

## September 16th, 2014

COMMUNITY PRESERVATION COMMITTEE  
TUESDAY, SEPTEMBER 16, 2014  
AGENDA

**Convene Meeting: 6:00 p.m. – Mashpee Town Hall – Ockway Bay Meeting Room, #2**

MINUTES

Thursday, February 13, 2014 Regular & Executive Sessions

Tuesday, July 8, 2014 Regular Session

APPOINTMENTS AND HEARINGS

6:00 p.m. Public Comment

6:05 p.m. Catherine Laurent – Update on Town CPC Projects  
Great River Boat Ramp Update

6:45 p.m. Leila Botsford – Housing Assistance Program

COMMUNICATIONS & CORRESPONDENCE

OLD BUSINESS

- Approval and Ratification of Invoice(s) for Payment:

Housing Assistance Program - \$50,000

Archives - \$16,318.38

Archives - \$11,878.48

Archives - \$5,582.33

Archives - \$592.31

Archives - \$645.20

Archives - \$5,102.27

Archives - \$1,412.52

Archives - \$1,792.56

Therapeutic Playground - \$59,585.36

Therapeutic Playground - \$40,414.64 (final payment)

Splash Pad - \$47,600 (final payment)

John's Pond Beach - \$117,349.83 (final payment)

Historical Booklet - \$7,500

Boys & Girls Club - \$5,106

Great River Boat Ramp - \$7,620

Great River Boat Ramp - \$4,454.45

NEW BUSINESS

- Reorganization
- Vote to Close-out Breezy Acres (a/k/a Great Cove Community) Expansion Project; \$359.44

Return funding to 10% Affordable Housing Reserves

- Vote to Close-out Pickerel Cove Recreation Project - \$43,087;

Return funding to Undesignated Fund Balance

- Vote to Close Splash Pad Account – All CPA funds expended

- Vote to Close John's Pond Beach (Phase I) Account – All CPA funds expended
- Vote to Close Therapeutic Playground Account – All CPA funds expended

**LIAISON ASSIGNMENTS**

Community Preservation Committee  
 Minutes  
 September 16, 2014

Present: Richard Halpern, Burt Kaplan, Evelyn Buschenfeldt, Ed Larkin,  
 Wayne Taylor, Ralph Shaw, Frank Lord

Absent: Diane Rommelmeyer, Mary Waygan

Meeting Called to Order by Chairman Halpern at 6:00 p.m.  
 Mashpee Town Hall, Ockway Meeting Room

**MINUTES:**

Thursday, February 13, 2014 Regular & Executive Session:

**Motion made by Mr. Lord to approve the Regular & Executive Session minutes of Thursday, February 13, 2014 as presented.**

**Motion seconded by Mr. Kaplan.**

**VOTE: Unanimous. 4-0, 3 members abstaining.**

**Roll Call Vote:**

Mr. Halpern, yes	Mr. Kaplan, yes
Mrs. Buschenfeldt, abstained	Mr. Larkin, abstained
Mr. Taylor, abstained	Mr. Shaw, yes
Mr. Lord, yes	Opposed, none

Tuesday, July 8, 2014:

**Motion made by Mr. Larkin to approve the minutes of Tuesday, July 8, 2014 as presented.**

**Motion seconded by Mr. Kaplan.**

**VOTE: Unanimous. 7-0.**

**Roll Call Vote:**

Mr. Halpern, yes	Mr. Kaplan, yes
Mrs. Buschenfeldt, yes	Mr. Larkin, yes
Mr. Taylor, yes	Mr. Shaw, yes
Mr. Lord, yes	Opposed, none

**APPOINTMENTS & HEARINGS:**

Public Comment: None at this time.

Community Preservation Committee  
 Minutes  
 September 16, 2014

**APPOINTMENTS & HEARINGS:**

Catherine Laurent – Update on Town CPC Projects:

Catherine Laurent, Director of Public Works met with members of the Community Preservation Committee to review the status of CPC funded projects that have benefited the Town of Mashpee.

