



## Town of Barnstable COMMUNITY PRESERVATION COMMITTEE



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

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### Committee Members

Lindsey B. Counsell – Chair • Tom Lee – Vice Chair • Vacant – Clerk/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 • Kristin Terkelsen – Town Council Liaison

### Monday, April 28, 2025 Regular Public Hearing APPROVED Minutes Meeting Held Via Zoom 5:30 PM

<b>Lindsey Counsell – Chair</b>	<b>Absent</b>
<b>Tom Lee-Vice Chair</b>	<b>Present</b>
<b>Katherine Garofoli</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>Terry Duenas</b>	<b>Present</b>

### **Call to Order:**

Notice of Recording: 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 else is taping this meeting and to please make their presence known.” No one present was recording the meeting.

**ROLL CALL:** Terry Duenas (present), Katherine Garofoli (present), Tom Lee (present), Deb Converse (present), Farley Lewis (present), Steve Robichaud (present). Lindsey Counsell (absent)

Tom Lee is acting Chairman for this meeting.

### **CPA Financial Update – Director of Finance, Mark Milne**

Director of Finance, Mark Milne, referred to the Financial Reports that were shared in the meeting packet saying that the recent appropriation for the Cotuit Highgrounds CR has been added to the report displayed tonight. He explained that the schedule depicts the remaining balances for each CPA program area to date including all the FY 2025 appropriation activity and set asides for the CPC. He noted the balance for Community Housing available for appropriations is just over \$795,000 and Historic Preservation has a little over \$239,000. He said there are contingent awards for the West Barnstable RR Depot and Cotuit Highgrounds with 0 in open space/recreation, however the budget reserve and undesignated fund equals \$13.5M available for any one of the three program areas and said that altogether CPC has \$14.6M of available resources for the Community Preservation Fund as of today.

Mr. Milne explained the summary of active appropriations that are open and approved and are still in the process of being completed. That amount totals \$5.5M with \$4.2M remaining in those expenditures. He said there are about 15 open projects as of today and will continue to be updated with any new Town Council actions.

Mr. Milne explained that as of today, \$3.6M in surtaxes for the CPA tax has been collected and CPC has received \$1.3M in state funds with \$800,000 of that amount being the matching funds from the state's trust fund. He explained that the remaining \$490,000 was from a grant we received for the Wheeler Road CR. Through March 2025, there are investment earnings of \$504,000 and will likely reach \$600,000 in investment earnings on the excess cash in the CPA fund for FY 2025 when it closes on June 30, 2025.

Expenditures to date include \$80,000 in administrative expenses, \$168,000 community recreation projects, \$542,000 for open space projects: \$38,000 for historic preservation, and \$363,000 for debt service. He explained that if those total expenditures of \$1,192,000 are subtracted from the total revenues to date, there is a surplus of \$4,240,000 and if added to the fund balance in this fund of \$17M from the beginning of FY25, there is \$21,774,000 of fund balance.

Mr. Milne explained that the last page of the report shows how the \$21.7M is broken up: \$586,000 set aside for encumbrances; \$239,000 available for Historic Preservation, \$795,000 for Community Housing, and \$0 for Open Space/Recreation. \$4.1M is continuing appropriations; \$15.9M is unreserved funds. He explained that cash at the current date is almost \$21.8M and there is about \$1.2M surtax receivable and about \$296,000 of remaining bonds payable for the Community Preservation fund that consists mainly of the loan for Town Hall renovations back in 2010, noting that that loan will expire in 2030. He said that this is good news that there is very little debt remaining in this fund. He explained that Land Bank debt is paid off with the exception of one small loan remaining and the Town Hall note effective until 2030. He said there is some capacity to think about a comprehensive package for any one of these program areas that the committee may want to consider.

In answer to CPC members' questions Mr. Milne said that the status of projects is reviewed on a quarterly basis and noted that grant funds for three projects that closed were returned to the CPA last year. He said that a new bond program especially for recreation and playgrounds has been discussed and is being considered.

### **Presentation of the Affordable Housing Growth & Development Trust Board's 2024 Year End Report Trust Administrator – Jillian Douglass**

Jillian Douglass narrated a PowerPoint presentation and said she was prepared to answer any questions the CPC may have related to the 2024 Year End Report. She identified the members of the Trust Board and noted that there is a vacancy on the Board after Wendy Northcross resigned.

Ms. Douglass provided an update on the housing market saying that even with all the efforts at the town, regional and state levels, demand is outpacing the supply of year-round affordable homes for rent or ownership. She explained that while builders are producing new units, most are not affordable, and most local wages are insufficient to pay for the current standard market rent of \$1,200. She shared that renters are

spending over 30% of their monthly income on housing and wait lists for the deed-restricted affordable units are between 3 and 10 years which is not sustainable. Additionally, there are very few vacancies in year-round units with a low turnover rate. As a result, lower income earners are not coming to Cape Cod and are leaving.

