

TOWN OF BARNSTABLE

NOTICE OF MEETINGS OF TOWN DEPARTMENTS AND ALL TOWN BOARDS
As Required by Chapter 28 of the Acts of 2009, amending MGL Chapter 30A

NAME OF PUBLIC BODY – COMMITTEE, BOARD OR COMMISSION:

REGULAR MEETING AGENDA COMMUNITY PRESERVATION COMMITTEE

DATE OF MEETING: Monday, November 17, 2025

TIME: 5:30 p.m.

PLACE: The Community Preservation Committee (CPC) meeting will be held by remote participation methods pursuant to the passage of legislation extending certain COVID-19 measures adopted during the state of emergency in the Commonwealth of Massachusetts.

Alternative public access to this meeting will be provided in the following manner:

1. This meeting will be replayed via Xfinity Channel 8 or high-definition Channel 1072. It may also be accessed via the Government Access Channel live video on demand archives on the Town of Barnstable's website: <https://streaming85.townofbarnstable.us/CablecastPublicSite/?channel=1>
2. Real-time public comment can be addressed to the Community Preservation Committee utilizing the Zoom link or telephone number and access code for remote access below.
Link: <https://townofbarnstable-us.zoom.us/j/83519735966>

Or by calling the US Toll-free Telephone Number: 888-475-4499
Meeting ID: 835 1973 5966

3. Applicants, their representatives, and individuals required or entitled to appear before the Community Preservation Committee may appear remotely and are not permitted to be physically present at the meeting and may participate through the link or telephone number provided above. Documentary exhibits and/or visual presentations should be submitted in advance of the meeting to Sarah.Beal@town.barnstable.ma.us so that they may be displayed for remote public access viewing.

Meeting materials will be available at <https://www.townofbarnstable.us/boardscommittees/communitypreservationcommittee/> prior to the meeting.

This meeting of the Community Preservation Committee is being recorded and broadcast on the Town of Barnstable's Government Access Channel. In accordance with MGL Chapter 30A, s. 20, the Chair must inquire whether anyone else is recording this meeting and to please make their presence known

Call to Order:

Roll Call of the Members:

Minutes:

- Approval of the Draft Community Preservation Committee Annual Hearing Minutes from October 20, 2025.
- Approval of the Draft Community Preservation Committee Regular Meeting Minutes from October 20, 2025.

Letters of Intent:

None received.

Applications:

- An Application has been received from the Planning & Development Department for \$4,200 in CPA Open Space/Recreation funds for the purchase of 30 hiking trail signs to be placed at roadside trail approaches for Town of Barnstable Conservation trails pending locational safety approvals.

Correspondence Received

- None received.

Project Updates:

- The Barnstable Land Trust's Woodland Bog Application for CPA Open Space funds was approved at the November 6, 2025 Town Council public hearing.
- The Department of Public Works' Application for additional CPA Open Space/Recreation funds for the Osterville Playground Project was approved at the November 6, 2025 Town Council public hearing.
- The Mill Pond Conservation Restriction Application has been scheduled for Town Council public hearing on November 20, 2025.
- Conservation Restrictions for the Harju and Prince Avenue properties to be granted to Barnstable Land Trust have been completed for local signatures and will be placed on the Town Council agenda for acceptance.
- A plan of the Conservation Restriction area for 230 Old Colony Road is being created and subsequent to Planning Board approval, will be recorded at the Barnstable County Registry of Deeds.
- The closing for Smith's Creek Conservation Restriction will be scheduled once the Land Court provides required documents.
- Barnstable Land Trust's acquisition of Cotuit Highground has taken place with a Conservation Restriction granted to the Town of Barnstable.
- An updated Letter of Intent is anticipated from Oddfellow Lodge based upon the building assessment completed by the consultant. Confirmation of non-profit status is required.
- The consultant has submitted a final draft preservation restriction for the South Congregational Church Burial Ground to Massachusetts Historical Commission.
- DPW Applications for the Osterville Recreation Comfort Station and Centerville Recreation Ballfield are anticipated for the December 15, 2025, meeting.

Member Discussion:

- Draft CPC FY 2026 Plan
- CPC Website Updates
- Format for the December 15, 2025, CPC Meeting.

Public Comment:

Vote to Close Public Comment on the FY 2026 CPC Plan:

Adjournment:

CPC Regular Meeting Scheduled December 15, 2025

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

For your information the section of the M.G.L. that pertains to postings of meetings is as follows: Except in an emergency, in addition to any notice otherwise required by law, a public body shall post notice of every meeting at least 48 hours prior to such a meeting, excluding Saturdays, Sundays and legal holidays. In an emergency, a public body shall post notice as soon as reasonably possible prior to such meeting. Notice shall be printed in a legible, easily understandable format and shall contain: the date, time and place of such meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting. Meetings of a local public body, notice shall be filed with the municipal clerk and posted in a manner conspicuously visible to the public at all hours in or on the municipal building in which the clerk's office is located.



