

**TOWN OF BARNSTABLE**

NOTICE OF MEETINGS OF TOWN DEPARTMENTS AND ALL TOWN BOARDS  
As Required by Chapter 28 of the Acts of 2009, amending MGL Chapter 30A

*NAME OF PUBLIC BODY – COMMITTEE, BOARD OR COMMISSION:*

**REGULAR MEETING AGENDA**  
**COMMUNITY PRESERVATION COMMITTEE**

**DATE OF MEETING:** Monday, April 25, 2022

**TIME:** 5:30 p.m.

**PLACE:** The Community Preservation Committee (CPC) meeting will be held by remote participation methods and will be closed to the public pursuant to the passage of legislation extending certain COVID-19 measures adopted during the state of emergency in the Commonwealth of Massachusetts.

Alternative public access to this meeting will be provided in the following manner:

1. The meeting will be televised via Channel 18 and may be accessed through the Channel 18 website at <https://streaming85.townofbarnstable.us/CablecastPublicSite/>
2. Real-time public comment can be addressed to the Community Preservation Committee utilizing the Zoom link or telephone number and access code for remote access below.  
Link: <https://zoom.us/j/89703717421>  
Or by calling the US Toll-free Telephone Number: 888-475-4499  
Meeting ID: 897 0371 7421
3. Applicants, their representatives, and individuals required or entitled to appear before the Community Preservation Committee may appear remotely and are not permitted to be physically present at the meeting, and may participate through the link or telephone number provided above. Documentary exhibits and/or visual presentations should be submitted in advance of the meeting to [Sarah.Beal@town.barnstable.ma.us](mailto:Sarah.Beal@town.barnstable.ma.us) so that they may be displayed for remote public access viewing.

Meeting materials will be available at <https://www.townofbarnstable.us/boardscommittees/communitypreservationcommittee/> prior to the meeting.

Please note that tonight's meeting is recorded and broadcast on Channel 18 and, in accordance with MGL Chapter 30A, s. 20, the Chair must inquire whether anyone is taping this meeting and to please make their presence known

Call to Order: (Roll Call)

Minutes:

- Approval of the Draft Community Preservation Committee Regular Meeting Minutes from March 21, 2022.

Letters of Intent:

- A Letter of Intent has been received from the Marstons Mills Community Church requesting \$150,000 in Community Preservation Historic Preservation funds for the restoration of the Marstons Mills Community Church including: replacement of clapboard outer walls, refurbishing of doors and windows, renew and painting of the ceiling, electrical work, refurbishing of the bell tower, re-roofing and foundation work if required. \$16,000 has been raised through private donations.

Applications:

- Application from Trustees of Reservations requesting \$425,000 in Community Preservation Open Space/Recreation funds to support a community-focused accessible renovation of Armstrong-Kelley Park, an 8.5-acre garden and woodland property located at 675 Main Street, Osterville. This funding request represents a portion of the total estimated project cost of \$1,000,000 with \$575,000 in matching funds to be provided by the Trustees.

Community Preservation Act Administrative Fund Request:

- The Director of the Planning & Development Department has submitted a request for \$50,000 in Community Preservation Act Administrative Funds for the updating of the Housing Needs Assessment and the Town's certified Housing Production Plan.

Review of FY 2022 CPC Plan Revisions

Public Comment:

General Discussion:

- Member discussion regarding featuring of CPC funded projects in the CPC Plan and Handbook and request for project examples and photos.
- Updating of the 9 Maps is underway.
- Updating of the CPC Handbook.

Correspondence Received:

None.

Project Updates:

- Historical Society of Santuit and Cotuit Application - funding is now available.
- Cotuit Federated Church Application has been scheduled for 1<sup>st</sup> read at the April 28<sup>th</sup> 2022, Town Council meeting.

- Barnstable Little League Application has been scheduled for 1<sup>st</sup> read at the April 28, 2022, Town Council meeting.
- The Application from the Department of Public Works for restoration of the West Barnstable Railroad Depot has been postponed to next year.
- An Application from the Department of Public Works for a new playground at the Osterville Recreation Building is anticipated for the May 16, 2022, CPC meeting.
- An Application from the Department of Public Works for the restoration of Zion Union Heritage Museum is anticipated for the May 16, 2022, CPC meeting.
- Revised Application from the Barnstable Community Innovation School is anticipated for a future meeting.
- Barnstable Historic Society CPC Application – Historic Preservation Restriction is in process.
- Mid-Point Community Housing Application– updates will be provided by the Affordable Housing Trust.
- Sturgis Library Application- 1<sup>st</sup> funding request has been processed.