Ms. Douglass indicated that an Affordable Housing Trust is intended to be nimbler than other municipal entities and can act quickly when market conditions arise. A Trust can engage in real estate activities and collect funds from sources that other municipal entities cannot. She stressed, however, that the primary way that municipalities and the Trust preserve the affordability of housing units is through permanent deed restrictions.

A list of the current Trust grants and subsidies as of 2024 was displayed and Ms. Douglass offered to elaborate on each project at another time. She noted that the current balance remaining in the Trust is \$839,000 from all the appropriation transfers from CPA funds and said this equates to the subsidy of about 6 deed-restricted units. Ms. Douglass said there are other funds coming into the Trust generated through a regulatory agreement with the K Mart Plaza called the WS Landing Agreement. This agreement provides a 10-year stream of \$75,000 per year with a lump sum payment of \$1,750,000 to the Trust scheduled at the end of the term.

In answer to CPC members' questions, Ms. Douglass said that the Trust does not support a rental assistance program and would need to contract with an entity that provides this service as the Trust is prohibited from directly providing funds to recipients. She noted that the Trust is receiving applications for the development of affordable units which has a broader impact than individual support does, not to say that it is not a worthy program. It was noted that federal funds have been cut for Housing Authorities that handle rental subsidies. Ms. Douglass noted that the Trust has not been involved with the creation of Affordable Dwelling Units (ADUs) however there are other towns that have set aside some funds in support of zero-interest loans and there is also some money available at the state level for ADUs.

There was CPC members' discussion regarding the need for a more robust and in-depth conversation at the Trust's Application stage and the recognition that housing is a major issue that requires much more discussion. The idea of quarterly reports from the Trust and dedicated CPC meetings regarding housing were presented. Additionally, it was proposed that since the CPA fund is the main funding source for the Trust, that a member of the CPC be included on the Trust Board if possible. Ms. Douglass said she would carry the CPC's message back to the Trust Board.

#### **Minutes:**

- Approval of the Draft Community Preservation Committee Regular Meeting Minutes from March 17, 2025.

**The motion of Deb Converse was seconded by Steve Robichaud to approve the meeting minutes as submitted.**

**Roll Call Vote: Tom Lee (yes), Deb Converse (yes), Terry Duenas (yes), Katherine Garofoli (yes), Farley Lewis (yes), and Steve Robichaud (yes), 6 yes – 0 no. Motion Carried.**

### **Letters of Intent:**

- A Letter of Intent has been received from the Affordable Housing/Growth & Development Trust Fund Board requesting the transfer of a total of \$2.5 Million Dollars in Community Preservation Community Housing and Undesignated funds to continue to prioritize strategies and actions to address the severe housing shortages that Cape Cod continues to experience.

There was discussion regarding the type of housing activities the \$2.5M allocation to the Trust would support. Ms. Douglass noted that primarily the Trust has been receiving applications for the Trust to provide subsidies for the creation of deed-restricted affordable units within a housing development. She explained that the units the Trust subsidizes are over and above the required 10% inclusionary units. After a brief discussion, it was agreed that the purpose of the request submitted by the Trust is well understood and an in-depth discussion will be needed at the Application stage.

**The motion of Deb Converse was seconded by Katherine Garofoli to move the Affordable Housing Trust's Letter of Intent to Application stage.**

**Roll Call Vote: Tom Lee (yes), Deb Converse (yes), Terry Duenas (yes), Katherine Garofoli (yes), Farley Lewis (yes), and Steve Robichaud (yes), 6 yes – 0 no. Motion Carried.**

- A Letter of Intent has been received from Barnstable Land Trust requesting \$600,000 in Community Preservation Open Space funds in support of the acquisition and preservation of 13 acres of high priority, ecologically significant pond-front property on Mill Pond addressed 3640 Falmouth Road, Marstons Mills, map 058, parcel 012. The total purchase price is \$1,200,000 and a Mass Conservation Partnership grant for \$425,000 will be applied for in June 2025. Barnstable Land Trust will own the property and a conservation restriction to be granted to the Town of Barnstable.