Town of Barnstable

COMMUNITY PRESERVATION COMMITTEE

www.town.barnstable.ma.us/CommunityPreservation

Email: CommunityPreservationCommittee@town.barnstable.ma.us



Committee Members

Lindsey B. Counsell – Chair • Stephen Robichaud – Vice Chair • Katherine Garofoli – Clerk • Barbara DeBiase-Historical Commission
Terry Duenas – At Large • Stephen Robichaud– Planning Board • Tom Lee – Conservation Commission • Vacant – Recreation Commission
Deborah Converse – Housing Authority • Farley Lewis – At Large • Kristin Terkelsen – Town Council Liaison

Monday, October 20, 2025 Regular Public Hearing DRAFT Minutes 7:00 PM

Lindsey Counsell – Chair	Present
Tom Lee-Vice Chair	Present
Katherine Garofoli	Present
Deborah Converse	Present
Stephen Robichaud	Present
Farley Lewis	Absent
Terry Duenas	Present
Barbara Debiase	Absent

Call to Order:

Notice of Recording: With a quorum present, Chair Lindsey Counsell called the meeting to order at 7:00 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 else is recording this meeting and to please make their presence known.” No one present was recording the meeting.

Minutes:

- Approval of the Draft Community Preservation Committee Regular Meeting Minutes from September 15, 2025.

The motion of Deb Converse was seconded by Terry Duenas to approve the September 15, 2025, CPC meeting minutes as submitted. Aye (6), No (0). The motion carried with a unanimous vote.

Letters of Intent:

- A Letter of Intent has been received from the Planning & Development Department for \$4,200 in CPA Open Space/Recreation funds for the purchase of 30 hiking trail signs to be placed at roadside trail approaches for Town of Barnstable Conservation trails pending locational safety approvals.

Ms. Alice Marcus-Kreig, Grants Coordinator and Open Space Planner, Planning and Development Department explained that the Letter of Intent represents a request from the Open Space Committee who is currently working on the Open Space and Recreation Plan. Ms. Marcus-Kreig said that the request for funds in the amount of \$4,200 is to purchase and install 30 signs to be installed by the DPW this Fall and Spring of 2026. Alice narrated a PowerPoint presentation depicting an example of the hiking sign and locations that the DPW will be installing the signs saying that placement will be 50 to

100 feet approaching the trail parking areas. She explained that the intent is to alert people of the available assets that the Town owns and to get people out onto the trails. Signage will be provided for the Andrews property, Lumbert Pond, Crocker Neck, Joshua Pond, Santuit River, Santuit Pond, Seabury Farm, Jenkins Bridge Creek, and Trayser.

There was CPC member discussion regarding the need for trail maps for each parcel and Ms. Marcus-Kreig said that Open Space is working with GIS to create a deliverable map of trails. Chair Counsell added that they are presently working on trail head maps that would be located in the parking areas as the first phase.

The motion of Tom Lee was seconded by Katherine Garofoli to move the Letter of Intent from Planning & Development for \$4,200 in Community Preservation Open Space and Recreation Funds for the purchase of 30 trail signs to the full Application stage. Aye (6), No (0). Motion carried with a unanimous vote.

Applications:

- None received.

Correspondence Received

- None received.

Project Updates: Chair Counsell provided the following updates:

- The Department of Public Works' request for CPA funds for the rehabilitation of Cotuit Memorial Park was approved at the September 18, 2025, Town Council Public Hearing.
- The Barnstable Land Trust's Woodland Bog Application for CPA Open Space funds has been referred to the Town Council for public hearing on November 6, 2025.
- The Department of Public Works' Application for additional CPA Open Space/Recreation funds for the Osterville Playground Project has been referred to the Town Council for public hearing on November 6, 2025.
- Conservation Restrictions for the Harju and Prince Avenue properties are being reviewed and will be placed on an upcoming Town Council agenda for approval.
- The draft Conservation Restriction for the Mill Pond project is in progress. The project will be referred for Public Hearing at Town Council once the draft Conservation Restriction is finalized.
- The closing for Smith's Creek Conservation Restriction will be scheduled once the Land Court provides required documents.
- The Barnstable Land Trust will be closing on the Cotuit Highground project October 25, 2025.
- An updated Letter of Intent is anticipated from Oddfellow Lodge based upon the building assessment completed by the consultant. Confirmation of non-profit status is required.
- The Preservation Restriction consultant is working on the South Congregational Church Burial Ground Preservation Restriction.
- DPW Applications for the Osterville Recreation Comfort Station and Centerville Recreation Ballfield are anticipated for the November 17, 2025 CPC meeting.

