



Town of Barnstable

Community Preservation Committee

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

Lindsey Counsell, Chair
Laura Shufelt, Vice Chair
Marilyn Fifield, Clerk

Theresa M. Santos, Administrative Assistant
Alisha P. Stanley, Project Coordinator

Minutes July 19, 2010

Members present: Lindsey Counsell, Laura Shufelt, Marilyn Fifield, Tom Lee, Paula Schnepf, Sue Rohrbach, Terry

Duenas, Patrick Princi (late arrival)

Members absent: Town Councilor, Janet Joakim

Meeting called to order at 5:05pm

Minutes

Motion duly made by Laura Shufelt, seconded by Tom Lee to approve the minutes of April 26, 2010

VOTE: So voted unanimously

Note of May 17, 2010 – no quorum – no vote needed

Approval of minutes of June 21, 2010 postponed to August 16th meeting

Public Comment - none

Election of Officers

Motion duly made by Sue Rohrbach, seconded by Terry Duenas to re-elect Lindsey Counsell as Chair, Laura Shufelt as Vice-Chair and Marilyn Fifield as Clerk

VOTE: So voted unanimously

Draft Open Space and Recreation Plan

Update presented by Elizabeth Jenkins, Growth Management Department

- Seeking support from the CPC
- Plan has been submitted for approval to the state
- Revisions included comments from public, board and committees and several have been implemented; revisions were not significant and aimed at structure of action items going forward

Motion duly made by Laura Shufelt, seconded by Tom Lee to support the Open Space and Recreation Plan as discussed with modifications

VOTE: So voted unanimously

Correspondence

* Letter from Land Acquisition and Preservation Committee (LAP); regarding representation of an LAP member on the CPC¹

Letters of Intent (LOI)

Barnstable Housing Authority – 71 Pleasant Street

- Due to number of members needing to recuse, LOI moved to later in the evening

Town of Barnstable Paine Black House ²

Represented by Alisha Stanley, Growth Management Department

- Questions and concerns carried over from the June 21, 2010 CPC meeting requested by Laura Shufelt surrounding the eligibility of funds requested clarified
- Life Estate purchase completed; original business plan was for repairs to be included in the parameters of the RFP; Building Inspector stated certain level of habitation must be met prior to the issuance of the RFP; Laura Shufelt states that the project should have been presented in a different manner if habitation was to be fixed prior to the purchase of the life estate
- Marilyn Fifield concerned about the CPC Historic Consultants comment that the building is *museum quality* and other concerns surrounding the urgency in the need for repairs

** Patrick Princi arrives 5:18

- Sue Rohrbach identifies that if the repairs can be done for the RFP to go out, and the building could then become an income producer, that it should move forward
- Request is not earmarked for repair of the septic system; other funds need to be secured to repair the septic system; clarification requested of Alisha Stanley who will also contact the County for septic funds, or possibly even approach the Town Council for use of General Funds
- Request is earmarked for required repairs: window ledges / sills, door rot; dehumidifiers and air conditioner are on loan from DPW / Structures and Grounds
- Paula Schnepf inquires if there is an active search for other funding sources, as it appears that all funds are being sought from CPC; advised that other funding sources are difficult to find
- Sue Rohrbach suggests that should this application meet with approval from the CPC that funding could be conditioned based on the plans for the septic system

Motion duly made by Sue Rohrbach, seconded by Terry Duenas to accept the Letter of Intent for the Paine Black House and move it to application

VOTE: Aye = Lee, Rohrbach, Counsell, Fifield, Schnepf, Duenas, Princi
Nay = Shufelt

Barnstable Housing Authority (BHA) – 71 Pleasant Street ³

Represented by Sandee Perry, Executive Director

* Laura Shufelt, Paula Schnepf and Sue Rohrbach recuse

- LOI review provided; seeking \$50k for capital needs assessment
- Property usage background provided by Sandee Perry; building is historic in age; acquired by BHA in 2000; @\$60k put into the interior already, exterior needs work (roof, siding and more); request is for the hiring of an architect to provide an accurate needs assessment; depending on the outcome work may need to be performed in phases; BHA will apply to the Hyannis Main Street Waterfront Historic District Commission in regards to approval for work on a historic building
- Roof is a clear necessity
- Use of CPC Historic Architect, Jim Hadley is applicable and appropriate to help alleviate some further fees involved by the BHA request; Sandee Perry agrees that if the assessment can be facilitated by Jim Hadley then BHA is very amenable to that; request for Theresa Santos to provide the contact information to Sandee; BHA will keep CPC apprised of the process

** Laura Shufelt, Paula Schnepf and Sue Rohrbach return

TOB Old Selectman's Building Restoration Project ⁴

Represented by Mark Marinaccio, DPW; presenting on behalf of John Juros, TOB

- LOI request reviewed
- Members request further information and clarification on the actual request as the LOI identifies several items that are not applicable under the CPA
- If LOI is approved to move to application, the actual application will accurately clarify only CPA eligible items will be prioritized, and identified as needs vs. wants
- Other non-CPA applicable items funding will be sought through the TOB General Fund as well as continuing to seek out alternative grants, etc.

