

# Town Of Barnstable



## Community Preservation Committee Handbook



### *Fiscal Year 2025*

*The Town of Barnstable envisions its character and quality of life will be enhanced over the next twenty years in part by preserving its natural beauty, recreational opportunities, the historically significant architectural resources, and an adequate supply of affordable housing.*

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# COMMUNITY PRESERVATION COMMITTEE CONTACT AND MEMBER INFORMATION



## Community Preservation Committee Members

**Lindsey Counsell - Chair-6/26**  
*At Large*

**F. P. Tom Lee, Vice Chair-6/27**  
*Conservation Commission*

**Vacant**  
*Historical Commission*

**Farley Lewis 6/28**  
*At Large*

**Deborah Converse – 6/27**  
*Housing Authority*

**Vacant**  
*Recreation Commission*

**Terry Duenas - 6/26**  
*At Large*

**Stephen Robichaud – 6/28**  
*Planning Board*

**Katherine Garofoli- 6/27**  
*At Large*

**Dr. Kristin Terkelsen**  
*Town Council Liaison*

**Community Preservation Committee  
Barnstable Town Hall  
367 Main Street, 3<sup>rd</sup> Floor  
Hyannis, MA 02601**

**Phone: 508-862-4749 Fax: 508-862-4782**

**[CommunityPreservationCommittee@town.barnstable.ma.us](mailto:CommunityPreservationCommittee@town.barnstable.ma.us)**

# INTRODUCTION

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The Community Preservation Act (“CPA” Massachusetts General Law (MGL) Chapter 44B) was enacted to assist municipalities in the Commonwealth in the preservation of the following core interests:

- Acquisition, creation, preservation and support of affordable housing;
- Acquisition, creation and preservation of open space;
- Acquisition, creation and preservation of land for recreational use;
- Acquisition and preservation of historic resources;
- Rehabilitation or restoration of affordable housing acquired or created with CPA funds and;
- Rehabilitation or restoration of land for recreational use.

The CPA was adopted by the voters of the Town of Barnstable in November 2004, and went into effect on July 1, 2005. This document, the Community Preservation Committee Handbook, will not only help you determine if your project is eligible, it will assist you along the way from the Letter of Intent submission to a Town Council vote for an appropriation of funding for your project.

The Act authorizes revenues to be raised from two sources in order to fund resource CPA projects: a 3% real estate tax surcharge; and fees for recording Registry of Deeds documents. A minimum of ten percent (10%) of the annual revenues of the fund must be set aside for affordable housing, open space (including recreation) and historic resources. The remaining seventy percent (70%) can be allocated for any combination of the allowed uses under CPA. In keeping with the tenets of the CPA, the Town formed and appointed a Community Preservation Committee (CPC), consisting of 9 Members, including a member of the Historical Commission, Housing Authority, Conservation Commission, Planning Board, Recreation Commission, and four members at-large. The CPC has two responsibilities. First, the CPC is responsible for soliciting or reviewing specific project submissions and making recommendations to the Town Manager and Town Council for the expenditure of CPA funds on each application. Second, the CPC has a duty to monitor each project and require compliance with the CPA by the grantees for funds awarded under this program. This may include project management, recording of legal documents, requesting reports and audits of funds expended and other duties deemed necessary to ensure proper administration of the program.

This handbook contains the general and specific criteria the CPC uses to evaluate project applications; sample application forms; and examples of projects approved by the CPC.

**NOTE: Beginning Fiscal Year 2024, the execution of a Grant Agreement outlining the Grant and Grant Conditions will be required prior to the release of the funds.**

## GENERAL PROJECT CRITERIA

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The Town of Barnstable Community Preservation Committee (CPC) requires that all proposed projects be eligible for CPA funding according to the requirements described in the CPA legislation.

Projects will be evaluated according to the following criteria:

- Consistency with the Local Comprehensive Plan and other planning documents that have received wide scrutiny and input and have been adopted by the town;
- Preservation of the essential character of the town;
- Save resources that would otherwise be threatened and/or serve a currently under-served population;
- Demonstrate practicality and feasibility, and demonstrate that they can be implemented expeditiously and within budget;
- Produce an advantageous cost/benefit value;
- Leverage additional public and/or private funds; applications that identify commitment from other funding sources will receive a higher priority;
- Receive endorsement by other municipal boards or departments;
- Serves more than one CPA purpose; and
- Projects may be subject to review by CPC consultants.



