



# Town of Barnstable

## Community Preservation Committee

[www.town.barnstable.ma.us/growthmanagement/PropertyManagement/CommunityPreservation](http://www.town.barnstable.ma.us/growthmanagement/PropertyManagement/CommunityPreservation)

Lindsey Counsell, Chair  
Laura Shufelt, Vice Chair

Marilyn Fifield, Clerk  
Alisha P. Stanley, Project Coordinator

Monday, May 9, 2011

### Public Hearing APPROVED MINUTES

Selectmen's Conference Room at 367 Main Street, Hyannis at 5:00pm  
Meeting called to order at 5:11 pm

**Members present:** Lindsey B. Counsell, Paula Schnepf, Tom Lee, Terry Duenas, Marilyn Fifield, Sue Rohrbach, Town Council Liaison Janet Joakim

**Members absent:** Laura Shufelt, Patrick Princi, Rene King

**Motion duly made by Paula Schnepf and seconded by Tom Lee to approve the minutes of the Annual Meeting on March 28, 2011 as revised.**

**VOTE:** Aye –Rohrbach, Schnepf, Fifield, Lee, Counsell

**Motion duly made by Sue Rohrbach and seconded by Tom Lee to approve the minutes of the Regular Public Hearing on March 28, 2011 as revised.**

**VOTE:** Aye – Rohrbach, Schnepf, Fifield, Lee, Counsell

- Regarding Coalition membership dues, only some members suggested not renewing the membership; it was not unanimous
- Historical Society of Santuit and Cotuit discussion: add "restriction" following Historic Preservation
- Correct the typo in the motion to go into executive session – I declare "that" not "than"

**Public Comment:** None

### **Correspondence and Other Materials Received:**

- Barbara Flinn, Chairman of the Barnstable Historical Commission, submitted a letter requesting CPA funding for the foundation and roof reinforcement of the Old Selectmen's Building (OSB) (Exhibit #1). Chair Counsell states that the Historical Commission has no standing to request funds from CPC to repair a building and the procedure still stands that all building repairs need to go through the DPW. John Juros, Project Manager of DPW, will be attending the next Historical Commission meeting to work on a different plan, fund-raising options and phasing of the work. Marilyn has been asked by Chair Counsell to be the driving force behind the OSB project. A letter dated February 28, 2011 written by Mark Milne, Director of Finance, provides the balance of the OSB gift fund account (Exhibit #2). The Town Manager has overall authority over the gift account funds.
- Town Councilor Ann Canedy, Precinct 1, wrote letters to Representative Atsalis (Exhibit #3) & Representative Hunt (Exhibit #4) regarding the support of CPA Bill 1841.
- CPC Members Lindsey B. Counsell, Terry Duenas and Patrick Princi will sign the Member Reappointment form provided by the Town Council Office in order to complete another term with the CPC.
- The DPW provided an updated exterior restoration Change Order log dated 4/27/2011 (Exhibit #5).

### **Financial and Project Updates:**

Mark Milne, Director of Finance, provided members with the FY12 Draft Budget and the Schedule of Unreserved Fund Balances by Program as of July 1, 2011 for review (Exhibit #6). The Committee shall vote to recommend to the Town Manager and Town Council to appropriate the debt service and set aside fund request for FY12. June 2<sup>nd</sup> and June 16<sup>th</sup> are the selected dates for the first reading and public hearing at this time. Milne reviewed the billings increase, state match, fund revenue, surtax and the debt service. The surtax now exceeds the Open Space debt, so there is no longer a need to take funds from the Open Space set asides. FY12 Revenue and Program Allocations were also presented to the Committee. The Estimated fund revenue is approximately \$3,530,011; the FY12 revenue dedicated to the debt service is \$2,748,759 and \$100,000 is set aside for Admin costs which leave a balance of \$681,252 for each of the three program areas or \$227,084 for Open Space, Historic Preservation and Community

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Housing. According to Milne, CPC salaries are 2/3 of the budget. FY12 represents .85 Full Time Employees (FTE). GMD staff accounts for .65 FTE and Legal staff accounts for .20 FTE. Additional legal services are to be paid out of the Professional Services line item from the Admin Account. Clarification is requested on the line item listed as C/S Housing Needs in the amount of \$4,000. Allocating money for the Admin budget would reduce the amount of the three programs.

