordinated with the community, as well as shade structure, benches,**

**tables, patio, accessible surfacing, retaining wall, landscaping, sidewalk, water bottle filling station, and an accessible path, all with completion estimated by Spring 2023.**

Town Architect Mark Marinaccio narrated a PowerPoint presentation outlining the request and reviewing past improvements to the site, including the demolishing of the Bay School and installation of tennis/pickleball courts and parking. He noted that plans for the Recreation Building are in progress, and he detailed plans for a new playground at the site. PowerPoint slides depicted a schematic of the playground design that will be further developed with input from the community. Mr. Marinaccio explained that equipment areas will be designed for two age groups - preschool to kindergarten and 1<sup>st</sup> grade to 8<sup>th</sup> grade – including a needed shade structure as well as a water bottle filling station, benches, a patio area, retaining wall and fencing.

In answer to CPC inquiries, Mr. Marinaccio explained that the cost of materials has increased significantly due to COVID and the unavailability of materials in comparison to the Centerville Recreation playground project recently approved. He indicated that a CIP request for this project was submitted and that some contribution was anticipated, but he reminded that the Capital Improvement Plan (CIP) had already funded all of the costs of field improvements. Regarding the water filling station, he said the water bill is paid by Structures and Grounds but this will be supplemented in the future with user fees for the field. He explained that the Town Council has emphasized the need for water bottle filling stations at playgrounds and fields around town. Chair Counsell noted that paved parking and paved walkways are not eligible for CPA funding, and Mr. Marinaccio agreed that the detailed budget contained in the Application would be modified after review by the Town Attorney.

**Motion was made by Chair Counsell and seconded by Terry Duenas to move the DPW Letter of Intent for \$1,352,336 for a new accessible playground at the Osterville Recreation property to the Application stage. Motion carried with a unanimous Roll Call Vote: Marilyn Fifield - yes, Deb Converse - yes, Tom Lee - yes, Farley Lewis - yes, Katherine Garofoli - yes, Terry Duenas - yes, Stephen Robichaud - yes, and Lindsey Counsell - yes.**

- **Letter of Intent from Town of Barnstable Department of Public Works seeking \$880,500 in Community Preservation Historic Preservation funds for Phase I restoration work for the Zion Union Heritage Museum building. Work will include siding, door replacements, window repairs, handicapped accessibility, and other site improvements, with an estimated completion date of Spring 2024.**

Richard Ventrone of DPW narrated a PowerPoint presentation and referred to the prior presentation to the CPC at the last meeting. He called restoration of the Zion Union Heritage Museum a great project in restoring its vernacular architecture and returning the historic church to prominence and improving ADA compliance issues inside and out.

Mark Marinaccio said that the project is phased, with a matching Capital Improvement Plan request already submitted to fund the mechanical improvements and interior elements that would be ineligible for CPA funds. He said Phase I is the exterior restoration of the building and Phase II is for the mechanical improvements funded by

the CIP. In answer to CPC inquires, Mr. Marinaccio noted that the property is leased, and the museum season runs from May to October with a surprising number of visitors from bus tours. Additionally, he said, the building is used by many groups throughout the year. He also noted that a stronger connection should be made on the Kennedy Trail between the JFK Memorial and the Zion Museum due to Kennedy's support for civil rights and the museum's artifacts relating to segregation and civil rights. He also explained that DPW will provide maintenance through Structures and Grounds and that planned site improvements include access stairs and plantings around the building. He added that there will be a design process, and removal of the steeple from the museum building will be considered.

**Motion of Deb Converse was seconded by Farley Lewis to move the DPW Letter of Intent for \$880,500 for restoration work for the Zion Union Heritage building to the Application stage. Motion carried with a unanimous Roll Call Vote: Marilyn Fifield - yes, Deb Converse - yes, Tom Lee - yes, Farley Lewis - yes, Katherine Garofoli - yes, Terry Duenas - yes, Stephen Robichaud - yes, and Lindsey Counsell - yes.**

- **Letter of Intent from the Town of Barnstable Department of Public Works seeking \$670,000 in Community Preservation Historic Preservation funds for restoration work for the West Barnstable Railroad Depot roof including removal and salvage of the existing clay tile roof, repair of deteriorated roof sheathing, waterproofing and re-installation of the historic roof tiles. Work also includes repairs to the existing windows, building trim, interior ceiling repair and associated elements, as funding allows.**

