



Town of Barnstable
COMMUNITY PRESERVATION COMMITTEE



www.town.barnstable.ma.us/CommunityPreservation

Email: 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 • Vacant – Recreation Commission
 Deborah Converse – Housing Authority • Farley Lewis – At Large • Vacant – Town Council Liaison

Monday, September 18, 2023
Regular CPC Meeting APPROVED Minutes
Remote Access Meeting via Zoom Link: <https://zoom.us/j/89748159923>
5:30 PM

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

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 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.” No one present was recording the meeting.

Call to Order (Roll Call)

Present: Marilyn Fifield – **yes**, Terry Duenas – **yes**, Deborah Converse - **yes**, Katherine Garofoli – **yes**, Tom Lee – **yes**, Farley Lewis – **yes**, and Lindsey Counsell - **yes**. Absent - Stephen Robichaud.

Minutes

The vote for approval of the August 21, 2023, draft meeting minutes was continued to the October 16, 2023, meeting.

Letters of Intent

- **Letter of Intent received from the Barnstable Affordable Housing Growth and Development Trust Fund Board requesting an additional \$2.5M in Community Housing and Undesignated Funds to replenish funds used by the Trust in continued support and response to the ongoing severe shortage of attainable and affordable housing in lower price and rent ranges and lack of inventory of homes for sale.**

Ms. Jillian Douglass, Trust Administrator, provided background information and noted that the completion of the updates for the Town’s Local Comprehensive Plan and the

Town's Housing Production Plan, where published priorities and strategies will be provided, is still outstanding. Ms. Douglass narrated a PowerPoint presentation that outlined the Trust projects that have received funding, have funds committed and projects that are in the queue. She explained that the funding request is to replenish the funds that the Trust normally uses, and the rationale is the continued historic low level of housing for sale or rent in Barnstable for all households. But she noted particularly a lack of affordable rental units for households of individuals with income at 100% or below the Area Median Income (AMI). Additionally, she reported a continued housing insecurity and overburdening of housing costs, meaning that households are spending more than 30% of their income just for their housing-related expenses. She shared data for Massachusetts indicating that currently 52% of all households are cost-burdened for rental housing, and she related the current AMI for an individual at \$80,600, and for a family of four at \$115,100. She explained that the Trust is seeking funds to continue what it has been doing, and she provided examples of prior projects. Ms. Douglass noted that the last allocation made to the Trust was in 2020, and the need for housing has continued to increase since then.

Ms. Douglass outlined the projects that the Trust has funded to date:

- \$300,000 to Housing Assistance Corporation for temporary rental emergency assistance, which is a program that the Trust will seek to explore further. She noted that the current Trust NOFA, as written, is designed to fund development activity only.
- \$90,000 for the creation of five, single-room apartments on Route 134 in Dennis for veterans. She said this project has been fully occupied for three years.
- \$1.4M granted to Standard Holdings for a large-scale housing project at 850 Falmouth Road with 10 units reserved for affordable housing at levels of 50% AMI or less. She said that this development has been fully leased since summer.

Ms. Douglass noted that \$1,433,736 of CPA funds allocated to the Trust in 2020 have been expended toward Barnstable's Community Housing needs. With costs rising on all fronts, including interest rates for home ownership, plus costs of development and rents, she explained that the Trust is asking for funds in advance of depletion of their current balance in order to be able to respond quickly when projects are brought forward.

Ms. Douglass outlined a Trust project that is committed but not yet funded:

- FORWARD Phase II – regional project in Dennis. She noted a previous Phase I application to CPC for creation of 8 apartments for a group home that was supported, and she added that FORWARD'S request for \$375,000 is also a regional project to which the Trust has committed but not yet funded.

She listed applications under review and consideration:

- Linnell Landing's request for \$500,000 for a redevelopment project at 50 Yarmouth Road, Hyannis, which consists of renovating an existing 3-bedroom house and building an additional 3 multifamily buildings at the rear of the property, producing a total of 15 apartments.
- Pre-development funds of \$50,000 for 302 Main Street, Hyannis, for architecture, engineering and permitting for 2 new units to be converted into residential units on the second floor of a commercial structure.
- Also in the pipeline is an application from HAC for \$500,000 to create a 60-bed shelter with on-site support services.

There was discussion covering several subjects associated with the Trust Letter of Intent:

- Turnaround time for Trust-funded projects varies, with Residence @ 850 taking about two years, which is quicker than average.
- A full budget including what has been spent, committed, and anticipated will need to be provided with the Application. It was confirmed that there is \$710,000 left from the 2020 allocation of funds, with various amounts set aside.
- There was discussion of concern regarding misinformation on the difficulty and expense of public entities working together.
- Identification of possible Town-owned parcels for affordable housing development was discussed, but it was noted that many of the parcels the Town owns are small and are not connected to sewer and so limited to Title V requirements.