- The Community Preservation Committee strongly encourages members of the community to approach the Town with potential housing, land or historic resource donations. Resources donated to the CPC will be protected in perpetuity. Please contact the Community Preservation Committee directly with proposals.

## CATEGORY SPECIFIC CRITERIA

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### Community Housing

The Community Preservation Committee voted to refer all Community Housing proposals to the Barnstable Affordable Housing Growth and Development Trust. The Affordable Housing Trust is required to follow the eligibility provisions of the Community Preservation Act. Proposals that address as many of the CPA Community Housing criteria listed below as possible will receive preference in allocating Community Preservation Act Funds for Community Housing.

[Link to Affordable Housing Growth & Development Trust Fund Board Website](#)

- Create affordable rental housing;
- Contribute to the goal of ten percent (10%) affordability in the Town;
- Promote a socioeconomic environment that encourages a diversity of income, ethnicity, religion and age;
- Provide housing that is harmonious in design and scale with the surrounding community;
- Intermingle affordable and market rate housing at levels that exceed state requirements for percentage of affordable units;
- Ensure affordability in perpetuity;
- Promote use of existing buildings or construction on previously developed or Town-owned sites;
- Convert market rate to affordable units;
- Give priority to local residents or town employees;
- Promote visit-ability; and
- Provide a community-wide housing program to assist low and moderate-income families and individuals.



*Lombard Community Housing, 2008*

### Open Space

Acquisition proposals that address the following specific criteria, as identified by the 2018 Barnstable Open Space and Recreation Plan update, will receive priority in allocating CPA Open Space funds:



- Protecting land bordering on wetlands in order to assist in minimizing or eliminating eutrophication of habitats;

*Hyannis Open Space Acquisition, 2008*

- Permanently protect important wildlife habitat, including areas that are of local significance for biodiversity;
- Contain a variety of habitats, with a diversity of geologic features and types of vegetation;
- Contain a native habitat type that is in danger of vanishing from Barnstable;
- Preserve habitat for threatened or endangered species of wildlife;
- Preserve scenic, agricultural, historic, archeological or wooded character;
- Provide opportunities for passive recreation and environmental education;
- Protect or enhance wildlife corridors, promote connectivity of habitat or prevent fragmentation of habitats;
- Provide connections with existing trails or potential trail linkages;
- Preserve scenic vistas and qualities of lands bordering a scenic road;
- Protect embayments or coastal water quality or salt surface water quality;
- Protect drinking water sources including wellhead protection area Zone I as defined in 310 CMR 22.00;
- Provide flood control/storage;
- Preserve important surface water bodies, including wetlands, vernal pools or riparian zones;
- Provide public access; and
- Provide pocket parks and urban open space.

### **Historic Preservation**

Proposals for property in town or nonprofit ownership that provides public access or other public benefit, listed on the State or National Register of Historic Places, or deemed historically significant by the Barnstable Historical Commission will receive preference in allocating CPA Historic Preservation funds by addressing as many of the following Historic Preservation criteria as possible:

- Protecting, preserving, enhancing, restoring and/or rehabilitating publicly-owned historic, cultural, architectural or archaeological resources of significance, especially those that are threatened and/or Town-owned;
- Protecting, preserving, enhancing, restoring and/or rehabilitating the historical function of a publicly-owned property or site;
- Demonstrating a public benefit; and
- Demonstrating the ability to provide permanent protection for maintaining the historic resource through a preservation restriction;



*Town Hall Renovations, 2010*

- An architectural/structural report for building conditions and project phasing is required. See Historic Preservation checklist in the CPC Application.