Adjournment:

***Next Regularly Scheduled CPC Meeting May 16, 2022***

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 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

For your information the section of the M.G.L. that pertains to postings of meetings is as follows: Except in an emergency, in addition to any notice otherwise required by law, a public body shall post notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays and legal holidays. In an emergency, a public body shall post notice as soon as reasonably possible prior to such meeting. Notice shall be printed in a legible, easily understandable format and shall contain: the date, time and place of such meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting. Meetings of a local public body, notice shall be filed with the municipal clerk, and posted in a manner conspicuously visible to the public at all hours in or on the municipal building in which the clerk's office is located.



**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 • James Tenaglia – Recreation Commission  
 Deborah Converse – Housing Authority • Farley Lewis – At Large • Jessica Rapp Grassetti – Town Council Liaison

**Monday, March 21, 2022**  
**Regular CPC Meeting DRAFT Minutes**  
**Remote Access Meeting via Zoom Link: <https://zoom.us/j/93405663430>**  
**5:30 PM**

<b>Lindsey Counsell – Chair</b>	<b>Present</b>
<b>Marilyn Fifield – Clerk</b>	<b>Present</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>Present</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.

**Call to Order (Roll Call)**

Present: Tom Lee - **yes**, Marilyn Fifield – **yes**, Farley Lewis - **yes**, Terry Duenas - **yes**, Deb Converse – **yes**, Stephen Robichaud - **yes**, James Tenaglia – **yes**, Lindsey Counsell - **yes**. Katherine Garofoli – **absent**.

**Minutes**

The motion of Farley Lewis was seconded by Deb Converse to approve the February 28, 2022, regular Community Preservation Committee meeting Minutes as submitted. Motion carried with a roll call vote: **Yes - 8, No – 0.**

**Letters of Intent**

None received.

**Applications**

- **Application from Barnstable Little League approved by CPC on February 28, 2022, for \$200,000 in Community Preservation Open Space/Recreation funds to construct a professional safe and clean restroom facility to support the existing complex of 3 Little League fields. The estimated cost of the total**

**project is \$492,000 with matching funds and in-kind donations totaling \$150,000 plus ongoing fundraising. Revote of the CPC to include the requirement of a User Agreement.**

**Terry Duenas' motion was seconded by James Tenaglia to reconsider the February 28, 2022, CPC vote in order to include a User Agreement along with approval of the Barnstable Little League's application for \$200,000 for the construction of a restroom facility at the baseball field complex located at the Barnstable Innovation School, 165 Bearse's Way, Hyannis MA, Map 309 and Parcel 008. Further, the motion required that the drafting and executing of a Management Agreement between the applicant and the Town of Barnstable for use of the facility and site prior to funds becoming available be under the direction of the Town Manager. Roll Call Vote: Terry Duenas – yes, Marilyn Fifield – yes, Deb Converse – yes, Tom Lee – yes, Farley Lewis – yes, Steve Robichaud – yes, James Tenaglia – yes, Lindsey Counsell – yes. Motion carried. Yes – 8, No - 0.**

Chair Counsell noted that the prior vote of the CPC was rushed at the end of the meeting, and this vote was recommended by the Legal Dept. to clarify the previous vote before recommendation to the Town Council for appropriation. There was discussion regarding the specifics of the User Agreement, and it was noted that the Agreement will be between the Town Manager and Barnstable Little League. Chair Counsell said that it was decided not to include a Recreation Restriction.

Mark Marinaccio was present and noted that he had requested that the Railroad Depot Application be postponed due to the need for a determination of who can sign the Historic Preservation Restriction for a Massachusetts Historical Commission grant if it is awarded. He noted this will be ready for the April CPC meeting along with the Zion Union Heritage Museum Application.

### **Review of FY 2022 CPC Plan Revisions**

Elizabeth Jenkins shared the current CPC draft plan on her screen and explained the updates she had received from CPC members that are now included in the revised draft. She noted specifically the addition of a new Recreation section separate from Open Space and new graphics provided by CPC Member Stephen Robichaud from the Community Preservation Coalition website, as well as additional data specific to FY 2021.

Chair Counsell noted that the General Criteria section should highlight priority for a project leveraging additional public or private funds, grants, gifts, and in-kind donations as well as priority for a project serving more than one CPA interest.

Ms. Jenkins explained that the Community Housing section resulted from working with Deb Converse and Affordable Housing Trust representative Ruth Weil, adding that it now includes both criteria for CPC and the Trust, with adjustments to ensure they're consistent. Deb Converse said that the section references 50% AMI, although she thought it should say 50 – 80% AMI. Ms. Jenkins said the 50% AMI reflects the priorities of the Trust, but CPA funds are available at 100% or below. Ms. Converse noted that 100% AMI does not count toward the Affordable Housing Inventory, but said it is up to

CPC if it wants to prioritize up to 100% AMI or 50-80% AMI for affordable housing credit. After a brief discussion about the need for all housing, CPC members agreed that 100% AMI or below would be appropriate for this fiscal year as a CPC housing priority. Ms. Jenkins noted that the 2022 Trust priorities are listed as such, and the language that CPA is available at higher incomes will be added.

