



TOWN OF EAST LONGMEADOW  
**COMMUNITY PRESERVATION COMMITTEE**  
 60 CENTER SQUARE  
 EAST LONGMEADOW, MA 01028

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Chair William A. Caplin (at large)	
Vice Chair Marilyn Richards (at large)	Mary Ellen Goodrow (at large)
Lynn Booth, Housing Authority	Craig Jernstrom, Conservation Commission
Ralph Cooley, Historical Commission	Thomas Kaye, Recreation Commission
Russell Denver, Planning Board	Thomas O'Brien, Board of Public Works

MINUTES

February 6, 2019, 6:30 p.m.  
 Library Community Room, 328 North Main Street  
 East Longmeadow, Massachusetts 01028

Present: Chair Bill Caplin, Vice Chair Marilyn Richards, Lynn Booth, Ralph Cooley, Russell Denver, Mary Ellen Goodrow, Craig Jernstrom, Tom Kaye, and Tom O'Brien. Former CPC member Ralph Page.

Chair Caplin opened the meeting at 6:30 p.m and CPC members introduced themselves and their committee affiliations as reflected above.

**APPROVAL OF ADMINISTRATION PERSON**

Chair Caplin introduced Jeannie Quaglietti to the CPC as a candidate for the administrative position for the CPC, and noted her experience with the Town Council, as well as her experience as a member of Monson's CPC.

**Motion:** Mr. Jernstrom made a motion to approve Ms. Quaglietti as the administrative person for the CPC and Vice Chair Richards seconded. All were in favor and the motion passed.

Chair Caplin complimented and thanked Ms. Goodrow for taking on the position of secretary prior to this meeting.

**REVIEW AND APPROVE MINUTES OF NOVEMBER 7, 2018 MEETING**

Mr. Jernstrom noted that he had not been sworn in at the time of the November 7, 2018 meeting and was unable to vote. Ralph Page, former CPC member, commented that the last names of the members should be shown in the minutes.

**Motion:** Mr. Denver made a motion to approve the minutes, and the motion was seconded. All were in favor, except for Ms. Booth, Mr. Kaye, and Mr. Jernstrom, who all abstained.

**ELECTION OF VICE CHAIR**

Chair Caplin suggested Ms. Richards as Vice Chair of the CPC.

**Motion:** Mr. Denver made a motion to approve Marilyn Richards as Vice Chair of the CPC. Mr. Kaye seconded and all were in favor.

Chair Caplin distributed the CPC member contact information to the Committee, as well as Qualifying Historic Projects for CPA Funding. Ms. Quaglietti said she will update the contact information for the Committee and e-mail that to them.

#### **STATUS OF NORCROSS HOUSE FUNDING**

The funding for a new driveway for the Norcross House in the amount of \$25K was approved at the CPC's November 7, 2018 meeting, and denoted as a capital project. The Town Council approved the funding, and no payment will be made until the construction is completed in the spring.

Vendors will be asked again for bids, since the bids that Norcross had provided were not current. Discussion followed regarding the process for invoicing CPC projects. It was agreed that the turnaround time would vary depending on the size of the project and the vendor.

#### **STATUS OF HERITAGE PARK PLAN**

Chair Caplin reported that two or three years ago \$25K was provided for a study of Heritage Park, but nothing was done after the study was complete. Mr. Kaye reported that there was new information as of that afternoon, in that Recreation Director Donna Prather stated that there is now an Open Space Plan, which is needed for the Heritage Park Plan. The Open Space Plan needs to be in place in order to receive grants, and that Plan has been sent to Emily Slotnick, Senior Planner at Pioneer Valley Planning Commission.

Plans for Phase I of the Heritage Park Plan include an amphitheater, picnic table, plantings, and the enhancement of the retaining wall. Mr. O'Brien has discussed the retaining wall enhancement with DPW Superintendent Bruce Fenney. In addition, one or two additional fields are planned, but they need accessibility.

Vice Chair Richards said that \$300K has been approved from Open Space and Undesignated Funds from CPA assets. They are already committed to \$25K and another \$300K. Chair Caplin distributed the Community Preservation Balance Sheet for 2019 to the members. The Committee then discussed CPC funding and keeping track of the money in each account. Mr. Page said that anything approved by the Town Council should be a separate line item, and the Norcross project should be one. Mr. Kaye said that the Heritage Park project is not just Open Space, so can they delineate different line items from the CPC money. Vice Chair Richards said the money could also come from Undesignated Funds, and Finance Director Sara Menard told her there are no restrictions on that fund.

**Motion:** Mr. Kaye made a motion that the funding for Phase I of the Heritage Park Plan come from the Undesignated Funds account in an amount not to exceed \$300K. Mr. Denver seconded.

Vice Chair Richards questioned voting for the entire \$300K to all come out of one fund, and suggested they ask Ms. Menard about other ways of funding. Mr. O'Brien would like to look at funding the Heritage Park Plan from both the Open Space and Undesignated Funds accounts. Mr. Kaye said his next step would be to go to Town Council with Ms. Prather and make a presentation, and then obtain the proper bids for the project.

**Motion:** Mr. Kaye amended his former motion to approve the allocation for up to \$300K for the Heritage Park Plan from the Open Space and Undesignated Funds accounts, as was approved by the CPC on May 2, 2018. Mr. Denver seconded the amended motion, and all were in favor.

**VACANCY – HISTORICAL COMMISSION**

Chair Caplin announced that this vacancy has been filled by Ralph Cooley and welcomed Mr. Cooley to the CPC.

**P/R FOR CPC APPLICANTS/APPLICATIONS**

Chair Caplin said he and Vice Chair Richards had discussed having the CPC publicly advertising given that anyone can come forward to request CPC funds. It was agreed that with the former town meeting format there was a more formal schedule for applications and deadlines. Ms. Goodrow commented that there is now a more “rolling” way of approvals, and suggested the CPC come up with a more lenient schedule.

Mr. Page said that one of the reasons a timeframe was created was to avoid a “first come, first served” process. The Committee agreed to choose two dates as deadlines to receive applications.

**Motion:** Mr. Denver made a motion that April 1 and October 1 be the deadlines to accept CPC applications, and that the CPC act on those applications within 90 days of those deadline dates. Mr. Kaye seconded and all were in favor.

Ms. Quaglietti will add that criteria to the website, as well as the Town’s Facebook page.

**CPC PLAN**

Chair Caplin distributed the Community Preservation Committee’s plan that he will submit for the Town’s 2018 Annual Report.

**FUTURE MEETING DATES**

After discussion the Committee decided not to meet in March, but will have their next meeting on April 3, 2019.

**AGENDA FOR NEXT MEETING**

The proposed agenda for the April 3, 2019 meeting will be: Heritage Park follow up; Norcross status; and Review applications.

**Motion:** Mr. Denver made a motion to adjourn at 7:50 p.m. Mr. Kaye seconded and all were in favor.

Respectfully submitted,

Jeanne R. Quaglietti