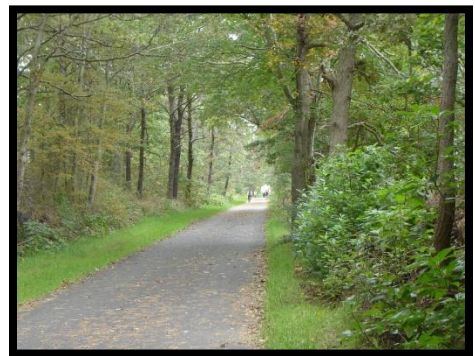
**NOTE: A recorded Preservation Restriction is a requirement for the release of Community Preservation Act Funds. A determination by the Massachusetts Historic Commission that a property and project is eligible for a Preservation Restriction will need to be obtained prior to the Community Preservation Committee's review and consideration of an Historic Preservation Project.**

## **Recreation**

Proposals that address as many of the following criteria as possible will receive preference in allocating CPA Recreation funds:

- Support multiple recreation uses;
- Serve a significant number of residents;
- Expand the range of recreational opportunities available to residents of all ages;
- Benefit the town financially long term and/or strongly support the community's quality of life;
- Maximize the Recreation use of the town owned land;
- Promote creative uses of public corridors for safe and healthful opportunities;
- Promoting visit-ability;
- Promote the collaboration demonstrated by Civic Groups and user groups with the Recreation Commission;
- Long range sustainability Plan;
- Provide Equal Access to All residents (upgrading to make facilities handicap accessible);
- Leverage as many public and/or private funds available that would identify commitment from funding sources.

**NOTE: Recreation projects located on private property will require the execution and recording of a Recreation Restriction prior to the release of Community Preservation Act Funds.**



*Proposed Regional Bikeway*



# Community Preservation Act Allowable Uses Chart

|                                   | Open Space                                       | Historic | Recreation | Housing  |
|-----------------------------------|--|----------|------------|--|
| Acquire                           | Yes  | Yes      | Yes        | Yes  |
| Create                            | Yes  | -        | Yes        | Yes  |
| Preserve                          | Yes  | Yes      | Yes        | Yes  |
| Support                           | -  | -        | -          | Yes  |
| Rehabilitate<br>and/or<br>Restore | Yes – if<br>acquired<br>or created<br>w/CPA \$\$ | Yes      | Yes        | Yes – if<br>acquired or<br>created w/CPA<br>\$\$ |

## 2025 CPC Meeting Schedule

*3rd Monday of each month @ 5:30 pm  
James H. Crocker, Jr. Hearing Room  
Town Hall  
367 Main Street, Hyannis  
Or Via Remote Access as Scheduled*

**January 27, 2025**

**4<sup>th</sup> Monday**

**February 24, 2025**

**4<sup>th</sup> Monday**

**March 17, 2025**

**April 28, 2025**

**4<sup>th</sup> Monday**

**May 19, 2025**

**June 16, 2025**

**July 21, 2025**

**August 18, 2025**

**September 15, 2025**

**October 20, 2025**

**November 17, 2025**

**December 15, 2025**

# COMMUNITY PRESERVATION ACT DEFINITIONS

CPA – Community Preservation Act - Chapter 267 of the Acts of 2000

*As amended by SB 2343 (July 2002), HB 3944 (July 2003), HB 4709 (December 2004), HB 1680 (March 2006), SB 167 (September 2006), SB 2725 (December 2006), and HB 4200 (July 2012).*

"Acquire", obtain by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise. "Acquire" shall not include a taking by eminent domain, except as provided in this chapter.

"Annual income", a family's or person's gross annual income less such reasonable allowances for dependents, other than a spouse, and for medical expenses as the housing authority or, in the event that there is no housing authority, the Department of Housing and Community Development, determines.

"Capital improvement", reconstruction or alteration of real property that: (1) materially adds to the value of the real property or appreciably prolongs the useful life of the real property; (2) becomes part of the real property or is permanently affixed to the real property so that removal would cause material damage to the property or article itself; and (3) is intended to become a permanent installation or is intended to remain there for an indefinite period of time.

"Community Housing", low and moderate income housing for individuals and families, including low or moderate income senior housing.

"Community Preservation", the acquisition, creation and preservation of open space; the acquisition, creation and preservation of historic resources; and the creation and preservation of community housing.

"Community Preservation Committee", the committee established by the legislative body of a city or town to make recommendations for community preservation, as provided in section 5.

"Community Preservation Fund", the municipal fund established under section 7.

"CP", Community Preservation.

"Historic resources", a building, structure, vessel, real property, document or artifact that is listed on the state register of historic places or has been determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of a city or town.