Ms. Jenkins said that there were no changes to the Open Space criteria, and changes requested by Tom Lee have been included as well as changes from Marilyn Fifield in the Historic Preservation section. Chair Counsell said that leveraging additional funds, gifts and in-kind services should be added as priorities to all sections, and all agreed.

Ms. Jenkins noted that goals of the various Town plans have been referenced, and numbers from the 2018 Open Space and Recreation Plan updated, as well as Tom Lee's suggested edits for potential use of funds. All agreed to these changes.

Ms. Jenkins explained that the new Recreation section pulls from the Recreation Commission Mission Statement and Facilities Plan as well as from the Open Space and Recreation Plan, using background language about priority investments from the Recreation Commission and numbers from the Open Space and Recreation Plan. She called it a high-level summary of recreation resources in the town of Barnstable to give readers an idea of the town's vast scope of recreation resources by listing the acres of beaches, number of golf courses, tennis courses, athletic fields, community centers, and community buildings, playgrounds, and trails plus CPC's role in funding the Cape Cod Rail Trail in Barnstable. She said that the information came from the Local Comprehensive Plan, the Open Space and Recreation Plan, the 2019 Recreation Commission Field Study, and Recreation Facilities Plan, emphasizing safety and accessibility for all users as a priority. James Tenaglia noted that acquiring waterfront property and parking areas for water access has been a priority, and all agreed that should be added.

Ms. Jenkins said that the links to all the reports would be made live. She also said that she would make the additional changes to the Historic Preservation section sent by Marilyn Fifield, adding the leveraging of funds and grants, and she said the idea of potentially considering funding privately-owned historic structures in exchange for Historic Preservation Restrictions may be explored. Chair Counsell said he had edits that he would like to forward as well. The CPC thanked Ms. Jenkins for her efforts and expressed gratitude for the updated plan.

**Correspondence Received:**

None.

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

- The Historical Society of Santuit and Cotuit Application received approval at the March 17, 2022, Town Council Public Hearing and is now in the 30-day waiting period.
- Cotuit Federated Church Application has been forwarded for consideration for appropriation at a future Town Council meeting, possibly in April.
- An Application from the Department of Public Works for restoration of the West Barnstable Railroad Depot is anticipated for the April 25, 2022, CPC meeting.
- An Application from the Department of Public Works for a new playground at the

- Osterville Recreation Building is anticipated for a future meeting.
- An Application from the Department of Public Works for the restoration of Zion Union Heritage Museum is anticipated for the April 25, 2022, CPC meeting.
  - Revised Application for the Barnstable Community Innovation School playground is anticipated for a future meeting.
  - The Legal Department is clarifying the eligibility of the revised Application from the Trustees of Reservations for Armstrong Kelly Park.
  - Barnstable Historical Society Historic Preservation Restriction is in process, with photos being completed.
  - Mid-Point Community Housing Application is with the Trust, and updates will be provided when available.
  - Funds are available for the Sturgis Library Application.
  - A Letter of Intent is anticipated from the Marstons Mills Community Church.
  - Outstanding Conservation Restrictions have not been returned by the State due to staffing shortages at DEP.

James Tenaglia and Deb Converse said that they would not be present at the April 25, 2022, meeting.

### **Adjournment**

**Motion was made by Tom Lee and seconded by Terry Duenas to adjourn. Roll Call Vote: Terry Duenas - yes, Marilyn Fifield - yes, Deb Converse - yes, Tom Lee - yes, Farley Lewis - yes, Stephen Robichaud - yes, James Tenaglia - yes, and Lindsey Counsell - yes. Meeting adjourned at 5:52 p.m.**

### **Next Regularly Scheduled CPC Meeting – April 25, 2022**

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

Exhibit 1 –CPC Agenda, March 21, 2022.

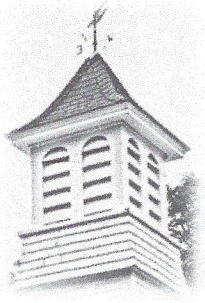
Exhibit 2 –Draft CPC Regular Meeting Minutes from the February 28, 2022, meeting.

Exhibit 3 - Draft FY 2022 CPC Plan – Revised by Elizabeth Jenkins.

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

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**\* Public files are available for viewing during normal business hours at the Community Preservation office located at 367 Main Street, Hyannis, MA**



# Marstons Mills Community Church

*"The Church in the Village with a heart for our World"*

## PROJECT ELIGIBILITY LETTER OF INTEREST

March 25, 2022.