Lindsey B. Counsell moves that the Community Preservation Committee recommends to the Town Manager and Town Council to appropriate \$2,861,253 for the purpose of paying the FY12 Community Preservation Fund debt service requirements, and to meet such appropriation, that \$2,748,759 be provided from current year revenues of the Community Preservation Fund and that \$112,494 be provided from surplus funds reserved for the historic program within the Community Preservation Fund and is seconded by Terry Duenas.

VOTE: Aye-Fifield, Schnepf, Duenas, Lee, Counsell  
Rohrbach left meeting during vote.

Lindsey B. Counsell moves that the Community Preservation Committee recommends to the Town Manager and Town Council to approve the proposed FY12 Set Aside Funds in the amount of (\$227,084) for open space; (\$227,084) for historic resources; (\$227,084) for community housing; and that the sum of (\$100,000) be appropriated from the annual revenues of the Community Preservation Fund to be expended under the direction of the Town Manager, or the Community Preservation Committee with the prior approval of the Town Manager for appraisal, title search, hazardous materials assessment, consulting services, pre-development costs, administrative expenses and to assist in the development and performance of contracts for community preservation and is seconded by Terry Duenas.

VOTE: Aye-Fifield, Schnepf, Duenas, Lee, Counsell  
Rohrbach not present during vote.

#### Presentations/Decisions:

Tom Lynch, Assistant Town Manager, shares a Power Point presentation (Exhibit #7) with the Committee regarding a land purchase opportunity located at 21 Railway Bluffs, Hyannis known as the Coleman property. The land purchase price is \$1,575,000 and additional funds are being sought to cover associated costs; demolition of the existing structure (\$30,000), landscaping & parking (\$50,000), closing costs (\$7,000), title insurance (\$3,500) and access drive configuration (\$15,000) totaling \$1,680,500. The property was appraised by Kent Kopke for \$1.75 million which includes the land and the buildings, not the marina operation.

This acquisition would be for an open space waterfront park with active and passive recreation. Ideally the property would act as an endpoint of the "Walkway to the Sea" but there are logistical problems regarding the walkway at this time, and the Town does not wish to represent that the walkway would be possible in the near future, although this land purchase alone would represent a valuable waterfront acquisition for the Town. Mr. Lynch describes each slide as it is shown. The fallback plan for the walkway endpoint at Gary Brown Boat Ramp would be land-based-traversing along existing public ways. The current rent by the owner at 485 feet of slip rental at \$200.00 brings in \$97,000. The Town used conservative numbers to come up with about a total of \$20,000 profit. The assessed value of this property is \$1.75M. Committee Members discuss the pros and cons of the land acquisition that is available to the Town which include: attractiveness for open space, access to water, water views, an income stream and concern for public access being abused by neighbors or ferry passengers, difficult to find, and whether or not the Town of Yarmouth is informed of the acquisition. Twelve parking spaces will need to be identified and delineated for the slip holders. A total of 20 proposed parking spots would be regulated by Harbor personnel working on site.

The current proposal doesn't include any reimbursements to the funding source. The Committee would like to see a percentage of the fees from the marina set aside be placed back into the CPC fund source. Some Committee members wish to see additional funds sought to offset the purchase price of the property acquisition. The Town Council has recommended project priorities that include access to water, identifying underserved areas in Hyannis, an income stream and a business plan.