"Legislative body", the agency of municipal government which is empowered to enact ordinances or by-laws, adopt an annual budget and other spending authorizations, loan orders, bond authorizations and other financial matters and whether styled as a city council, board of aldermen, town council, town meeting or by any other title.

"Low income housing", housing for those persons and families whose annual income is less than 80 per cent of the areawide median income. The areawide median income shall be the areawide median income as determined by the United States Department of Housing and Urban Development.

"Low or moderate income senior housing", housing for those persons having reached the age of 60 or over who would qualify for low or moderate income housing.

"Maintenance", incidental repairs which neither materially add to the value of the property nor appreciably prolong the property's life, but keep the property in a condition of fitness, efficiency or readiness.

"Moderate income housing", housing for those persons and families whose annual income is less than 100 per cent of the areawide median income. The areawide median income shall be the areawide median income as determined by the United States Department of Housing and Urban Development.

"Open space", shall include, but not be limited to, land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use.

"Preservation", protection of personal or real property from injury, harm or destruction.

"Real property", land, buildings, appurtenant structures and fixtures attached to buildings or land, including, where applicable, real property interests.

"Real property interest", a present or future legal or equitable interest in or to real property, including easements and restrictions, and any beneficial interest therein, including the interest of a beneficiary in a trust which holds a legal or equitable interest in real property, but shall not include an interest which is limited to the following: an estate at will or at sufferance and any estate for years having a term of less than 30 years; the reversionary right, condition or right of entry for condition broken; the interest of a mortgagee or other secured party in a mortgage or security agreement.

"Recreational use", active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field. "Recreational use" shall not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.

"Rehabilitation", capital improvements, or the making of extraordinary repairs, to historic resources, open spaces, lands for recreational use and community housing for the purpose of making such historic resources, open spaces, lands for recreational use and community housing functional for their intended uses including, but not limited to, improvements to comply with the Americans with Disabilities Act and other federal, state or local building or access codes; provided, that with respect to historic resources, "rehabilitation" shall comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for the Treatment of Historic Properties codified in

36 C.F.R. Part 68; and provided further, that with respect to land for recreational use, “rehabilitation” shall include the replacement of playground equipment and other capital improvements to the land or the facilities thereon which make the land or the related facilities more functional for the intended recreational use.

“Support of Community Housing”, shall include, but not be limited to, programs that provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing or to an entity that owns, operates or manages such housing, for the purpose of making housing affordable.

# LETTER OF INTENT

To streamline the grant funding request process, the Community Preservation Committee (CPC) requires each interested applicant to submit a very brief one-page Project Eligibility Letter of Interest. This is the first step for applying for Community Preservation Act funds.

Letters of Interest must include the following:

- Project Name or Title
- A brief outline of the project
- Estimated Timeline
- Funding Request Amount
- Partnership Information (i.e. Non-Profit Organizations, Federal, State or Local Entities)
- Secured Funding (i.e. Donations, Other Grants etc.)
- Applicant Contact (Name, Address, Phone, Email)
- Primary Contact (if different from Applicant) (Name, Address, Phone, Email)

Your Letter of Intent will be distributed to all the CPC Members for initial review. If the Committee chooses, they may vote to recommend the Letter of Intent to move on to the Application stage during the public hearing or they may request additional information to further the request. If the Letter of Intent is recommended to move forward by the CPC, an Application shall be submitted along with specific required documentation (see Application Checklist).

Interested applicants are encouraged to contact the CPC Coordinator with any questions regarding the Letter of Intent at [ellen.swiniarski@town.barnstable.ma.us](mailto:ellen.swiniarski@town.barnstable.ma.us)

# CPC APPLICATION (Page 1)

*Appropriated CPA funds require one or more deed restrictions (conservation / historic preservation / housing). If the restriction is prepared by the applicant, the first draft of the restriction should be provided to the CPC Coordinator. If the applicant is not preparing the restriction, a consultant will contact the applicant to assist in the drafting of the appropriate restriction after funds are appropriated. The Town of Barnstable Legal Department and Legal Consultant shall review and approve the restriction prior to the final commitment of the CPA funds to the project.*

**NOTE:** Please see separate requirements for Historic Preservation Applications listed in the Barnstable CPC Historic Project Application Checklist in this Handbook.