Mark Marinaccio narrated a PowerPoint presentation depicting the original 1910 blueprints for the West Barnstable Railroad Depot that included the canopies that extended to the left and right of the main building but no longer exist. He explained that the Arts and Crafts Mission Style depot was constructed in 1911 by the New Haven Railroad and served trains to Boston and seasonal trains to New York until 1964. He listed additional uses of the building including a stop for Amtrak, shooting of Hollywood movies, and serving as an excursion train stop from Hyannis to the Cape Cod Canal. He said the Town acquired the historic depot and then leased it to the Cape Cod Chapter of the National Railway Historical Society in 2001, with some minor restoration work completed to allow its use as an historic railroad depot museum open to the public in summer. He noted that the building is on the State Register of Historic Places as a Contributing Building in the Meetinghouse Way National Register Historic District and is also located in the Old King's Highway Regional Historic District. He explained that the building has been patched, repaired, and painted, but it needs more substantive renovations. He said the clay tile roof is leaking, causing damage to underlayment, soffits, and historic interior finishes, while interior finishes and windows need repair or replacement. He added that the deterioration allows moisture to penetrate the structure, causing further damage. Mr. Marinaccio's slides depicted water damage and rot, and he noted that an historic architect determined that the clay roof needs to be stripped, tiles salvaged, rotted wood and underlayment replaced, with the original tiles then returned. He added that the building remains intact, and the clay tiles are still manufactured, so they can be easily matched.

There was discussion regarding the significant soft cost request without matching funds, and Mr. Marinaccio noted a CIP request is in process, although this project has been in the funding cycle for years, and he added that a Massachusetts Historical Commission grant would be sought for funds up to \$100,000 if CPA funds are approved as a match. Marilyn Fifield commended the National Railway Historic Society's Cape Cod Chapter, of which she was once a longtime member, for acquiring the depot's original 1910 blueprints and sharing them with DPW. She also noted a possible issue with a state grant application because the Town owns only the building, with the land in Lombard Trust ownership.

**The motion of Terry Duenas was seconded by Marilyn Fifield to move the DPW Letter of Intent for funds for restoration work for the West Barnstable Railroad Depot to the Application stage. Motion carried with a unanimous Roll Call Vote: Marilyn Fifield - yes, Deb Converse - yes, Tom Lee - yes, Farley Lewis - yes, Katherine Garofoli - yes, Terry Duenas - yes, Stephen Robichaud - yes, and Lindsey Counsell - yes.**

### Applications

- **Application from Barnstable Little League seeking \$300,000 in Community Preservation Open Space/Recreation funds to construct a professional, safe, clean restroom facility together with a concession stand and officials' locker room to support the existing complex of 3 Little League fields. The restroom facility will be coordinated with and made available to Barnstable Community Innovation School students and staff to support recess period. The estimated cost of the total project is \$492,000 with matching funds and in-kind donations totaling \$150,000.**

Chair Counsell reported receiving a request for continuance to the February 28, 2022, CPC meeting, and he asked CPC members to review the information emailed regarding eligibility. He noted that, in reading this information, it appeared that the Town-owned recreation projects funded through CPC will all require a Recreation Restriction to be placed on them and will require further review by the Town Attorney's Office. He added that Town-owned CPA-funded historic properties may also require a Preservation Restriction.

- **Application from the Historical Society of Santuit & Cotuit seeking \$87,500 in Community Preservation Historic Preservation funds for the installation of fire safety equipment in the expanded museum, Dottridge Homestead and Icehouse and installation of a climate control system to safeguard the exhibits, archives and artifact storage areas in the museum and Dottridge Homestead as well as the complete restoration of the Dottridge Homestead buttery. Total budget for the project is \$500,000 with \$290,000 from public donations secured to date.**

Stephen Robichaud recused himself from review of this Application.

Beth Johnson, President of the Cotuit Historical Society (HSSC), narrated a PowerPoint presentation, explaining that the Historical Society's three buildings encompass the 1808 Dottridge Homestead that depicts that era on Cape Cod; the Cotuit Museum/Fire

Museum; the gift shop and an administrative/archive office, and the Rothwell Icehouse. She explained that HSSC is in the midst of a capital campaign called the “*Grand Plan to Expand – Building a Future for Cotuit’s Past.*” She noted that the project addresses the lack of space for collections they have been struggling with for years involving the documents, maps, books, papers, etc., vital to preserving the village history. To resolve this lack of space, she said half of the existing Fire Museum will be demolished and reconstructed with a new basement for collection storage along with an enhanced gallery connecting the Cotuit Museum with an added second floor that will house the archives and become the administrative office. She added that all would be climate-controlled to safely store and display the collection and archives. Further, she said the Doddridge Homestead preservation project will be completed by removing a restroom and restoring the area as a buttery. She detailed the CPC funding request as climate control and fire alarm system for the new spaces, including the new archive storage space in the basement, the new gallery space and the homestead, and the fire alarm in the Rothwell Icehouse, adding that the Doddridge Homestead project started in 2017 with partial CPC funding. Ms. Johnson said the CPC cost estimates total \$87,500, with the entire project cost at \$587,000 including \$290,000 raised in donations to date. She estimated the Phase I climate controls and fire alarms at a little over \$52,000, with the Phase 2 demolition of the bathroom in the Homestead estimated to cost \$15,000, and purchase of archival systems estimated at \$20,000.