Lindsey Counsell makes a motion that the Community Preservation Committee approves the acquisition of 21 Railway Bluffs in Hyannis in the amount of \$1,575,000.00. Also included in the motion is \$105,500 for closing costs, title insurance, demolition of the structure, landscaping and parking and a new access drive. Also to be included in this motion is that the Town will pursue all available grants to offset the cost of the property and reduce the cost to the Town. The third component of this will be a 2 year life estate to one of the current owners to extend from the time of they purchase, 2 years forward . Terry Duenas seconds the

*motion. Chair Counsell amends the motion to include that funds will be taken from the open space set asides in the amount of \$1,295,415 and \$385,085 of the undesignated funds.*

*VOTE: Aye – Unanimous. Rohrbach, Lee, Counsell, Fifield, Schnepf, Duenas*

*Lindsey Counsell makes a motion to request to the Town Manager and Town Council to consider a request to designate a portion of the excess revenue from the marina enterprise account associated with the Railway Bluffs acquisition to return to the CPC as a partial cost reimbursement for this project in the acquisition of the property. Sue Rohrbach seconds the motion but is not in favor of the word “excess”. She would like to replace the word “excess revenue” with the word “fees”. All Members are in favor.*

*VOTE: Aye – Unanimous. Rohrbach, Lee, Counsell, Fifield, Schnepf, Duenas*

Mr. Lynch and Mr. McLaughlin suggest that Chair Counsell work with the Town Manager’s Office on this project. If there is no agreement reached or the Town Council does not endorse the profit sharing, the proposal could still go forward. The Council may authorize the appropriation for purchase and negotiate in good faith with the Town Manager.

**General Discussion/New Business:**

Master Recreational Facilities Plan Update: Patti Machado will be taking over in this role. The Barnstable High School recently installed a multi-purpose field, so including one in the plan wouldn’t be sensible. VHB, the contractor, has been working on various plans to pursue other recreational fields at the McManus location, and a new plan will be ready in June. The bikeway piece is also being integrated into the plan as well. The entrance to the Hyannis Golf Course is cut out of the panning for now; however, real estate will be allocated for future opportunities. This project will have to move in phases.

Preservation Plan Updates (Exhibits # 8 and #9) – “Barnstable Historic Preservation Plan Update” Lindsey would like to rename the “plans” to more accurately identify them. Marilyn will be incorporating portions of the updates for an action plan. The plan needs more tweaking for CPC purposes. The Preservation Plans will need to be updated every 5 years as new buildings will become eligible. The Local Comprehensive Plan, Section 6 and the “Open Space Recreation Plan” should be similar and merged. The Plans are posted on the CPC website. Some members would like a presentation of the Plan and Update. Inventory describes significant historic properties. Marilyn mentions that there is a rating system created by the consultants with which readers may disagree.

**Closing Public Comment:** Jim Kinsella, Barnstable Enterprise, requests that the Committee go over the fund sheets and costs associated with the Coleman project. The total CPA fund request is \$1,680,500. \$1,295,415 will come from the existing Open Space fund balance of 2011 and \$385,085 would come from the existing Undesignated fund balance of 2011(Exhibit #10). The Open Space Program has \$1,795,415 available for spending (Exhibit #11). If the Coleman acquisition goes through, there will be zero funds remaining in the Open Space fund balance, if Fuller Farm project does not go through, there will be an additional \$500,000 available in the open space fund balance for a total of \$500,000. Acreage total is 0.9 in Hyannis, .21 acre strip at southwest corner in Yarmouth.

**Adjournment: Terry Duenas moves to adjourn the meeting and is seconded by Tom Lee.**

*VOTE: Aye – Unanimous. Open Session Meeting adjourned at 6:42 pm*

**Exhibits:**

BHC – OSB #1	Mark Milne – CPF FY12 #6
BHC – OSB Gift Fund #2	Tom Lynch – Coleman #7
Canedy – Atsalis #3	CPC Coordinator – Historic Inventory I #8
Canedy – Hunt #4	CPC Coordinator – Historic Inventory II #9
Town Hall Exterior CO #5	CPC Coordinator – Financial Update #10 and #11

Respectfully submitted,

Alisha Parker Stanley, CPC Project Coordinator

Public files are available for viewing in the Growth Management Department located on the 3<sup>rd</sup> floor of Town Hall, 367 Main Street, Hyannis

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