Mashpee Archives:

The CPC project to preserve and restore the Mashpee Archives is approximately 95% complete. To conform to budgetary constraints most of the work with the exception of HVAC and plumbing has been conducted by the Mashpee Department of Public Works. This includes interior site work, exterior plantings, a retaining wall and walkway. All funds associated to the \$240,000 budget have been committed. To complete the project and to conform to handicap accessibility requirements for public access, a railing for the walkway will be installed within the next few weeks. The project is slightly over budget. Additional funds would be assumed by the DPW building and grounds budget.

With the completion of the Mashpee Archives project, the DPW will coordinate the moving of the Town's documents and other displays with the Mashpee Historical Commission. A ribbon cutting ceremony is planned, and the date will soon be announced.

Community Park Restoration Project:

CPC funding will re-establish the Community Park as the center of the Town of Mashpee. The park connects to the Mashpee Archives, Veterans Garden and One Room Schoolhouse. The Town plans to hold weekly concerts, fairs, and recreational events at the site location. The \$350,000 project will include a pavilion, and is anticipated to be completed in the Spring of 2015.

Included in the budget is the balance of the \$5,818 CPA appropriation from the Schoolhouse renovation for work related to this project. The DPW Director is expected to work with Mr. Lord representing Schoolhouse Committee on the allocation of said funding. Interpretive signage, plantings and a small shed are planned.

It was agreed that CPC signage would be displayed at each project funded by the Community Preservation Committee.

Community Preservation Committee  
Minutes  
September 16, 2014

APPOINTMENTS & HEARINGS:

Catherine Laurent – Update on Town CPC Projects: (continued)

Splash Pad:

The Splash Pad located at the Heritage Park recreational facility is the only municipal water facility on the Cape. Since its opening this past June, the water playground has been a very popular attraction in Mashpee. It was noted that neighboring towns have inquired about the funding received for this type of recreation deemed handicap accessible and suitable for all age groups.

With the onset of fall weather, the DPW Director anticipates closing the playground soon. Costs for water during the past two months have amounted to approximately \$4,000. Adjustments have been made to the programming of the play structure elements. However, with the popularity of the park, the hours of operation were expanded to eleven hours per day. Water costs are funded through the DPW's building and grounds budget.

Next season, minor work will be conducted and the picnic tables previously purchased will be installed. It was noted there is room to expand the amount of water elements at the Splash Pad if desired.

John's Pond Beach Improvement Project:

Last October CPC funding was approved to improve the recreational facilities at the John's Pond beach. The \$326,000 project includes the reconstruction and enlargement of the parking area to accommodate a storage building with permanent

restroom facilities. A new playground and a picnic pavilion to include benches, grills, tables and bicycle rack are included in the project scope.

To date, all CPA funding has been expended. Due to unforeseen expenditures it is necessary for the DPW Director to request additional CPA funding. It was noted the playground has been installed and the parking lot has received its binder course of asphalt. Funding would be requested to conduct the final coat of paving. It was noted the reconfiguration of the parking lot and playground has worked well at the site location.

Community Preservation Committee  
Minutes  
September 16, 2014

#### APPOINTMENTS & HEARINGS:

##### Catherine Laurent – Update on Town CPC Projects: (continued)

It was disclosed the picnic pavilion and the bathhouse have been purchased, but not installed. The budget did not reflect nor anticipate the water/septic required for the bathhouse. The DPW Director proposed an on-site system with Town water.

Upon review of this matter with the Water District manager, the septic system requires a water main approximately ½ mile in length for an additional cost of \$100,000. And, as a result of poor soil conditions and a hilled topography, a pump and added electricity is required for the project. The added expenditure is anticipated cost \$15,000 to \$20,000.

It was agreed that Ms. Laurent would consult with the Board of Water District Commissioners to review this matter and possible alternatives to installing a main line. Community Preservation Committee member Wayne Taylor offered to attend the meeting with Ms. Laurent.