Janet Milkman, Executive Director of Barnstable Land Trust (BLT), narrated a PowerPoint presentation and said that this project has incredible ecological value. The Letter of Intent is for support for the acquisition of 13 acres fronting Mill Pond at the intersection of Routes 149 and 28 on which BLT has an executed P&S with the owners. She explained that the property scores are incredibly high in terms of the state ecological conservation layers called bio maps saying that the entire property is in some category of rare species, natural landscape or core habitat components. She explained each bio map displayed and the significance of each. Ms. Milkman explained that half of the property is in Zone II and very near COMM Water District wellheads. She indicated that the land is fully developable land, however, as open space it would connect to 400 acres of open space owned by the Town and Barnstable Land Trust and private owners. Development of this property would be detrimental to Mill Pond and other waters and the surrounding open space. Ms. Milkman noted that there are plans to reconstruct the existing fish ladder, connection of trails, and other town interests that will be identified and included in the drafting of the conservation restriction that will be granted to the town by BLT.

**The motion of Katherine Garofoli was seconded by Farley Lewis to move the Barnstable Land Trust's Letter of Intent to Application stage.**

**Roll Call Vote: Tom Lee (yes), Deb Converse (yes), Terry Duenas (yes), Katherine Garofoli (yes), Farley Lewis (yes), and Steve Robichaud (yes), 6 yes – 0 no. Motion Carried.**

- A Letter of Intent has been received from Town of Barnstable DPW requesting \$407,000 in Community Preservation Open Space and Recreation funds to revitalize and improve Cotuit Memorial Park located at 889 Main Street, Cotuit, map 035, parcel 051. The total estimated project cost is \$521,000 with \$114,000 in capital improvement funding to be provided. The Cotuit Civic Association has requested the rejuvenation of this park that is a focal point for the village connecting the library, waterfront, playground, and post office.

Mr. Mark Marinaccio narrated a PowerPoint presentation saying that the Cotuit Memorial Park revitalization is the number one project supported by the Cotuit Civic Association and has been in the works for 2 years. The PowerPoint presentation depicted pictures of the park as it exists. Planned improvements were noted as removal and replanting of diseased trees and improvements and connections of the walkways to bring them into compliance with ADA requirements and to provide access to School Street and the library. As a part of the project the flagpole will be pushed back in order to reroute the walkways. The project will include irrigation and new plantings and the opening up green space for community activities. The park is maintained by Structures and Grounds and will be maintained using organic practices. He noted that the playground on the site does not belong to the town and that the Property Management Department is in discussions with the abutting church as the playground is part of their daycare facility.

**The motion of Steve Robichaud was seconded by Tom Lee to move the Department of Public Works Letter of Intent to the Application stage.**

**Roll Call Vote: Tom Lee (yes), Deb Converse (yes), Terry Duenas (yes), Katherine Garofoli (yes), Farley Lewis (yes), and Steve Robichaud (yes), 6 yes – 0 no. Motion Carried.**

- Letter of Intent from Odd Fellows Lodge requesting \$69,360 in Community Preservation Historic Preservation funds for preservation and restoration work for the Odd Fellows building including roof, gutters, trim replacement, foundation repair and waterproofing. The building is listed on the State Register of Historic Places. *Continued from March 17, 2025.*

Katherine Garofoli left the meeting at 6:30 p.m.

Mr. Paul Davies said he has received a quote for a building assessment from a preservation architect for \$4,800. He noted that pressing issues for the building exist saying that the gutters on both sides are allowing water to infiltrate the walls and splash onto abutting buildings. Chair Lee said that CPC Administrative Fund can pay for the building assessment, however a vote is required from the CPC members.

**The motion of Deb Converse was seconded by Steve Robichaud to approve the use of \$4,800 in CPC Administrative funds for the preservation architect to prepare a building assessment for Oddfellows Lodge, Hyannis.**

**Roll Call Vote: Tom Lee (yes), Deb Converse (yes), Terry Duenas (yes), Farley Lewis (yes), and Steve Robichaud (yes), 5 yes – 0 no. Motion Carried.**

**Applications:**

- An Application has been received from the Department of Public Works requesting \$2,900,000 in Community Preservation Historic Preservation Funds to begin revitalization work on the Hyannis Armory located at 225 South Street, Hyannis, map 326, parcel 004. Proposed improvements in this phase will preserve the building envelope including masonry restoration, masonry steel lintel work, window and door replacement, and roof restoration or replacement. This funding request represents a portion of the total full estimated project cost of \$10,000,000 with matching funds provided totaling \$867,175. The Hyannis Armory is listed on the State Register of Historic Places as a contributing building in the Hyannis Main Street Waterfront Historic District and holds a significant place in American history as it was at the Armory that President-elect John F. Kennedy delivered his acceptance speech following the 1960 election.

