



**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, June 21, 2021**  
**Regular CPC Meeting APPROVED Minutes**  
**James H. Crocker Jr. Hearing Room, Town Hall, Hyannis MA**  
**5:30 PM**

<b>Lindsey Counsell – Chair</b>	<b>Present</b>
<b>Marilyn Fifield – Clerk</b>	<b>Absent</b>
<b>Terry Duenas</b>	<b>Present</b>
<b>Tom Lee-Vice Chair</b>	<b>Present</b>
<b>Katherine Garofoli</b>	<b>Absent</b>
<b>James Tenaglia</b>	<b>Present</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>Absent</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.

Chair Counsell announced that the Community Preservation Committee meetings will resume being held remotely after this live meeting and noted that a hybrid meeting option may be made available in the future.

**Call to Order**

Present: Deb Converse, Tom Lee, Stephen Robichaud, James Tenaglia, Farley Lewis, Terry Duenas, Lindsey Counsell.

**Minutes**

The motion of James Tenaglia was seconded by Tom Lee, to approve the May 17, 2021, Regular CPC Meeting minutes as amended by Lindsey Counsell noting that Tom Lee was also present at the site visit to Sturgis Library. Vote: Yes 5, No 0, 2 Abstained.

**Letters of Intent**

- **Letter of Intent received from the Barnstable Affordable Housing Growth and Development Trust Fund Board seeking \$2.5 million in Community Housing and Undesignated Funds for the preservation, creation, acquisition and support of Community Housing.**

Assistant Town Manager Andy Clyburn and Attorney Ruth Weil were present on behalf of the Affordable Housing Trust. Mr. Clyburn noted that the Affordable Housing Trust was created under G.L. Chap. 44 Sec. 55c and is explicitly eligible to receive CPA funds for Community Housing under the provisions of G.L.Chap. 44B of the Community Preservation Act. He explained that the lack of affordable housing in Barnstable for households at or below 100% of the Area Median Income (AMI) has been severely exacerbated by the pandemic. To respond to the ongoing affordable housing crisis, he said the Trust is seeking additional CPA funds to continue to focus on increasing Barnstable's affordable housing stock consistent with the Town's Housing Plans. He said that during the pandemic, the Trust issued a comprehensive Notice of Funding Availability (NOFA) and publicized the availability of funds and worked with the Town's Asset Management Division to identify properties that might be suitable for development of affordable housing.

He explained that the Trust has expended or committed to date \$1,794,569.11 of the CPA funds allocated to the Trust in the initial Application to address Barnstable's Community Housing needs. In April of 2020, he said, the Trust reviewed and approved an application from the Housing Assistance Corporation (HAC) for \$300,000 to provide support through a temporary rental assistance program to Barnstable resident individuals and families who were adversely affected by COVID-19 and whose income is at or below 80% of the Area Median Income (AMI). He added that the Trust was one of the first governmental entities to contribute to HAC's workforce relief fund and homelessness prevention programs before both the Federal and State governments contributed substantial funds to this effort. Under the grant agreement with HAC, he said, State and Federal funds are required to be utilized first, with any unused CPA funds returned to the Trust at the end of the contract. Additionally, he said, the Trust approved \$1.4 million to Standard Holdings LLC for a Community Housing project identified as Residence @ 850, a proposed multifamily housing development of 10 rental units at 850 Falmouth Road, Hyannis, to be affordable in perpetuity to individuals and families whose income is at or below 50% of the Area Median Income (AMI). And he said the Trust also voted to loan the Veteran's Outreach Center, Inc., \$90,000 with possible conversion to a grant for the creation in Dennis of five single-occupancy units for homeless veterans.

Mr. Clyburn reported that the Trust proposes to continue to make funds available to support gap funding where there is a shortfall of private and public funding in support of the development of affordable Community Housing for both rental or ownership. He said funds will also be available for predevelopment work for Community Housing to determine the viability of residential development on a particular site. Because of the large gap between the average sales price of a single-family home in Barnstable and what is affordable to a household with income at or below the AMI, he said the Trust has concluded that additional sources of subsidy would be needed to create a viable first-time home buyers program, so the Trust is exploring programs with partners to significantly reduce the mortgage rate for first-time homebuyers when used in conjunction with CPA funds to help bridge the affordability gap. He added that the Trust is also proposing to continue to work with the Asset Management Division to help identify parcels that may be candidates for development of affordable housing and to see how Trust funds can be utilized to make these parcels shovel-ready for development. He said the Trust funding parameters are consistent with FY 2021 CPC Plan, the Housing Production Plan of 2016, the Local Comprehensive Plan, and the Town's Strategic Plan.