##### Therapeutic Playground:

The Therapeutic Playground, a \$100,000 CPA funding allocation sited at the K.C. Coombs School is deemed complete. The \$160,000 project was additional funded by the School; \$40,000 and by \$20,000 achieved through fundraising efforts.

Signage will be placed at the site location to acknowledge the CPC contribution.

The new *Mashpee Plays Together – Kids Therapeutic Playground* is proposed for young children ages three to five years of all abilities.

##### Great River Boat Ramp/Parking Improvements:

In October of 2013, CPA funding in the amount of \$650,000 was approved by a vote of Town Meeting to complete the reconstruction of the existing ramp and landing, the pier and attached floating docks at the Great River Boat Ramp. The project also includes the reconstruction and enlargement of the parking lot with site resurfacing and improved drainage.

The new pier/dock float system will be handicap accessible and be constructed of lightweight aluminum grade material. The ramp will be constructed approximately 10' longer than its current length.

A future viewing area is also proposed separate from CPC funding.

Community Preservation Committee  
Minutes  
September 16, 2014

#### APPOINTMENTS & HEARINGS:

##### Catherine Laurent – Update on Town CPC Projects:

Great River Boat Ramp Update: (continued)

It was agreed the parking area would be widened for ease of flow and be lengthened to accommodate the additional trailer parking. Catch basins are proposed in the grassed islands to capture storm run-off.

Ms. Laurent indicated the Board of Selectmen has voted in support of the plan. A meeting is scheduled with the Conservation Commission next month to review the proposal. With appropriate permits and weather conditions, the project construction is anticipated begin in late October.

Boys & Girls Club – Outdoor Basketball Court:

The DPW has been assisting the Boys & Girls Club in the replacement of the backboards and related padding at the outdoor basketball court. It was noted the \$17,800 project estimate included crack sealing the court. However, there was no guarantee that it would last for more than one-year. It was noted the court is impaired by tree roots and settlement from decomposition, and there is cracking around the basketball hoop areas. As a result, the DPW is moving forward to obtain a second opinion on the repair.

Pickerel Cove:

In October of 2011 CPC funding provided \$64,160 for the recreation of a 2 acre open recreation field, the construction of a secondary parking area for six vehicles, and the establishment of a car-top boat access for canoes and kayaks with a drop-off at the Pickerel Cove Recreation Area on Mashpee/Wakeby Pond.

All work is intended to comply with the Land Management Agreement by and between the Town of Mashpee and Department of Fish & Game.

The unused funds; \$43,087 were to be used to construct a new entrance and parking lot on the property for a proposed canoe/kayak ramp. It is a State requirement to construct a handicap accessible ramp. As a result of topography leading to the pond, it is cost prohibitive and there is no design to satisfy the State requirements. Ms. Laurent indicated the Town will not be completing the project as outlined. Additional options are being considered by the Town for future CPC funding.

Community Preservation Committee  
Minutes  
September 16, 2014

APPOINTMENTS & HEARINGS:

Leila Botsford – Housing Assistance Program:

In May of 2012 CPA funding has assisted the Mashpee Housing Authority in the development of a Mashpee Housing Assistance Program for a (3) year period, a grant award of \$100,000 per year for a total of \$300,000.

The program encompasses housing assistance in one or more of the following areas;

- Ongoing short-term rental assistance
- One-time assistance for first/last/security deposits
- One-time emergency assistance for rent
- Mortgage assistance for short-term
- Down payment assistance for first-time homebuyers

Mashpee Veterans receive first priority for all programs. Those who live and work in the Town of Mashpee received second priority and those who live only in the Town of Mashpee received third priority.

Leila Botsford, Executive Director of the Mashpee Housing Authority was in attendance to update the CPC on the Housing Assistance Program and its success. Since the program has begun 144 applications have been submitted. Sixty-five Mashpee residents have received assistance, sixteen participants are Veterans. Four participants live and work in Mashpee and forty-five live only in Mashpee. Approximately fifty-five residents have been denied assistance, mostly due to CORI background investigations.

