



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, October 16, 2023
Regular CPC Meeting APPROVED Minutes
Remote Access Meeting via Zoom Link: <https://zoom.us/j/83392566022>
5:30 PM

Lindsey Counsell – Chair	Present
Marilyn Fifield – Clerk	Present
Terry Duenas	Present
Tom Lee-Vice Chair	Present
Katherine Garofoli	Absent
Deborah Converse	Present
Stephen Robichaud	Present
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**, Tom Lee – **yes**, Farley Lewis – **yes**, Stephen Robichaud – **yes**, and Lindsey Counsell – **yes**.
 Katherine Garofoli (absent)

Minutes

The motion of Marilyn Fifield was seconded by Tom Lee to approve the draft Community Preservation Committee Regular Meeting Minutes from August 21, 2023, as submitted. Roll Call Vote: Marilyn Fifield – **yes**, Terry Duenas – **abstained**, Deborah Converse - **abstained**, Tom Lee – **yes**, Farley Lewis – **yes**, Stephen Robichaud – **yes**, and Lindsey Counsell - **yes**. 5 – yes, 0- no, 2- abstained. Motion carried.

The motion of Marilyn Fifield was seconded by Tom Lee to approve the draft Community Preservation Committee Regular Meeting Minutes from September 18, 2023, as submitted. Roll Call Vote: Marilyn Fifield – **yes**, Terry Duenas – **yes**, Deborah Converse - **yes**, Tom Lee – **yes**, Farley Lewis – **yes**, Stephen Robichaud – **yes**, and Lindsey Counsell - **yes**. 7 – yes, 0 -no. Motion carried.

Letters of Intent

- None Received.

Applications:

- **Application 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 the lack of inventory of homes for sale.**

Ms. Elizabeth Jenkins, Director of Planning & Development shared that Trust Board Member, Wendy Northcross, has also joined her for review of the Trust Board's Application. Elizabeth said that she is here on behalf of the Trust Administrator, Jillian Douglass to present the Trust's Application for recommendation for the transfer of \$2.5M of Community Preservation funds to the Trust for the preservation, creation, acquisition, and support of community housing. She narrated a PowerPoint presentation providing background information and the purpose of the Affordable Housing Trust that had been established in 2007.

Elizabeth noted two prior CPC recommendations that resulted in two appropriations by the Town Council each for \$2.5M in 2020 and 2021 saying that of those funds, the Trust has expended or committed \$1,816,795 to address community housing needs. She reviewed the potential uses of the additional requested CPA funds for Development Activities such as gap funding, land acquisition, new construction, redevelopment of existing structures and the conversion of market units to affordable housing units. Potential uses of funds for Predevelopment Activities would determine the viability of residential development such as professional fees for an architect, engineer, appraiser and other costs associated with determining the feasibility of a particular site.

Elizabeth noted that the Trust Administrator has also been actively researching both a first-time home buyers' program and a rental assistance program, which would require an outside partner to help administer. She said that the review to identify town-owned parcels for development of affordable housing continues and noted the recent release of an RFP for development of two single family affordable homeownership units on a town-owned parcel on Route 149, Marstons Mills.

Ms. Jenkins explained that the total funding request of \$2.5M in Community Preservation funds is divided with \$1,049,551 coming from the Community Housing reserve and \$1,450,449 from the Undesignated Community Preservation Fund. Elizabeth recognized Jillian Douglass' hard work putting together the CPC Application.

Ms. Wendy Northcross said that in the years she has been a member of the Trust, she had not seen such a wide need for housing solutions, also noting the complexity of those solutions. She acknowledged that there is a dedicated team trying to get funds into the hands of developers to create more housing in Barnstable and hoped that CPC would recommend the Trust application for additional funds.

Stephen Robichaud asked if there could be a presentation on what the Trust has done and the Trust's plans. Elizabeth said that she would like to see the CPC, Housing Trust and the Housing Committee come together to work for a shared purpose. She noted a recent Trust allocation to the Residence at 850 that resulted in 10 units at 50% AMI and two other projects that are presently under review by the Trust, one for 15 units total with 2 affordable and 4 community housing units; and another pre-development award for \$50,000 that could potentially leverage 2 affordable units.

There was discussion regarding whether the mission of the Trust would change if the 10% affordable housing goal is reached in Barnstable. However, it was pointed out by Wendy that the 10% benchmark is an arbitrary number and the actual need of the community should be assessed. She said it was very unlikely that the Trust would move away from creating affordable housing. Elizabeth provided statistics saying that 37% of the town's households are cost burdened meaning that they spend over 30% of their income on housing. Elizabeth noted that the town was at 7.2% affordable housing units toward the goal of 10%, however with an increase in households that resulted in the 2020 census, that number is now 6.8%. Elizabeth confirmed that opportunities to increase the percentage above the 10% inclusionary amounts are always used when applicable and she said that the inclusionary ordinance may be revisited to increase the required percentage.

The motion of Tom Lee was seconded by Deb Converse to recommend the to the Town Council through the Town Manager, the transfer of \$1,049,551 from the Community Housing Community Preservation Fund and \$1,450,449 from the Undesignated Community Preservation Fund for a total amount of \$2.5 Million, to the Barnstable Affordable Housing Growth and Development Trust Fund Board for their continued support and response to the ongoing severe shortage of attainable and affordable housing in lower price and rent ranges, and the lack of inventory of homes for sale.

Discussion: Deb Converse said that she hoped the Town could move more quickly to identify town-owned parcels for development of affordable housing.