**Submission Date:**

**Project Title:**

**Project Map/Parcel Number:**

**Estimated Start Date:**

**Estimated Completion Date:**

**Purpose (please circle all that apply):**

|                   |                                 |
|-------------------|---------------------------------|
| Open Space        | Public                          |
| Community Housing | Private                         |
| Historic          | Non-Profit                      |
| Recreation        | Partnership (Describe below #3) |

**Town Affiliation\*\***

**\*\*Please note: All Town CPC Applications must be approved by the Town Manager.**

**Applicant Contact:**

Name:

Organization (if applicable):

Address:

Mailing Address:

Daytime Phone #:

E-mail Address:

**Primary Contact (if different from applicant contact):**

Name:

Address:

Mailing Address:

Daytime Phone #:

E-mail Address:



# CPC APPLICATION (page 2)

**Budget Summary:**

Total budget for project:

CPA funding request:

Matching funds (committed/under consideration):

**Please address the following questions:**

1. Project summary (description and goals):
  
  
  
  
  
  
  
  
  
  
2. How does this project help preserve Barnstable’s character?
  
  
  
  
  
  
  
  
  
  
3. Partnership(s) Description:
  
  
  
  
  
  
  
  
  
  
4. Provide a detailed project timeline:
  
  
  
  
  
  
  
  
  
  
5. How does this project meet the General Criteria and Category Specific Criteria for CPC projects?
  
  
  
  
  
  
  
  
  
  
6. Provide a detailed budget, including the following information, as applicable: (Fiscal Year, Total Cost, CPC Funds Requested, Other Sources of Funding sought and received, and cost estimates/quotes received):
  
  
  
  
  
  
  
  
  
  
7. Assessor’s Office identification map and map and parcel number:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant Partner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Town Manager (Town Affiliated Projects)

\_\_\_\_\_  
Date

# APPLICATION CHECKLIST

## Please See Additional Historic Checklist for Historic Preservation Applications

- Cover letter clearly identifying statement of need
- Application
- If the Housing Restriction, Historic Restriction or Conservation Restriction is to be prepared by the applicant, please provide a first draft with the application.  
If the application is approved by the CPC, the applicant shall finalize the deed restriction before a Town Council public hearing for appropriation will be scheduled.

### **Data**

- Identification Map – Assessor’s Records
- Copy of Current Recorded Deed
- Title Examination / Title Insurance / Tax Information
- Appraisal and/or Agreement (Open Space / Recreation)
- Survey Plan (Open Space)
- Reports (21E / Zoning / HazMat / Historic Structure Reports)
- MA Historical Commission Historic Inventory Sheet - Form B (Historic)
- Detailed Set of Plans
- Project Timeline
- Letters of Support
- Certificate of Good Standing (if operating as a corporation)
- Barnstable CPC Historic Project Application Checklist and applicable documents.

### **Financial**

- Project Costs and Prioritization
- Detailed Budget
- Minimum of 3 quotes from Licensed Contractors
- Matching Fund Correspondence
- Additional Fees (Closing Costs / Legal Fees)

### **Visual**

- Maps (Should include maps identifying resource areas, priority habitats, adjacent protected open space, and other important natural features consistent with the priorities identified in the 2018 OSRP draft update)
- Natural Resource Limitations (wetlands, flood plains)
- Renderings/Plans

### **Submission**

- One (1) original and, ten (10) copies and/or one (1) electronic copy via email to CPC Coordinator: [Ellen.Swiniarski@town.barnstable.ma.us](mailto:Ellen.Swiniarski@town.barnstable.ma.us)**

*Mail: Community Preservation Committee, Town Hall, 367 Main Street, Hyannis, MA 02601*

# BARNSTABLE CPC HISTORIC PROJECT APPLICATION CHECKLIST

## LETTER OF INTENT

- \_\_\_ Letter of Determination of Eligibility from Massachusetts Historic Commission that the building and proposed project meets the Standards for Rehabilitation as outlined in the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- \_\_\_ Historic Preservation Eligibility: Documentation that property is individually listed on the State Register of Historic Places; or
- \_\_\_ Letter from the Barnstable Historical Commission indicating that the resource has been determined to be significant in the history, archeology, architecture, or culture of Barnstable.
- \_\_\_ Explain how the project/proposed work complies with the Standards for Rehabilitation as outlined in the "Secretary of the Interior's Standards for the Treatment of Historic Properties".
- \_\_\_ Certificate of Appropriateness if project is located within a local historic districts.