The largest success of the program supports participants who take advantage of the ongoing short-term rental assistance

program. This is not a loan program and many residents work towards self-sufficiency. Forty-nine participants have used this program. Thirty-eight no longer receive assistance, and eleven remain on the program which provides assistance for up to two years.

Ms. Botsford explained there is an extensive review process. It involves interviews, counseling, and establishing goals such as paying off credit card debt, negotiating an interest debt, saving money, and reducing out-of-pocket spending. There is a lot of responsibility on the applicant, and they are required to meet with Housing Authority representatives every three months to review their goals. Most of the applicants make the attempt to realize their goals.

Community Preservation Committee  
Minutes  
September 16, 2014

Leila Botsford – Housing Assistance Program: (continued)

Ms. Botsford made note of a letter recently received from a participant expressing sincere appreciation to the support of the rental assistance program. Due to unexpected circumstances this individual, a single parent was faced with financial difficulties. The letter states there is a need to continue the program in the community especially for those who genuinely require the assistance due to unfortunate events.

With regards to first/last/security deposit assistance Ms. Botsford indicated that four participants have taken advantage of this program. To date \$4,913 has been loaned, and \$2,947 repaid.

Three participants have taken advantage of the emergency mortgage assistance. The sum of \$11,227 has been loaned. All individuals are on a re-payment plan and have returned \$1,639.18 to date.

In the emergency rental assistance program eight participants are involved in the program. To date \$12,141 has been loaned, and \$5,575 has been repaid.

In the repayment programs, the majority of the participants abide by their agreements. The Housing Authority has filed small claims against three of the participants.

It was noted the Mashpee Housing Authority previously submitted (2) applications to the CPC for funding consideration at the May 2015 Town Meeting. One application requested funding to support the Housing Assistance Program for an additional two years. The funding request is \$400,000, respectively \$200,000 per year. Currently, there are 24 families waiting for assistance. The second application is for a Buy-Down Program, \$200,000 to be used for down payment costs related to the purchase of a two or three bedroom home in Mashpee.

At the request of the Mashpee Housing Authority Board, the above referenced applications were withdrawn. Ms. Botsford indicated the applications would be resubmitted if there was a favorable indication they would be funded. It was noted there has been controversy with respect to this regard.

It was agreed that representation from the Community Preservation Committee and Board of Selectmen to include the Town Manager would meet with Ms. Botsford to further review the programs outlined by the Housing Authority. Mr. Kaplan and Mr. Larkin offered to attend the meeting on behalf of the CPC.

Community Preservation Committee  
Minutes  
September 16, 2014

APPOINTMENTS & HEARINGS:

Leila Botsford – Housing Assistance Program: (continued)

It was noted the Cape Cod Commission recently compiled a report relative to the funding of affordable housing by town through CPA revenues. The total CPA revenue for housing activities granted to the Town of Mashpee by the Mashpee CPC since June 30, 2014 is \$1,050,535, a housing award total of 7.2%, from a total of \$14,505,343 in CPA revenue.

In comparison, the Town of Yarmouth has expended 38.5%, and the Town of Harwich 17.2% of CPA revenue in housing awards.

With regards to housing assistance, the Town of Yarmouth CPA has contributed \$269,070 in support for individual households, rent, etc. and the Town of Harwich \$530,000.

Breezy Acres:

The Breezy Acres project also known as the Great Cove Community, is an affordable housing project offering rent below fair market value. Currently nine out of ten units are occupied. There was a flood in one of the units. This matter is being rectified, and the remaining unit is anticipated to be occupied soon.

The \$450,000 CPA funded project is deemed complete.