Roll Call Vote: Terry Duenas – yes, Marilyn Fifield – yes, Deb Converse – yes, Tom Lee – yes, Farley Lewis – yes, Stephen Robichaud - yes, and Lindsey Counsell – yes. Motion Carried: 7 yes, 0 no.

- **Revised Application received from the Centerville-Osterville-Marstons Mills (COMM) Water Department requesting \$100,000 in Community Preservation Open Space/Recreation Funds to enable COMM to commission professional services to evaluate the suitability of acquiring properties adjacent to or within zones of contribution to existing COMM groundwater supplies to meet future needs. COMM will seek partnership with MASS DEP and grant funding through State and Federal agencies, to acquire necessary properties at the appropriate time.**

Chair Counsell explained that this Application has been updated so it is more specific regarding locations per the Legal Department saying that a map has now been included in the Application.

Mr. Craig Crocker, COMM Water District Superintendent, was present to answer any questions the Committee may have and said he would appreciate the Committee's support.

There was discussion regarding the need for COMM District to search for new water sources and the availability of these funds allowing for some of the expert analysis required to determine locations and parcels that are viable as a new water source. It was agreed that demand for water will only increase in the future.

The motion of Deb Converse was seconded by Tom Lee to recommend to the Town Council through the Town Manager, COMM Water District's Application for \$100,000 in Community Preservation Open Space/Recreation Funds to enable the hiring of professional services to evaluate the suitability of acquiring properties adjacent to or within zones of contribution to existing COMM groundwater supplied to meet future needs.

Roll Call Vote: Terry Duenas – yes, Marilyn Fifield – yes, Deb Converse – yes, Tom Lee – yes, Farley Lewis – yes, Stephen Robichaud- yes, and Lindsey Counsell – yes. Motion Carried: 7 yes, 0 no.

Correspondence Received:

None.

Project Updates:

Chair Counsell provided the following updates:

- The Historical Society of Santuit and Cotuit (HSSC) Application has been referred for a Town Council public hearing for appropriation.
- 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 Historic Society building and have submitted invoices for reimbursement.
- Work continues on the Unitarian Church project.
- Progress is being made on the Centerville and Osterville Playground projects. Bids are under review.
- Wheeler Road Grant Application results will be announced in late October or early November. CPC's recommendation has been forwarded for inclusion on a Town Council agenda in November.

Member Discussion:

- Online Conflict of Interest Training is required to be completed under Open Meeting Law this Fall. Two certificates to be submitted to Cynthia Lovell: Conflict of Interest Training and Receipt of Open Meeting Law Materials. of Open Meeting Law materials.
- CPC Handbook: Discussion and vote to update the Community Preservation Committee Application process to include language requiring the determination from the Massachusetts Historical Commission that the property proposed for preservation/restoration work must qualify for an Historic Restriction prior to CPC consideration for funding. After a brief discussion, the Committee Members

agreed that the Handbook updates were effective and voted to approve the edits to the CPC Handbook highlighting and clarifying the lengthy process and requirements.

- **The motion of Farley Lewis was seconded by Deb Converse to approve the updates to the CPC Handbook as written. Roll Call Vote: Terry Duenas – yes, Marilyn Fifield – yes, Deb Converse – yes, Tom Lee – yes, Farley Lewis – yes, Stephen Robichaud – yes, and Lindsey Counsell – yes. 7 – yes, 0 – no. Motion carried.**

- Draft Grant Agreement Template – Additional new requirement for the execution of a Grant Agreement for Town Council allocations of Community Preservation Act funds to private entities outlining and establishing requirements of the Grant. After a brief discussion the Committee Members agreed to adopt the Grant Agreement Template as written.
 - **The motion of Tom Lee was seconded by Terry Duenas to adopt the Grant Agreement Template as written. Roll Call Vote: Terry Duenas – yes, Marilyn Fifield – yes, Deb Converse – yes, Tom Lee – yes, Farley Lewis – yes, Stephen Robichaud – yes, and Lindsey Counsell – yes. 7 – yes, 0 – no. Motion carried.**

- It was decided that the November 20, 2023, CPC Meeting will be held remotely.

- After review and a brief discussion, the CPC members voted to close the CPC accounts listed.
 - **Roll Call Vote: Terry Duenas – yes, Marilyn Fifield – yes, Deb Converse – yes, Tom Lee – yes, Farley Lewis – yes, Stephen Robichaud – yes, and Lindsey Counsell – yes. 7- yes, 0 – no. Motion carried.**

Public Comment:

None

General Discussion:

None

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; Lindsey Counsell – yes. Motion carried: Meeting adjourned at 6:21 p.m.

Next Regularly Scheduled CPC Meeting November 20, 2023

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

Exhibit 1 –CPC Agenda, October 16, 2023.

Exhibit 2 –Draft CPC Meeting Minutes – August 21, 2023.

Exhibit 3 – Draft CPC Meeting Minutes – September 18, 2023.

Exhibit 4 – Application - Affordable Housing Growth & Development Trust Board - \$2.5M

Exhibit 5 – Application - Centerville-Osterville-Marstons Mills (COMM) Water Dept \$100K

Exhibit 6 – Draft Updated CPC Handbook.

Exhibit 7 – Draft CPC Grant Agreement Template.

Exhibit 8 – List of Community Preservation Fund accounts proposed to be closed.

Respectfully submitted,

Ellen M. Swiniarski

Community Preservation Coordinator

Planning & Development Department

and reviewed 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**