Member Discussion:

- Discussion and vote to approve \$8,850 in CPA Administrative funds for the creation of a Conservation Restriction plan for 230 Old Colony Road which is the 2016 land acquisition by Cape & Islands Engineering.

The motion of Katherine Garofoli was seconded by Deb Converse to approve the use of up to \$10,000 in CPA Administrative Funds for the creation of a conservation restriction plan and recording fees for 230 Old Colony Road property owned by the Town of Barnstable. Aye (6) No (0). The motion carried with a unanimous vote.

- Discussion and vote to approve \$2,000 in CPA Administrative funds for a Conservation Restriction appraisal for 3640 Falmouth Road, Marstons Mills. Chair Counsell explained the new requirement that CPC acquire appraisals for the value of a conservation restriction, not the fee value.

The motion of Terry Duenas was seconded by Katherine Garofoli to approve the use of \$2000 in CPA Administrative Funds for the appraisal of the conservation restriction value for 3640 Falmouth Road, Marstons Mills. Aye (6) No (0). The motion carried with a unanimous vote.

- CPC Website Updates – Chair Counsell asked members to provide input.
- It was decided that the November 17, 2025, CPC Meeting will be held remotely.

- Election of Community Preservation Committee Officers for FY 2026.

Tom Lee nominated Lindsey Counsell to continue as Chairman and Stephen Robichaud as Vice Chairman. Katherine Garofoli was nominated as Clerk. The motion of Chair Counsell was seconded by Stephen Robichaud to accept the slate of officers as nominated. Aye (6) No (0). The motion carried with a unanimous vote.

- Chair Counsell noted that he would not be seeking reappointment next June 2026 and that Stephen Robichaud will be prepared to step in as Chairman. Terry Duenas indicated that he may also not seek reappointment at that time saying that both Lindsey and he have served on the CPC for 21 years.

Public Comment:

None.

Adjournment:

The motion of Stephen Robichaud was seconded by Terry Duenas to adjourn the meeting. Aye (6) No (0). The motion carried with a unanimous vote.

Next Regular CPC Meeting Scheduled November 17, 2025

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

Exhibit 1 –CPC Regular Meeting Agenda, October 20, 2025.
Exhibit 2 – Draft CPC Meeting Minutes – September 15, 2025.
Exhibit 3 - Letter of Intent, Planning & Development – 30 Hiking Signs
Exhibit 4 - PowerPoint presentation – 30 Hiking Signs – Planning & Development

Respectfully submitted,
Ellen M. Swiniarski
Community Preservation Coordinator
Planning & Development Department

Please Note: The list of matters is 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 votes so, the Committee may go into Executive Session for specified allowable reasons. 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**

CPC APPLICATION (PAGE 1)

Appropriated CPA funds require one or more deed restrictions (conservation / historic preservation / housing). Sample restrictions are available at the Official Website of the Town of Barnstable www.town.barnstable.ma.us. Applicants must provide the first draft of their restriction to the CPC Project Coordinator. The Town of Barnstable Legal Department and Legal Consultant shall review and approve the restriction prior to the final commitment of the CPA funds to the project.

Submission Date: November 17, 2025

Project Title: Hiking Signs @ various trails

Project Map/Parcel Number:

Estimated Start Date: Spring 2026 weather pending

Estimated Completion Date: June 2026

Purpose (please circle all that apply):

Open Space

Community Housing

Historic

Recreation

Town Affiliation**

Public

Private

Non-Profit

Partnership (Describe below #3)

(**Applications must be approved by the Town Manager prior to submission)

Applicant Contact:

Name: Alice Marcus Krieg

Organization (if applicable): Planning & Development

Address: 367 Main Street, Hyannis, MA 02671

Mailing Address:

Daytime Phone #: 774.487.9181

E-mail Address: alice.marcus-krieg@town.barnstable.ma.us

Primary Contact (if different from applicant contact):

Name:

Address:

Mailing Address:

Daytime Phone #:

E-mail Address:

CPC APPLICATION (PAGE 2)

Appropriated CPA funds require one or more deed restrictions (conservation / historic preservation/ housing). Sample restrictions are available at the Official Website of the Town of Barnstable www.town.barnstable.ma.us. Applicants must provide the first draft of their restriction to the CPC Project Coordinator. The Town of Barnstable Legal Department and Legal Consultant shall review and approve the restriction prior to the final commitment of the CPA funds to the project.