- Potential exists for items to be prioritized and phased in
- Some stabilization work has been done albeit a temporary fix

Motion duly made by Laura Shufelt, seconded by Tom Lee to move the Letter of Intent for the Town of Barnstable Old Selectman's Building Restoration Project to application

VOTE: So voted unanimously

Town of Barnstable, School Administration Building⁵

Represented by Mark Marinaccio, DPW; presenting for John Juros, DPW

- Several items in the LOI identified as not eligible for CPA funds
- Project can be phased
- Should the LOI meet with CPC approval and move to application; funds request will provide clarification; specific items under code violations will be prioritized
- Members request a complete long range plan for this building, and separation of what is requested from CPC as well as what other funding sources are being sought
- Members request of the applicant and all future applicants to advise that LOI's submitted to CPC be just for CPC funds with only notations on other aspects of the projects are and what other funds have been secured and are being sought
- Concerns raised about the seemingly excessive contingencies; considering bids came in lower, the contingency amounts stayed the same; Mr. Marinaccio advised that it is preferable for the contingency to stay high and return funds; Laura Shufelt states that it would be more preferable for funds to be returned to CPC and then requested for again, may not be a feasible option
- Available funds may not be available should this project be approved; may need to delay approval

Motion duly made by Terry Duenas, seconded by Tom Lee to approve the Letter of Intent for the Town of Barnstable School Administration to move to application

VOTE: So voted unanimously

Applications

- Chair Counsell asks for presentations to begin at the August 16, 2010 meeting;
- Sue Rohrbach requests for the application for Best Buddies be scheduled for August as she will not be in attendance at the September meeting
- If any members require additional information on any application, please forward those requests to Theresa Santos
- Theresa Santos will notify applicants of the scheduled date for their presentation

General Discussion

- Best Buddies: Paula Schnepf inquires as to whether or not there is an appraisal done; Alisha Stanley advises that the appraisal on hand is not current and an updated appraisal request will be sent to Kopke Appraisal and provided to members at the August meeting
- Theresa Santos requests for members to hold on to the applications provided in their folders so as to not create further duplication

Financial Updates

Provided by Alisha Stanley, Growth Management Department

- Status sheet distributed to members identifying active and closed appropriations⁶
- Chili's Landscaping: \$3k remains, and the application before CPC will reflect other sources
- Sandy Neck Architectural Survey – project withdrawn, \$12,000 returned to historic line item
- 93 Pleasant Street – legal fees not eligible for CPA funding, funds returned to housing line item
- 50 Pearl Street - \$63 returned to historic line item
- Members request update on Luke's Love; project completed and needs to be closed; temporary fence broken: request for Alisha Stanley to contact applicant and provide status report back to members

- Town Hall Exterior Envelope – change orders anticipated; concerns raised from members that funds be returned to the CPA line item, CPC Order to the Town Council was very specific that funds usage is item specific and each amount spent is monitored through the Growth Management Department; request for a status report be provided at each CPC meeting; given other pending historic requests CPC may take back \$500k now which still leaves \$500k for contingencies and barring any major circumstances funds could be re-requested at that time providing the RFP covers respective items; further discussion postponed to August 16, 2010 CPC meeting pending clarification from the Finance Department and Legal Department
- Alisha Stanley will ensure updates match coming into the new fiscal year; data not available yet

Financial / Project Status Updates

Provided by Alisha Stanley, Growth Management Department⁷

- Status Update distributed to members

Closing Public Comment

Jaci Barton, Barnstable Land Trust

- Notifies members of a minor clarification in the application for Fuller Farm: reference is made to the Statement of Need which is actually the project narrative

Next CPC meeting scheduled for July 19, 2010

Motion duly made by Paula Schnepf, seconded by Sue Rohrbach to adjourn the meeting

VOTE: So voted unanimously

Meeting adjourned at 6:42pm

¹ Letter from Land Acquisition and Preservation Committee – Attached to minutes in Growth Management Office

² Letter of Intent: TOB Paine Black House – Growth Management Office

³ Letter of Intent: Barnstable Housing Authority – 71 Pleasant Street – Growth Management Office

⁴ Letter of Intent: Town of Barnstable, Old Selectman's Building Restoration Project – Growth Management Office

⁵ Letter of Intent: Town of Barnstable, School Administration Building – Growth Management Office

⁶ Financial Status Report – Attached to minutes in Growth Management Office

Public files are available for viewing during normal business hours in the Growth Management office located on the 3rd floor of Town Hall, 367 Main Street, Hyannis

** Further detail may be obtained by viewing the video via Channel 18 on demand at <http://www.town.barnstable.ma.us> **

Respectfully submitted
Theresa Santos
CPC Administrative Assistant