

TOWN OF YARMOUTH  
COMMUNITY PRESERVATION COMMITTEE  
MINUTES  
November 10, 2010  
**FINAL**

**PRESENT:** Gary Ellis, Tom Roche, Gloria Smith, Dorcas McGurrin, Jack Mulkeen, Nate Small,  
Mary Ann Walsh

**ABSENT:** Thomas Kelley, Dorcas McGurrin

**STAFF:** Jennifer Coutinho

**LOCATION:** Room A, Town Offices, 1146 Route 28, South Yarmouth, MA

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**HANDOUTS AT THE MEETING:**

(Located in the Department of Community Development)

1. Municipal Affordable Housing Trust (MAHT) General Deposit and Buy-Down Budget, July 2010

Convene: Chairman Ellis opened the Community Preservation Committee (CPC) meeting at 3:02 p.m. All members except Mr. Kelley and Ms. McGurrin were present.

**APPROVAL OF MINUTES**

Mr. Mulkeen made a motion to approve the November 3, 2010 meeting minutes as presented. Mr. Roche seconded. Vote unanimous 5-0 with Nate Small and Mary Ann Walsh abstaining as they were not present at the meeting.

Mr. Mulkeen made a motion to approve and hold the November 3, 2010 executive session minutes. Mr. Roche seconded. Vote unanimous 5-0 with Nate Small and Mary Ann Walsh abstaining as they were not present at the meeting.

**NEW BUSINESS**

1858 Barnstable County Map: Ms. Hibbert, Town Clerk, explained that Gloria Smith's family donated the map to the Town and she must reclude herself from the discussion and the vote.

281 Route 28 (1750 House): Ms. Coutinho informed the group that she would send a memo to the Board of Selectmen to inform them when the park is complete. The project is expected to be finished by the end of November 2010. She noted that the Selectmen have the authority to name the park. They held a general discussion about naming the park benches.

Planning Update: Vice-chair Roche explained that the Planning Board would discuss revising the existing affordable housing bylaw for unbuildable lots.

**APPLICATION PRESENTATIONS**

Town Clerk Historic Records (#79): Jane Hibbert, Town Clerk, explained that she had funds for record preservation and she has been preserving a couple of record per year, but the budget has been cut. She has applied for CPA funding to complete preservation of the records in entirety. Comprised of birth, death, marriage, and proprietor records, these permanent documents are an important historic resource and they date back to 1677. She noted that there is a gap in the Town Meeting documents from 1726 to 1841 because those records have been preserved.

The preservation specialist will be responsible for maintaining an information log for each volume. The acidity is removed from each page and then it is seal coated. The volumes will be repaired, rebound, and cleaned. Once preserved, the records will be kept in the Town Hall vaults, which are humidity controlled and fireproof.

The documents will be scanned to microfilm to permanently archive them. Microfilm is the preferred archiving method because it will never go out of date as with other technologies.

Mr. Small asked if these were the last set of records in need of preservation. Ms. Hibbert replied that they were.

Cellar House (#29.1): Mr. Sylvia, Town Planner, explained that the Massachusetts Department of Transportation (DOT), paid for the drainage project at Packet Landing and the design of the Cellar House. A total of \$528,000 was appropriated at Town Meeting in 2007, of which \$113,000 was reserved for the septic system and \$415,000 was reserved for the building shell, which included the roof, windows, siding, and exterior doors.

Since that time, the Commonwealth has completed the drainage project, the park, and the septic system. Beyond the original \$415,000 currently available to construct the Cellar House, an additional \$357,000 will be required to complete the structure in its entirety, including all mechanical, electrical, and plumbing, as well as the assistance of a clerk of the works and architectural/structural oversight.

The upper level of the building would be used as a public conference room with one restroom. The lower level would serve as an office and storage for the Department of Natural Resources and there would be two handicap bathroom and shower rooms for boaters and visitors. All three restrooms in the building would be open to the public. The group discussed the possibility of having historic displays on the upper level.

Mr. Ellis asked if a Town employee could serve as Clerk of the Work. Ms. Walsh asked if there would be any rental income. Mr. Sylvia replied that he would look into both questions. He also explained that if the CPC recommends the funding, the project could go out to bid before Town Meeting so that there is a definitive cost.

Mr. Small asked if boaters can stop at the dock and walk around the Town. Mr. Roche replied that there are two temporary spaces and open moorings. Mr. Sylvia will ask Natural Resources about the dock use policy.

Mr. Roche suggested that if the project moves forward, the CPC obtain a copy of the original Town Meeting discussion and reach out to specific people about the project.

The CPC held a general discussion about the park serving as a gateway to Yarmouth and how it will attract visitors. It was suggested that the architect super impose the building in the park for the Town Meeting presentation. As there was no further discussion, Chairman Ellis thanked him for his presentation.

Municipal Housing Trust General Deposit and Buy-Down Program (#73 & 74): Mr. Lawton reported that the Trust has secured ownership of vacant land on West Yarmouth Road and a Request for Proposal will be issued to develop the lots for affordable housing. There are approximately two acres and the parcel is limited to a maximum of 8 bedrooms. He also stated that the project for three rental units on Wilfin Road was successful.

Ms. Zola noted that the Trust has the capacity to purchase affordable deed restricted homes at foreclosure and she cited the most recent acquisition on Rhine Road. She also explained that the Trust is partnering with Habitat for Humanity and with Job Training and Employment Corporation (JTEC).

She reported that the Trust has sold 8 of the 15 to 17 homes in the Buy-down Program. She explained that the buy-down program utilizes about \$75,000 per home whereas other programs typically supplement each home for \$50,000 because the land is usually donated. She explained that the 2010 proposal is to purchase four additional homes.

Ms. Zola stated that a home inspector conducts a property inspection and the Trust will rehabilitate parts of the home that are not expected to last for 3 to 5 years. She also reviews the water records for usage to ensure that the current septic system would have the capacity for a family. She informed the group that there is an RFP open until December 7, 2010 for people interested in selling their home to the Town.

Mr. Small stated that Ms. Zola does a great job with the program. Mr. Ellis thanked Mr. Lawton and Ms. Zola for their presentation.

**EXECUTIVE SESSION**

Mr. Mulkeen made a motion, seconded by Mr. Roche, to convene executive session at 5:03 p.m. under MGL Chapter 39, section 23B, to discuss a potential land acquisition in Yarmouth Port. Roll call was taken: Nate Small, yes; Mary Ann Walsh, yes; Jack Mulkeen, yes; Gloria Smith, yes; Dorcas McGurrin, yes; Tom Roche, yes; and Gary Ellis, yes. Vote unanimous 7-0. Mr. Roche excused himself during the executive session at 5:14 p.m.

**ADJOURN**

As there was no further business, Mr. Mulkeen made a motion to adjourn the meeting at 5:27 p.m. Mr. Small seconded. Vote unanimous 5-0.

Respectfully submitted,  
Jennifer Coutinho, Program Coordinator

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Mary Ann Walsh, Clerk