Community Preservation Committee  
Minutes  
September 16, 2014

OLD BUSINESS:

Approval and Ratification of Invoice(s) for Payment:

Housing Assistance Program - \$50,000  
Archives - \$16,318.38                      Archives - \$11,878.48  
    Archives - \$5,582.33                      Archives - \$592.31  
    Archives - \$645.20                      Archives - \$5,102.27  
    Archives - \$1,412.52  
    Archives - \$1,792.56  
Therapeutic Playground - \$59,585.36  
Therapeutic Playground - \$40,414.64 (final payment)  
Splash Pad - \$47,600 (final payment)  
John's Pond Beach - \$117,349.83 (final payment)  
    Historical Booklet - \$7,500  
    Boys & Girls Club - \$5,106  
    Great River Boat Ramp - \$7,620  
    \*Great River Boat Ramp - \$4,454.45 (new invoice)

**Motion made by Mr. Larkin to approve and ratify the above referenced CPC Invoices for payment.**

**Motion seconded by Mr. Kaplan.**

**VOTE: Unanimous. 7-0.**

**Roll Call Vote:**

<b>Mr. Halpern, yes</b>	<b>Mr. Kaplan, yes</b>
<b>Mrs. Buschenfeldt, yes</b>	<b>Mr. Larkin, yes</b>
<b>Mr. Taylor, yes</b>	<b>Mr. Shaw, yes</b>
<b>Mr. Lord, yes</b>	<b>Opposed, none</b>

Community Preservation Committee  
Minutes  
September 16, 2014

**Reorganization:**

Chairman Halpern opened the Nomination Process for the purpose of Reorganization.

**Motion made by Mr. Larkin to nominate Richard Halpern to serve as Chairman of the Community Preservation Committee.**

**Motion was seconded by Mr. Kaplan.**

**Motion made by Mrs. Buschenfeldt to nominate Wayne Taylor to serve as Chairman of the Community Preservation Committee.**

Mr. Taylor indicated that he is unable to serve as Chairman. He is presently Chairman of the Board of Selectmen. Mr. Taylor declined the nomination.

**VOTE: 7-0. In favor of Mr. Halpern as Chairman.**

**Roll Call Vote:**

<b>Mr. Halpern, yes</b>	<b>Mr. Kaplan, yes</b>
<b>Mrs. Buschenfeldt, yes</b>	<b>Mr. Larkin, yes</b>
<b>Mr. Taylor, yes</b>	<b>Mr. Shaw, yes</b>
<b>Mr. Lord, yes</b>	<b>Opposed, none</b>

**Motion made by Mr. Larkin to nominate Burt Kaplan to serve as Vice- Chairman of the Community Preservation Committee.**

**Motion was seconded by Mr. Taylor.**

**Being no further nominations a vote was taken.**

**VOTE: 7-0. In favor of Mr. Kaplan as Vice-Chairman.**

**Roll Call Vote:**

<b>Mr. Halpern, yes</b>	<b>Mr. Kaplan, yes</b>
<b>Mrs. Buschenfeldt, yes</b>	<b>Mr. Larkin, yes</b>
<b>Mr. Taylor, yes</b>	<b>Mr. Shaw, yes</b>
<b>Mr. Lord, yes</b>	<b>Opposed, none</b>

**Motion made by Mr. Taylor to nominate Mrs. Buschenfeldt to serve as Clerk of the Community Preservation Committee.**

**Motion was seconded by Mr. Taylor.**

**Being no further nominations a vote was taken.**

**VOTE: 7-0. In favor of Mrs. Buschenfeldt as Clerk.**

**Roll Call Vote:**

<b>Mr. Halpern, yes</b>	<b>Mr. Kaplan, yes</b>
<b>Mrs. Buschenfeldt, yes</b>	<b>Mr. Larkin, yes</b>
<b>Mr. Taylor, yes</b>	<b>Mr. Shaw, yes</b>
<b>Mr. Lord, yes</b>	<b>Opposed, none</b>

Community Preservation Committee  
Minutes  
September 16, 2014

**NEW BUSINESS:**

**Vote to Close-out CPC Accounts:**

Vote to Close-out Breezy Acres (a/k/a Great Cove Community) Expansion Project; \$359.44 - Return funding to 10% Affordable Housing Reserves