Dear Community Preservation Committee Members,

Following our initial request and conversation, we hereby submit an official letter of interest as follows:

**Project Name:** Historic Marstons Mills ME Church Restoration Project

**Outline:** This project will restore and refurbish the historic landmark building:

1. Shore up foundation if necessary.
2. Replace the clapboard outer walls.
3. Refurbish doors and windows.
4. Renew and repaint the ceiling.
5. Rewire electrical connection to the grid.
6. Rewire inside of building.
7. Refurbish bell tower.
8. Re-roof structure.

**Estimated Timeline:** We estimate that the project will take 6 months to complete.

**Funding Request Amount:** \$150,000.00

**Partners:** Marstons Mills Community Church; Marstons Mills Village Association; Marstons Mills Historical Society.

**Secured Funding:** \$16,000.00 raised by donations to the Historic Chapel Restoration Fund.

**Contact:** Marstons Mills Community Church Historic Chapel Restoration Fund  
2135 Main St, Marstons Mills MA 02648  
[info@marstonsmillscommunitychurch.org](mailto:info@marstonsmillscommunitychurch.org)

c/o Rev. Earl Roberts  
270 Willimantic Drive, Marstons Mills, MA 02648.  
(508) 292-9529  
[pastoreeroberts@yahoo.com](mailto:pastoreeroberts@yahoo.com)

Rev. Earl Roberts  
Pastor.

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2135 Main St Marstons Mills MA 02648 \* Tel: 508-428-7974 \* [marstonsmillscommunitychurch.org](http://marstonsmillscommunitychurch.org)

Rev. Earl E. Roberts - Pastor





**Town of Barnstable**  
**Planning & Development Department**  
[www.townofbarnstable.us/planninganddevelopment](http://www.townofbarnstable.us/planninganddevelopment)



To: Lindsey Counsell, Community Preservation Committee, Chair  
CPC Committee  
From: Elizabeth S. Jenkins, Planning & Development Director  
Date: April 21, 2022  
Cc: Mark S. Ells, Town Manager  
Mark Milne, Finance Director

Re: Community Preservation Act Administrative Funds for Housing Production Plan

I request \$50,000 in Community Preservation Act Administrative Funds for the following scope of services in support of updating the Town's certified Housing Production Plan (HPP).

**Task 1: Update the Town's Housing Needs Assessment**

Review and analyze data from federal, state, and local sources, including available 2020 US Census, to determine population and demographic trends and perform analysis of housing needs for rental housing, homeownership, senior housing, special needs housing, housing for protected classes and middle income (80-100%) and moderate income (100-150%) households.

**Task 2: Civic Engagement to Refine the 2015 Community Vision**

Develop presentation and meeting materials to support broad participation for civic engagement. Hold public workshops hosted by the Housing Committee and CPC, as desirable. Conduct surveys to strengthen public outreach and engagement.

**Task 3: Present Goals and Strategies to Meet Housing Needs**

Present HPP Action Plan to the Housing Committee, Planning Board and CPC, as desirable.

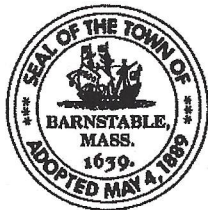
**Task 4: Submit HPP for Certification by DHCD**

Following local endorsement by Planning Board and Town Council, submit final HPP to DHCD for re-certification.

I thank you for your consideration of this request.

Sincerely,

Elizabeth S. Jenkins  
Director of Planning & Development  
Town of Barnstable  
367 Main Street, Hyannis 02061  
(508) 862-4678  
[elizabeth.jenkins@town.barnstable.ma.us](mailto:elizabeth.jenkins@town.barnstable.ma.us)



# The Town of Barnstable

## Office of Town Manager

367 Main Street, Hyannis MA 02601

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

Office: 508-862-4610

Fax: 508-790-6226

Email: [mark.ells@town.barnstable.ma.us](mailto:mark.ells@town.barnstable.ma.us)

**Mark S. Ells, Town Manager**

April 22, 2022

Lindsey Counsell, Chair  
Community Preservation Committee  
367 Main Street  
Hyannis, MA 02601

**Re: Community Preservation Act Administrative Funds for Housing Production Plan**

This letter is in support of the Planning & Development Department's request for \$50,000 in Community Preservation Act administrative funds to retain consultant services for the required update to the Town's Housing Needs Assessment and Housing Production Plan.

Having updated information and current public input on current and future housing needs will support the development of effective programs and strategies to meet the needs of our community relative to affordable and community housing.

Thank you for your consideration of this request.

Sincerely,

Mark Ells  
Town Manager

cc: Mark Milne, Finance Director  
Elizabeth Jenkins, Planning & Development Director