**Motion was made by Chair Counsell and seconded by Katherine Garofoli to recommend to the Town Council through the Town Manager the Historical Society of Santuit and Cotuit’s Application for \$87,500 in Historic Preservation funds for the installation of fire safety equipment in the expanded museum, Doddridge Homestead and Icehouse and installation of a climate control system in the museum and Doddridge Homestead as well as restoration of the Doddridge Homestead buttery. Motion carried with a Roll Call Vote of 7 yes and one recusal: Marilyn Fifield - yes, Deb Converse - yes, Tom Lee - yes, Farley Lewis - yes, Katherine Garofoli - yes, Terry Duenas - yes, Stephen Robichaud - recused, and Lindsey Counsell - yes.**

### **General Public Comment**

Michelle Costen said that she noticed that one of the roles of the Community Preservation Committee is to help preserve and support housing, and she referred to what she called a terrible housing crisis with middle class people working fulltime but reported as homeless or displaced. She said she is trying to see where CPC fits in, as there is nothing on the agenda in support of housing. Chair Counsell responded that the CPC has engaged with the Town’s Housing Trust to administer \$2.5M for housing programs. He explained that CPC turned over management of housing projects to the Trust experts to promote and recruit projects, and he noted the Trust’s good results, citing its webpage for reference. Ms. Costen said she had correspondence with one of the Town Councilors who indicated there is no committee addressing the housing shortage, nor is the Town taking measures to preserve existing affordable housing. She felt that housing is more important than the projects on the CPC agenda, as a home is a basic need, adding that she was not sure that some of the projects CPC is considering now should supersede the need for a family home for people who are working and have no place to go.

Deb Converse responded as the Barnstable Housing Authority representative on the CPC, saying that affordable housing is a very complicated issue and noting her 30 years in the affordable housing business along with her current elected office on the Barnstable Housing Authority. She agreed that not enough has been done, saying it takes a lot of money, a lot of cooperation and a lot of community input to get these projects accomplished. She said it is the most frustrating experience of her life, that people are not doing enough and have not been for 40 years. She expressed appreciation for Ms. Costen's comments and for the concern of a lot of young people, even though people should have realized the need in the '80s and before. Ms. Converse called it worse now, adding that something does need to be done.

Michelle Costen said that there are measures that could be taken immediately, adding that she has discussed them with some people already and would like to discuss them further, calling this an emergency involving not low income, but middle and even upper. She added that she works in an emergency room with nurses and doctors, EMTs and firefighters. She said people who have no home come to the emergency room, and they're put in the ER so that they won't die out in the cold. She felt that new regulations are needed to protect families and preserve family neighborhoods.

### **Correspondence**

Chair Counsell noted receipt of the following correspondence:

- Community Preservation Act (CPA) Financial Reports prepared by Director of Finance Mark Milne.
- Affordable Housing Growth and Development Trust Fund Quarterly Report – August 1, 2021, through October 31, 2021. Chair Counsell noted that a Notice of Funding Availability has gone out.

### **Review of FY 2022 CPC Plan Revisions**

CPC had received a draft of the FY 2022 CPC Plan prior to the meeting, and Elizabeth Jenkins, Director of Planning & Development, said that she worked to incorporate CPC comments into the draft document and worked with CPC member Steve Robichaud to add additional information and graphics, improving the document visually and organizationally. She encouraged any further comments to be submitted for the next review of document.

Chair Counsell noted that James Tenaglia had a great suggestion to include the Recreation priorities list in the CPC Plan.

Steve Robichaud said he pulled data from the CPA website and the Town Manager's report and tried to integrate them in a visually pleasing way with pie charts. He said it gives the public a good visual representation of what CPC is doing and has done as well as what CPA is doing at a Statewide level.

Deb Converse said she has questions. E.g., the Affordable Housing Trust has eliminated some things CPC had adopted as goals, and she wondered if we concur with that. Chair Counsell asked her to elaborate at the next meeting, and Ms. Converse said she plans to confer with the Town Planning Director. Chair Counsell noted a conflict with the Planning Board for the February meeting, suggesting that the final discussion on the Draft Plan should take place at the March meeting.