Ms. Douglass noted that the data from across the Commonwealth indicates that we will not be able to build our way out of the housing crisis. Still, she reported that much has been done by way of local zoning changes to expand housing capacity to help with this. Ms. Douglass explained that the Trust intends to use the requested funding to both 1) support an organization that provides rental assistance to help on the demand side in helping individuals desperately seeking housing, as well as 2) for construction.

Ms. Douglass said the economy is partially to blame for the shortage of affordable housing across the State, as building luxury housing presently yields a higher return, so developers are prioritizing that instead. She explained that in recent applications, the Trust is being asked to support higher per-unit amounts, and she felt that the present per-unit cap of \$100,000 will likely be raised. There was discussion regarding adding members from the development or real estate community to the Trust, and Ms. Douglass said that she is investigating what the process would be to do that.

Ms. Douglass confirmed that rental assistance funds would be restricted to units located in Barnstable only. She noted also that the Town of Barnstable has approximately 7% affordable units on the SHI, and she added that developers are always asked if they will include more than the 10% affordable units required under the Inclusionary Ordinance.

Public comment:

Councilor Gordon Starr asked about the Town property list. Ms. Douglass said that the Department of Asset Management has a list of all Town properties which have been reviewed for capacity for housing. She noted that a property must meet several evaluation criteria for housing, saying that many properties do not meet the criteria and would need a method to remove impediments to their use for housing.

The motion of Deb Converse was seconded by Tom Lee to move the Affordable Housing Growth and Development Trust Fund Board's Letter of Intent requesting \$2.5M in Community Preservation Community Housing and Undesignated Funds to the Application stage. Roll call vote: Terry Duenas – yes, Marilyn Fifield – yes, Deb Converse – yes, Katherine Garofoli – yes, Tom Lee – yes, Farly Lewis – yes, and Lindsey Counsell – yes. Motion carried: 7 – Yes, 0 - No.

Applications:

- **Application received from the Historical Society of Santuit and Cotuit (HSSC) requesting \$1,825 in Community Preservation Historic Preservation funds for their “German POW Bottle Project” which involves the restoration of a time capsule buried by German POWs held at Camp Edwards during WWII and found at Point Isabella in Cotuit. The total restoration project cost is \$2,375, with \$550 having been raised by HSSC. The Barnstable Historical Commission determined this artifact to be historically significant on July 18, 2023, and the restored artifact will become part of an existing permanent display about Camp Candoit at HSSC.**

Ms. Cindy Nickerson Curator/Archivist of the Historical Society of Santuit and Cotuit (HSSC) narrated a PowerPoint presentation explaining that landscaper Shane Adams of Marstons Mills found a Grenada wine bottle buried about 20 feet above sea level in a hillside when working at Point Isabella in Cotuit in January. She said that he noticed a message written on the reverse side of a Quaker cereal box fragment inside, and he could make out “*POW 1944 Camp Edwards*” along with three German names. Since he knew this was the location of Camp Candoit during WWII and that German POWs had been housed at Camp Edwards then, she said he recognized the bottle’s historical value and brought it to the Historical Society. She said he also notified the *Cape Cod Times*, leading to a story by Eric Williams that was picked up by *The Boston Globe* and WBZ News in Boston, indicating that this artifact had the potential of sparking the public’s interest in Cotuit’s history. She said there was a major exhibition on Camp Candoit back in 2018 but there has not been a permanent exhibit for it till now, adding that HSSC is looking forward to making the bottle part of a permanent exhibit. Ms. Nickerson provided background, saying that Camp Candoit was constructed in 1942 when Cotuit Harbor became the site of the Army’s training for amphibious tanks before they subsequently took the vessels to North Africa. She said that she took the bottle to the Northeast Document Conservation Center in Andover in late April, and the staff was able to pull the message from inside the bottle without damage, after treating it. She said that it appeared that the POWs created the bottle as a time capsule when they were dismantling Camp Candoit in 1944, but that assumption may require a little more research.

Ms. Nickerson said that HSSC hoped to display the original fragments under a UV-filtered glass as part of the Camp Candoit exhibit, with a facsimile of the fragments to be created, rolled and inserted into the bottle, as suggested by the Northeast Document Conservation Center, so that a visitor will be able to see how it looked when first discovered. She said they hope to be able to contact the families of the POWs about this discovery, as well.