## APPLICATION

- \_\_\_ Cover letter clearly identifying statement of need and a community purpose with a public benefit.
- \_\_\_ Draft Historic Restriction – only if applicant is preparing the restriction. An Historic Preservation Consultant can provide guidance in the preparation of the restriction if project is approved.

## DATA

- \_\_\_ Identification Map – Assessor's Records (value of building)
- \_\_\_ Copy of Current Recorded Deed or other documentation of control of the site.
- \_\_\_ Identify use of the building – is historical inventory protected?
- \_\_\_ Heating, cooling, electrical, plumbing systems condition/adequacy.
- \_\_\_ Historic Structure Report; Architectural Report for Existing Historical Building identifying code and ADA requirements for an historic building or variances from the Access Board as required.
- \_\_\_ Engineering plans, architectural drawings, site plans.
- Complete construction drawings and specifications including existing conditions and proposed alterations, description of existing materials and proposed materials.
- \_\_\_ Existing Historic Restriction (if applicable). Major or Minor Alteration?
- \_\_\_ MA Historical Commission Historic Inventory Sheet – Form B
- \_\_\_ Identify Project Type: Acquisition, Preservation, Rehabilitation, Restoration
- \_\_\_ Letters of Support

## BUILDING CONDITION

- \_\_\_ Building Code Compliance – relevant code cited for proposed use  
Including building code upgrades required if building is restored.
- \_\_\_ Structural Report - Foundation walls and floor, type, structural timbers, floor systems, occupancy load, roof systems, insulation, walls, water damage, cracks, insect damage, basement or cellar, ventilation, check for – moisture, past flooding, unheated areas, is cellar or crawlspace insulated, floor condition.

- \_\_\_ Accessibility – ADA compliant ramps, landings, toilet facilities, parking spaces, egress aisles, doorway/entrance, maximum occupancy – variance/letter from Architectural Access Board if applicable.
- \_\_\_ Mechanical Systems – condition of Elevators, CATV, phone, display elements, artifact storage, signage, etc.
- \_\_\_ Electrical System – Age of system and any updates. Type and condition of wiring and components. Adequacy and safety of system; condition and location of electrical line and meter.
- \_\_\_ Plumbing System – Water supply pipe material, check if lead pipe present, main shut off valve functional, drains, toilets and faucets working. Septic system inspected or sewer confirmation.
- \_\_\_ Fire & Security Protection – Alarms/sprinkler systems, age, condition, emergency lighting.
- \_\_\_ Heating/Cooling/Ventilation systems – does the building house historical artifacts? Thermostats, furnace inspection, heat/cool distribution, climate control.
- \_\_\_ Infestations – Termites, bats, beetles, ants, mold, rodents, others
- \_\_\_ Roof - Age, material, flashing, condition, attic and other venting, gutters & downspouts, leaders, dormers, access doors, steeple,
- \_\_\_ Chimney – Functional, is it original? Missing/cracked mortar, bricks, flue, dampers, beehive or side oven, foundation condition?
- \_\_\_ Siding & Trim - Year of installation, type, condition, paint?
- \_\_\_ Windows – Are they pre WWII? Sound and operable? Moisture at sash/sills? Stained glass or special features?
- \_\_\_ Grounds – Drainage/grading, downspouts and drywells, walkways, parking, landscaping and gardens, stone work, out buildings
- \_\_\_ Archeological study may be warranted particularly if there are any items discovered during foundation or landscape work.
- \_\_\_ Interior walls, ceilings, floors, stairs, handrails, balconies, trim, window frames
- \_\_\_ Secretary of the Interior's Standards as applicable to the proposed project and methods of compliance

- \_\_\_ Prioritized list of required/recommended upgrades with estimated costs. Three bids required for report quotes over \$10,000.00