Vote to Close-out Pickerel Cove Recreation Project - \$43,087;  
Return funding to Undesignated Fund Balance

Vote to Close Splash Pad Account – All CPA funds expended  
Vote to Close John’s Pond Beach (Phase I) Account – All CPA funds expended  
Vote to Close Therapeutic Playground Account – All CPA funds expended

**Motion made by Mr. Larkin to Close-out the Breezy Acres Expansion Project, and return \$359.44 to the 10% Affordable Housing Reserves, and**

**Close-out the Pickerel Cove Recreation Project, and return \$43,087 to the Community Preservation Undesignated Fund Balance, and**

**Close-out the Splash Pad, John’s Pond Beach Improvements, and Therapeutic Playground Accounts as referenced.**

**Motion seconded by Mr. Lord.**

**VOTE: Unanimous. 7-0.**

**Roll Call Vote:**

<b>Mr. Halpern, yes</b>	<b>Mr. Kaplan, yes</b>
<b>Mrs. Buschenfeldt, yes</b>	<b>Mr. Larkin, yes</b>
<b>Mr. Taylor, yes</b>	<b>Mr. Shaw, yes</b>
<b>Mr. Lord, yes</b>	<b>Opposed, none</b>

Community Preservation Committee  
Minutes  
September 16, 2014

COMMUNICATIONS & CORRESPONDENCE:

Town of Barnstable – Mills Family Lands:

The long standing matter of granting the Town of Barnstable partial interest in the Mills Family Lands was reviewed. It was noted that all necessary paperwork and payment is in order for approval with the exception of the matter of clear title. It was disclosed the attorney representing the Town of Barnstable has withheld payment; \$150,000 to the Town of Mashpee Community Preservation Committee as a result of his opinion regarding the previous title search, and unknowns with respect to clear title as it relates to possible title heirs.

This matter was been re-visited with Town Counsel Patrick Costello who is expected to communicate with the Town of Barnstable with respect to this regard. There are no issues with the title as it relates to the Mills Family Lands.

Press Release:

It was agreed the Community Preservation Committee would announce the opening of the next funding round for the May 2015 Town Meeting. The deadline to submit applications for funding consideration in May is November 1, 2014.

Application proposed for May 2015 Town Meeting:

To date, (1) Application has been received for CPA funding at the May 2015 Special Town Meeting. The CPC Committee briefly reviewed the application received from Neome Hollis, co-applicant Pamela Tavares dated September 16, 2014 for the potential acquisition of 9 Quashnet Road, Mashpee for open space and passive recreation purposes.

The subject land is referenced on Assessors Map 44 as Block 7 and 11, 4.1 acres for the protection of, and access to, Washburn Pond, for agricultural preservation and for protection of designated Bio Map Core Habitat. The asking price is currently \$170,000.

It was disclosed that Chairman Halpern is an abutter to the subject property and would be stepping down on all matters related to this parcel.

A brief discussion followed with respect to the appraisal process, and requirement of the CPC for land purchases. It was agreed the applicant would be invited to attend the next CPC Meeting for review of said property.

Community Preservation Committee  
Minutes  
September 16, 2014

NEXT MEETING:

As a result of Election Day and Veterans Day, the CPC Committee agreed to meet on Tuesday, November 18, 2014 at 6:00 p.m. at the Mashpee Town Hall.

ADJOURNMENT:

**Motion made by Mr. Taylor to adjourn at 7:25 p.m.**

**Motion seconded by Mr. Kaplan.**

**VOTE: Unanimous. 7-0.**

**Roll Call Vote:**

<b>Mr. Halpern, yes</b>	<b>Mr. Kaplan, yes</b>
<b>Mrs. Buschenfeldt, yes</b>	<b>Mr. Larkin, yes</b>
<b>Mr. Taylor, yes</b>	<b>Mr. Shaw, yes</b>
<b>Mr. Lord, yes</b>	<b>Opposed, none</b>

Respectfully submitted,

Kathleen M. Soares  
Community Preservation Secretary