Ms. Nickerson summarized the total project cost at \$2,375 for conservation treatment, creation of the facsimile for the POW bottle, and the archival custom storage box, with \$550 raised by HSSC.

**The Motion of Katherine Garofoli was seconded by Tom Lee to approve the request of the Historical Society of Santuit and Cotuit for \$1,825 in Community Preservation Historic Preservation funds for the restoration and preservation of the WWII time capsule known as the German POW Bottle Project.
Roll Call Vote: Terry Duenas – yes, Marilyn Fifield – yes, Deb Converse – yes,**

Katherine Garofoli – yes, Tom Lee – yes, Farley Lewis – yes, Lindsey Counsell – yes. Motion Carried: 7 yes, 0 no.

Correspondence Received:

- Active CPC Appropriations as of September 6, 2023, prepared by Director of Finance, Mark Milne.
- Community Preservation Coalition Dues Notice for FY24.
 - Adjustment of dues payment schedule to Fiscal Year from calendar year in the amount of \$7,900
The motion of Terry Duenas was seconded by Tom Lee to adjust the payment of Community Preservation Coalition Dues of \$7,900 to a Fiscal Year payment from the Community Preservation Administrative Fund
Roll Call Vote: Terry Duenas – yes; Marilyn Fifield – yes; Deb Converse – yes; Katherine Garofoli – yes; Tom Lee – yes; Farley Lewis -yes; and Lindsey Counsell – yes. Motion Carried: 7 yes, 0 no.
- Report on Affordable Housing Growth & Development Trust Fund Activities Relating to the Award of Community Preservation Funds for Fiscal Year 2023.
 - Looking forward to improvements and new members on the Trust.

Project Updates:

Chair Counsell provided the following updates:

- Mills Property, Mashpee – Conservation Restriction (CR) to be granted to the Mass. Division of Fish and Wildlife will be forwarded to the Town Council for final review and approval.
- Work continues on the Cotuit and Santuit Historical Society building.
- Work continues on the Unitarian Church project.
- Progress is being made on the Centerville and Osterville Playground projects.
- Wheeler Road Grant Application results will be announced in October or November 2023. CPC's recommendation has been forwarded for inclusion on a Town Council agenda in November.
- A revised Application has been received from the COMM Water District and will be placed on the October 16, 2023, CPC agenda.

Member Discussion:

- Online Conflict of Interest Training required to be completed under Open Meeting Law this Fall. Tom Lee reminded that there are two certificates that need to be submitted: Online Conflict of Interest and Receipt of Open Meeting Law materials.
- Required CP-3 Report to the State has been completed and submitted.
- Continued discussion and vote to update the Community Preservation Committee Application requirements in the final draft of the CPC Handbook/Plan for FY24:
 - Massachusetts Historical Commission's determination of eligibility for the required Historic Preservation Restriction prior to consideration for CP funding.
 - Execution of a Grant Agreement that establishes and outlines requirements for the grant. Chair Counsell referred to the City of Quincy Grant Agreement as a good example.
- Format for the next CPC meeting, October 16, 2023, will be remote to accommodate a request for use of the Hearing Room.
- Annual Election of Officers

- The motion of Deb Converse was seconded by Terry Duenas to re-elect the current officers for the next year: Lindsey Counsell as Chairman; Tom Lee as Vice Chairman, and Marilyn Fifield as Clerk. Roll Call Vote: Terry Duenas – yes; Marilyn Fifield – yes; Deb Converse – yes; Katherine Garofoli – yes; Tom Lee – yes; Farley Lewis – yes; and Lindsey Counsell – yes. Motion Carried: 7 yes, 0 no..

Public Comment:

None

General Discussion:

None

Adjournment:

Motion was made by Tom Lee and seconded by Katherine Garofoli to adjourn.

Roll Call Vote: Terry Duenas – yes; Marilyn Fifield – yes; Deb Converse – yes;

Tom Lee – yes; Katherine Garofoli – yes; Farley Lewis – yes; Lindsey Counsell – yes. Motion carried: Yes – 7, No – 0.

Meeting adjourned at 6:32 p.m.

Next Regularly Scheduled CPC October 16, 2023

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

Exhibit 1 –CPC Agenda, August 21, 2023.

Exhibit 2 –Letter of Intent – Affordable Housing Growth & Development Trust Board - \$2.5M

Exhibit 3 – Application – Historical Society of Santuit & Cotuit for “German POW Bottle Project”.

Exhibit 4 - Active CPC Appropriations as of 9/6/2023.

Exhibit 5 – Report on Affordable Housing Growth & Development Trust Fund Activities Relating to the Award of Community Preservation Funds for FY 2023.

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 the Committee may vote to 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**