**PHOTOS**

- \_\_\_ Renderings/Plans

**FINANCIAL**

- \_\_\_ Project Costs, Project Timelines and Prioritization for phased projects. If funding application is part of a longer-term project, include total project cost.
- \_\_\_ Prior CPC funding appropriated.
- \_\_\_ Detailed Budget of project costs including maintenance.
- \_\_\_ Minimum of 3 quotes from Licensed Contractors experienced in historic preservation. Credentials and references for each.
- \_\_\_ Matching fund sources: Private/Public
- \_\_\_ Future maintenance of the historic resource: responsibility/funding

**APPLICATION SUBMISSION**

- **One (1) original and, ten (10) copies and/or one (1) electronic copy via email to CPC Coordinator: [Ellen.Swiniarski@town.barnstable.ma.us](mailto:Ellen.Swiniarski@town.barnstable.ma.us)**  
*Mail: Community Preservation Committee, Town Hall, 367 Main Street, Hyannis, MA 02601*

# FUNDING PROCEDURE

Although proposals vary substantially from one project to another, the funding procedure remains consistent for all appropriated projects. When the Community Preservation Committee recommends the project to the Town Council with support from the Town Manager, the funding process begins and is further outlined below.

1. Public Hearing and Town Council Vote to appropriate Community Preservation Act funds.\*

*\*The appropriation vote is subject to a 30 day Appeal Period where funds cannot be accessed or released. Work included in the requested funding may not commence until the expiration of the 30 day appeal period. If a CPC project appropriation requires a Housing Restriction, Historic Restriction, Recreation Restriction or a Conservation Restriction, funds cannot be accessed or released until the required Restriction is executed and recorded or updated approval for an existing Restriction is obtained.*

2. After the Town Council votes to appropriate the Community Preservation Act funds and the 30 day Appeal Period has expired, a Grant Agreement outlining the requirements and conditions of the grant is required to be executed.
3. The Community Preservation Committee Coordinator requests the Project Account to be set up by the Finance Department.
4. After all parties have agreed and signed the Conservation, Historic Preservation, Housing or Recreation Restriction, the Restriction must be recorded at the Registry of Deeds by the applicant, prior to the release of CPA funds.\*\*

***\*\* Please note, this process has taken up to two years or more to complete.***

5. Once the recorded documents are received by the CPC, the Grantee is notified and the CPC Coordinator provides the Grantee with a Funding Request Form.
6. Funding is provided through reimbursement. The Grantee submits the Funding Request Form to the CPC Coordinator. A copy of the invoice and canceled check indicating grantee's payment of the invoice is required to be provided.
7. The CPC Coordinator submits the Funding Request Form, along with required attachments, to the Finance Department requesting the release of funds from the Project Account.
8. The Grantee is notified when the check will be ready, generally within 30 days of the request and the check is mailed out to the Grantee from the Treasurer's Office.

# SAMPLE PROJECTS

Listed below are samples of each type of CPA funded project:

## Historic Rehabilitation

### Barnstable Historic Archive Transcription

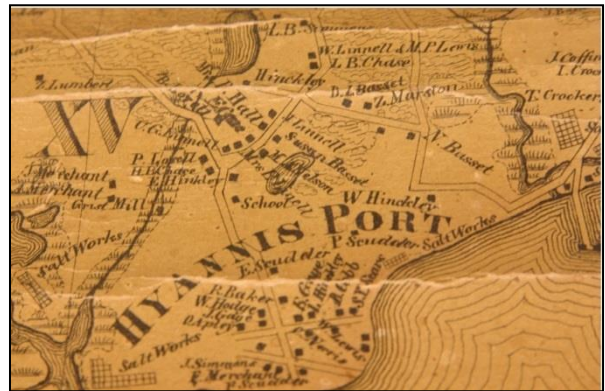
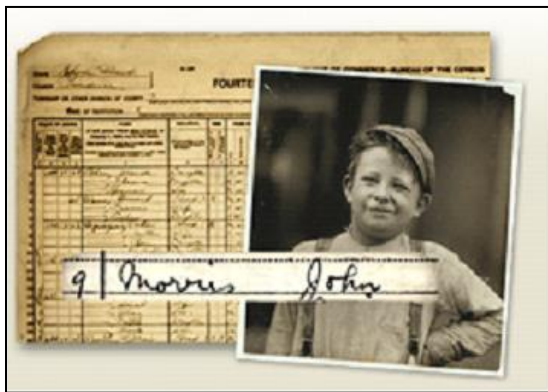
Eben L. Johnson completed the preservation and reproduction of the Barnstable Town Records, Volume 1, by photocopying, binding, and digitally scanning the transcripts with the intent to distribute to the seven village libraries, Cape Cod Community College, five of the Cape wide libraries, five state colleges, two historical societies, the Commonwealth of Massachusetts Archives, and two for the transcriber. The original Volume 1 will have limited access which will lengthen its preservation through less handling and use. Remaining funds from this project were returned to the Historic set-aside fund source. For a small amount of funding, this project reaches many individuals across the Commonwealth.