In answer to CPC member inquiries, Mr. Clyburn said that both Dennis and Yarmouth voted to contribute some of their CP funds for the veterans' housing project located in Dennis, noting that the Trust looks at each project individually to see if it meets the adopted goals, and this project clearly did meet the goals. He confirmed that there is no legal restriction for the use of CP funds in other towns. Atty. Weil noted that only a small amount of the HAC funds had been expended, and they covered eligible recipients who did not qualify for State and Federal funding that had certain eligibility criteria. She said the final report from HAC is due at the beginning of July and will be shared with CPC. She explained that the veterans' housing loan is still open and may be turned into a grant if they find they need the funds. Regarding the Standard Holdings application, Atty. Weil explained that the Trust is at the stage of drafting the grant agreement and will be going to work with the primary funder, Mass. Development, to release their funds on a construction loan basis, with Mass. Development inspecting as the project progresses. Atty. Weil said that the Trust has received a request for \$65,000 for predevelopment costs basically to do site assessment and 21E if that is necessary, so the developer can evaluate if the site is appropriate, and she confirmed that this would be a shared cost. If the cost of the evaluation results in development of affordable housing on the parcel, she said that will be part of the Trust's contribution, but if it is not, then the CPA funds will return to the Trust. Atty. Weil confirmed that a consultant was hired to examine the *pro forma* for the Standard Holding LLC project.

Mr. Clyburn assured that a budget will be included if the Trust returns for a full Application, adding that the Trust anticipates many more requests for Trust funds to bridge increasing housing, land, and materials costs. He explained that there is an active list of Town-owned parcels that the Asset Management Division has looked at, with a handful of potential parcels brought forward to the Asset Management Committee. Then, he said, there were 4 or 5 parcels that were brought forward to the Trust, but he said it is difficult to find one that is shovel-ready, and especially one that is on the sewer line. He said the Trust has identified one Town-owned parcel at 1200 Phinney's Lane adjacent to the Police Station that they are actively engaged in planning now, with a development firm analyzing the parcel for development or sale and presenting a few different development scenarios on the Affordable Housing Trust agenda the following Friday. Atty. Weil explained that payment for this development analysis is coming from the sale of other parcels, not from the CPA funds transferred to the Trust, although they could have been.

**Motion was made by James Tenaglia and seconded by Stephen Robichaud to move the Barnstable Housing Growth and Development Trust request for \$2.5 million to Application phase. Roll Call vote: Farley Lewis - yes, Stephen Robichaud - yes, James Tenaglia - yes, Tom Lee – yes, Deb Converse - yes, Terry Duenas - yes, Lindsey Counsell – yes. Motion passed unanimously: 7 yes, 0 no.**

- Application from the Cape Cod Center for the Arts, Inc., DBA The Cape Playhouse, Dennis, MA, for \$100,000 in Barnstable CP Historic Preservation funds for the restoration of the eastern side of the Playhouse. Project includes re-shingling, trim replacement, installation of new gutters, downspouts and dry wells, new doors and sills, new staircases to the balcony, and window replacement or restoration. Total project cost is \$650,000, with secured funding of \$550,000.  
*Continued from March 15, 2021.*

The Applicant was unable to attend the meeting, and CPC decided to place the application on the agenda for the July CPC meeting.

## **General Public Comment**

None.

## **Correspondence Received:**

- Report on the Affordable Housing/Growth & Development Trust Fund Activities relating to the Award of Community Preservation Funds from February 1, 2021, through April 30, 2021.

## **Project Updates:** Chair Counsell provided the following Project Updates:

- Cape Cod Horticultural Society will submit an application in late summer.
- A Letter of Intent is anticipated from the Cotuit Federated Church after eligibility review.
- Mid-Point Community Housing Application – Finalization of Housing Restriction in process.
- DPW Applications for Barnstable Hollow Playground and the Centerville Recreation Playground have been submitted to the Town Manager for upcoming Town Council consideration. Chair Counsell noted that March-June is the hardest time of the year for CPC Applications to get through the process, due to Council budget hearings.
- Barnstable Historical Society CPC Application has been submitted to the Town Manager for upcoming Town Council consideration, likely in July.
- The Application and Conservation Restriction from Barnstable Land Trust and Sturgis Library will be forwarded to the Town Manager for upcoming Town Council consideration.
- Barnstable Little League Application for Open Space/Recreation funds is anticipated for a future meeting.

## **General Discussion:**

- Request for an updated budget from Mark Milne for next meeting.
- CPC will ask Mark Milne to attend a future CPC meeting.
- Chair Counsell noted that the Barnstable Little League Application involves the need for utilities such as water and gas on the site.
- It was noted that the Barnstable Skate Park is not challenging and is underutilized.

## **Adjournment:**

**Motion was made by Tom Lee and seconded by James Tenaglia to adjourn the meeting. Motion passed with a unanimous vote of the 7 members present – Yes 7, No 0 – and the meeting adjourned at 6:01 p.m.**

**Next Regularly Scheduled CPC Meeting – July 19, 2021**

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

Exhibit 1 –CPC Agenda, June 21, 2021.

Exhibit 2 – CPC Minutes from May 17, 2021 meeting.

Exhibit 3- Letter of Intent – Barnstable Affordable Housing Growth and Development Trust Fund Board.

Exhibit 4 – Report on the Affordable Housing/Growth & Development Trust Fund Activities Relating to the Award of Community Preservation Funds for Period from February 1, 2021 through April 30, 2021.

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

Please Note: The list of matters are 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**