Budget Summary:

Total budget for project: \$4200.00

CPA funding request: \$4200.00

Matching funds (committed/under consideration):

Please address the following questions:

1. Project summary (description and goals):

30 hiking signs to mark Town Asset Open Space

2. How does this project help preserve Barnstable's character?

Awareness of Town amenities and trails

3. Partnership(s) Description:

To fulfill a request from the Open Space & Recreation Committee

4. Provide a detailed project timeline:

Weather pending, Spring installation

5. How does this project meet the General Criteria and Category Specific Criteria for CPC projects?

1. Providing public access awareness.
2. Supports passive recreation and connection to trails
3. Endorsed by Open Space and Rec Committee

6. Provide a detailed budget, including the following information, as applicable: (Fiscal Year, Total Cost, CPC Funds Requested, Other Sources of Funding sought and received, and cost estimates/quotes received):

see attachment

7. Assessors office identification map and map and parcel number: signs are posted in the Town right of way

Alice Marcus Krieg

Signature of Applicant

11/12/2025

Date

Signature of Applicant Partnership

Date

****Additional information may be provided as well as requested.**



Town of Barnstable
Planning & Development Department
www.townofbarnstable.us/planninganddevelopment



LETTER of INTENT
CPC Funding Request

DATE: September 23, 2025

PROJECT NAME: Hiking Signs @ Conservation Trails

BRIEF OUTLINE: The Open Space & Recreation Committee has requested this assistance as a public service method to bring awareness and use of Town assets to town residents and the public at large. This request is a recommendation that arose from current Open Space Planning activities.

For Fall 2025, the intent is to install up to 18 Hiking Sign trail markers at roadside trail approaches pending locational safety per DPW Highway, Asset Management and Conservation approvals. See image attached herewith. As part of this request, we will purchase an additional 12 signs for Spring 2026 installation.

ESTIMATED TIMELINE: Once approval is achieved, installation can occur pending Town DPW Highway Department work schedule. We anticipate 2 months for all work to be completed.

FUNDING REQUEST: \$4200.00

PARTNERSHIPS: Completely Town administered; Costs are in-house for labor and procurement of signs

SECURED FUNDING: Town entity Installation Labor as matching value

APPLICANT CONTACT: Alice Marcus Krieg, Planning & Development, Open Space Planner & Grants Coordinator
Edwin Hoopes, Director, Conservation

PRIMARY CONTACT: Alice Marcus Krieg, Planning & Development, Open Space Planner & Grants Coordinator
774.487.9181 cell
Alice.marcus-krieg@town.barnstable.ma.us

CPA REQUEST AGREEMENT: Mark Ells, Town Manager
Or: Andrew Clyburn, Assistant Town Manager

Signature

9.25.2025

date

Perma-Line Corp

P.O. Box 1022
Easton, MA 02334-1022

The logo for Perma-Line, featuring the company name in a stylized font with horizontal lines on either side.**Quote**

Date	Quote #
11/10/2025	28592

Phone # 508-588-6240**E-mail** steve@perma-line.com**Fax #** 508-587-2110**Web Site** www.perma-line.com

Name / Address
Barnstable D.P.W Highway Division 382 Falmouth Rd. Hyannis, MA 02601

Ship To
Town Of Barnstable Highway Division 382 Falmouth Road Hyannis, MA 02601-2553

Terms	Rep
Net 30	

Qty	Item	Description	Unit Rate	Total
30	*M	Finished Traffic Signs - Engineer Grade* ===== 12x18 Brown w/ White Letters and Trim (symbol) Hiking Trail	29.95	898.50
30	10-1¼-SQUARE	10' x 1¼" x 1¼" Square Perforated Posts	47.95	1,438.50
30	3-2-SQUARE	3' x 2"x2" Square Perforated Post Anchors 12 Ga	25.95	778.50

Subtotal \$3,115.50**Sales Tax (0.0%)** \$0.00**Total** \$3,115.50

Town of Barnstable
Highway Division
382 Falmouth Road
Hyannis, MA 02601

Invoice No.

INVOICE

Customer

Name Alice Marcus-Krieg Planning & Development
Address 367 Main St.
City Hyannis State MA ZIP 02601
Phone

Misc

Date 11/10/2025
Order No.
Rep S.M. Jones
FOB

Qty	Description	Unit Price	TOTAL
20	Overtime labor hours to install 30 Hiking signs at various locations	\$ 52.00	\$ 1,040.00
		SubTotal	\$ 1,040.00
		Shipping	
		TOTAL	\$ 1,040.00

Payment

Check

Tax Rate(s)

Comments

Name

CC #

Expires

Office Use Only

Thank you!

Hiking Signs - OSRP and Town Owned Property Marking
Alice Marcus Krieg: Open Space Planner & Grants Coordinator; Planning & Development

SCOPE:
30 signs to be installed via DPW at various town owned trail head approaches - see location at

BUDGET	COST	DPW Estima
Materials: 30 signs, posts and hardware	\$ 3,150.00	\$ 3,115.50
DPW Labor to install, overtime	\$ 1,050.00	\$ 1,040.00
TOTAL	\$ 4,200.00	\$ 4,155.00