Mr. Mark Marinaccio narrated a PowerPoint presentation saying that the Armory project is the first phase for adaptive reuse of the building. He noted that the building is listed as a Cultural Resource in the Hyannis Main Street Waterfront Historic District and is included on the Legacy Trail as a stop because it was the locus of JFK's presidential acceptance speech in 1963. The PowerPoint depicted pictures of the exterior where water is leaking in from the roof, and corroded steel lintels over the windows and cracking masonry that is allowing water into the system with the freeze /thaw cycle making things worse. Mr. Marinaccio noted that the old steel windows are corroding and in danger of falling out in some places. He explained that the Town Council previously appropriated \$867,175 for asbestos abatement and architectural design for this building. He said that approximately ten years ago, DPW was asked to provide a proposed plan for the building, however, there was no outside interest, so DPW proposed that the building be reused as town offices. He noted that the hall could seat 250 to 275 for the Town Council and other functions and proposed construction of Town Council, Town Manager, and Legal Department Offices. He displayed floor plans and renderings of the interior space to demonstrate how it could be used instead of the present use as cold storage. Mr. Marinaccio identified how the project met multiple criteria for eligibility of CPA funds for both general CPA and specifically for CPA Historic Preservation funds. He indicated that 80 – 90% of the asbestos abatement has been completed in the building and that with 95% completed construction documents, he anticipated the bid process could begin in the summer, with construction in the spring of 2026, and completion of the project in the fall/winter of 2026. Funding and budget breakdowns were displayed. He noted that every year he submits CIP requests for the Armory and plans to submit one in August for the interior of the building. He explained that this request is for the exterior only as it is most important to stop water infiltration and decay, then tackle the mechanical systems, and finally the interior finishes.

**The motion of Tom Lee was seconded by Steve Robichaud: The Community Preservation Committee recommends to the Town Council through the Town Manager the Department of Public Works Application for \$2,900,000 in Community Preservation Funds for the preservation and restoration of the Hyannis Armory located at 225 South Street, Hyannis, Map 326, Parcel 004 by preserving the building envelope including masonry restoration, steel lintel work, window and door replacement, and roof restoration or replacement. Funds are to first be expended from the Community Preservation Historic Preservation Fund and any remaining balance expended secondly from the Community Preservation Undesignated Fund.**

**Roll Call Vote: Tom Lee (yes), Deb Converse (yes), Terry Duenas (yes), Farley Lewis (yes), and Steve Robichaud (yes), 5 yes – 0 no. Motion Carried.**

#### **Correspondence Received**

- A letter has been received from the Barnstable Historical Society requesting the reallocation of \$24,832 of unused grant funds that were designated for Phase I work, for the purpose of installing a much-needed central air conditioning system to preserve the building and its artifacts. Estimates have been received for this work that are within the balance of unused grant funds.

After brief discussion it was decided that a more detailed cost estimate is required outlining exactly what is needed for the HVAC system. A site visit will be set up to facilitate this request.

#### **Member Discussion:**

- It was decided that the meeting format for the May 19, 2025, Community Preservation Committee meeting would be remote.

#### **Public Comment:**

None

#### **Adjournment:**

**The motion of Steve Robichaud was seconded by Terry Duenas to adjourn the meeting.**

**Roll Call Vote: Tom Lee (yes), Deb Converse (yes), Terry Duenas (yes), Farley Lewis (yes), and Steve Robichaud (yes), 5 yes – 0 no. Meeting adjourned at 6:45 p.m.**

***Next CPC Regular Meeting Scheduled May 19, 2025, 5:30 p.m.***

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

Exhibit 1 –CPC Regular Meeting Agenda, April 28, 2025.  
Exhibit 2 – Draft CPC Meeting Minutes – March 17, 2025  
Exhibit 3 – CPC Fund Financial Reports April 28, 2025 – Mark Milne, Director of Finance.  
Exhibit 4 - Affordable Housing Growth & Development Trust End of Year Report – 2024.  
Exhibit 5 – PowerPoint presentation – Affordable Housing Growth & Development Trust Board End of Year Report to CPC – 2024.  
Exhibit 6 - Letter of Intent – Affordable Housing Growth & Development Trust -\$2.5M  
Exhibit 6 - Letter of Intent – Barnstable Land Trust – Acquisition of 13 acres fronting on Mill Pond, Marstons Mills – Conservation Restriction to the Town of Barnstable  
Exhibit 7 – PowerPoint presentation – Barnstable Land Trust – Mill Pond Acquisition  
Exhibit 8 – Letter of Intent – DPW – Cotuit Memorial Park Revitalization  
Exhibit 9 – PowerPoint presentation – DPW – Cotuit Memorial Park Revitalization  
Exhibit 10 – Proposal by preservation architect for assessment of Oddfellows Lodge  
Exhibit 11 – Application – DPW – Restoration of the exterior of the Hyannis Armory  
Exhibit 12 – PowerPoint presentation – DPW – Restoration of the Hyannis Armory  
Exhibit 13 – Letter from Barnstable Historical Society requesting reallocation of remaining grant funds for installation of HVAC system.

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**