Amount Requested: \$5,500

Amount Funded: \$5,500

Amount Expended: \$5,245

Other Funds: None



# SAMPLE PROJECTS

## Community Housing

### Housing Assistance Corporation - Community Housing – Lombard and Kimber Woods

This project is the result of an RFP issued by the Town of Barnstable in October 2004 which called for 28 units of family rental housing adjacent to the YMCA and 12 units of senior rental housing in West Barnstable Village at the site of the old Lombard Farm. Affordable housing restrictions will be placed on 100% of the units at both locations that are proposed to be affordable. The units will include universal design features and there will be fully handicap accessible units at each site. The YMCA site will have 18 two-bedroom and 10 three-bedroom units in seven quadrplexes arranged around a cul-de-sac. The units have been clustered to maximize the amount of remaining open space. The twelve units at the Lombard site will be contained within a single building that was designed to reflect the historic Lombard House which was razed in the 1970's after serving the Town's poor for decades. There will be 8 units located on the first floor, along with a community room, laundry and mail facilities and a management office. The remaining units will be located on the second floor, accessible by elevator or lift.

CPA Amount Requested: \$300,000

Amount Funded: \$300,000

Other Funds: DHCD HSF: \$750,000

MHP 1<sup>st</sup> Mortgage: \$2,070,000

Barnstable County HOME - \$400,000

LIHTC Equity: \$5,795,420





# SAMPLE PROJECTS

## Open Space

### 115 Pleasant Street, Hyannis – Open Space Acquisition

This parcel is located adjacent to the rear portion of the Maritime Museum lot and was a logical extension of the Walkway to the Sea. The project consisted of two phases. Phase I was the acquisition of the parcel and Phase II was the development of a green space/pocket park. This project provides a missing link in the Hyannis Inner Harbor which allows residents and visitors to continue on from Aselton Park, along the bulkhead and across the subject parcel onto Pleasant Street. The \$551,132 request for the acquisition was in conjunction with Cape Cod Commission Mitigation Funds and Urban Self Help Grant funds for the purchase and development of the parcel. The Urban Self Help Grant funds have been reimbursed to the Community Preservation Committee by the State in the amount of \$294,300. The CPC funded \$260,000 of the total Pleasant Street Parcel Acquisition Project cost.

Amount Requested: \$551,132

Amount Funded: \$551,132

Other Funds: Cape Cod Mitigation Funds \$256,832

Urban Self Help Grant Funds \$294,300



# SAMPLE PROJECTS

## Recreation

### Recreation Master Facilities Plan

The Master Facilities Plan allows for the Town of Barnstable and the Recreation Division to plan for the creation of quality outdoor facilities for many users which will greatly enhance existing and future recreational youth and adult opportunities while enhancing the quality of life for Town of Barnstable residents of all ages as well as visitors to the town. The Barnstable Recreation Department submitted an application to the Community Preservation Committee seeking funding to develop a Master Facilities Plan. Funding was awarded in the amount of \$60,000 in 2008. The facilities are proposed be located on three parcels of land located on Route 132, Hyannis and will encompass approximately thirty eight (38) acres for the outdoor facility. Various options included two (2) multi-purpose green spaces (soccer/lacrosse, field hockey fields) constructed as an artificial turf facility, two (2) regulation tennis courts, a spectator path system allowing viewing of all fields, lighted fields for softball and baseball, storage building(s) and snack bar services. There is also a proposal to consider a bike path entering the property that connects to the parking lot. An analysis for all construction inclusive of annual maintenance will also be included for this project.

Amount Requested: \$60,000

Amount Funded: \$60,000

Other Funds: None