Tom Lee said he liked the new format with photos and pie charts, noting some discrepancies that needed confirmation. He asked if CPC is still making priority lists with bullet points, noting that one of the CPC charges is to protect drinking water, but it is not presently listed and should be. It was agreed that the list of priorities should be reviewed for each CPC category. The need to update the Handbook regarding the new information provided in the 2019 Department of Revenue memo and restrictions on CPA expenditures was also noted. Chair Counsell added that the document also indicates the possibility that Preservation Restrictions and Recreation Restrictions may need to be placed on Town-owned properties which received CPA funds. Marilyn Fifield suggested quantifying all Restrictions resulting from CPA support in an appropriate graph. It was noted that each project's matching funds should be added, and CPC members thanked Elizabeth Jenkins and Steve Robichaud for their work on the draft CPC Plan.

### **Project Updates**

Chair Counsell reviewed the following project updates:

- Revised Application from the Barnstable Community Innovation School is anticipated for the February 28, 2022, CPC meeting.
- Revised Application from Trustees of Reservations for Armstrong Kelly Park is anticipated for a future meeting after Legal Dept review is complete.
- Inquiry from Master Gardeners Association of Cape Cod for a hoop house associated with a community farm is under review for eligibility.
- Barnstable Historical Society CPC Application - Historic Preservation Restriction is in process. Photographic documentation is being completed.
- Mid-Point Community Housing Application – document finalization is in process. Application for pre-development funds from the Affordable Housing Trust was withdrawn. The approved CPC project will be included in a larger complex.
- Sturgis Library Application appropriated – Funds are available.
- Quotes for building study and Application are anticipated from Marsons Mills Community Church for a future meeting. CPC will inquire if they are still interested.
- 830 Wakeby Rd, Marstons Mills, acquisition – Closing took place on December 27, 2021. CPC is waiting for the Barnstable Land Trust to submit the final documentation for the CP fund to be reimbursed through the grant awarded.
- Chair Counsel noted that some of the DPW projects have good CIP matches, but some do not and that may need to be addressed.

### **Adjournment**

**Motion was made by Tom Lee and seconded by Lindsey Counsell to adjourn.**

**Motion carried with a unanimous Roll Call Vote: Marilyn Fifield - yes, Deb Converse - yes, Tom Lee - yes, Farley Lewis - yes, Katherine Garofoli - yes, Terry Duenas - yes, Stephen Robichaud - yes, and Lindsey Counsell - yes.**

**Meeting adjourned at 7:35 p.m.**

**Next Regularly Scheduled CPC Meeting – February 28, 2022**

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

- Exhibit 1 –CPC Agenda, January 24, 2022.
- Exhibit 2 – Draft CPC Regular Meeting Minutes from the December 20, 2021, meeting.
- Exhibit 3 - Draft CPC Annual Meeting Minutes from the November 15, 2021, meeting.
- Exhibit 4 - Draft CPC Annual Meeting Minutes from the December 20, 2021, meeting.
- Exhibit 5 - Draft 2022 CPC Meeting Schedule
- Exhibit 6 - Community Preservation Coalition 2022 Membership Dues Invoice.
- Exhibit 7 - Letter of Intent – Cotuit Federated Church
- Exhibit 8 - Letter of Intent – DPW - Osterville Recreation Building Playground
- Exhibit 9 – PowerPoint Presentation – DPW - Osterville Recreation Building Playground
- Exhibit 10 – Letter of Intent – DPW – Phase I Zion Museum Restoration
- Exhibit 11 - PowerPoint Presentation – DPW – Phase I Zion Museum Restoration
- Exhibit 12 – Letter of Intent – DPW – West Barnstable Railroad Depot
- Exhibit 13 - PowerPoint Presentation – West Barnstable Railroad Depot
- Exhibit 14 - Application – Historical Society of Santuit & Cotuit (HSSC)
- Exhibit 15 - PowerPoint Presentation – Historical Society of Santuit & Cotuit (HSSC)
- Exhibit 16 – CPA Financial Reports prepared by Director of Finance Mark Milne.
- Exhibit 17 – Affordable Housing Trust Fund Quarterly Report – 8/1/21 through 10/31/21.
- Exhibit 18 – Draft 2022 CPC Plan updated by Elizabeth Jenkins and Steve Robichaud.

Respectfully submitted,  
Ellen M. Swiniarski  
Community Preservation Coordinator  
Planning & Development Department  
*and edited by CPC Clerk Marilyn Fifield*

Please Note: The list of matters is 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**