



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

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

April 3, 2019, 6:30 p.m.
 Library Conference 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, and Tom Kaye.

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

REVIEW AND APPROVE MINUTES OF FEBRUARY 6, 2019 MEETING

Motion: Mr. Denver made a motion to approve the minutes. Mr. Kaye seconded and all were in favor.

COMMUNITY PRESERVATION COMMITTEE INFORMATIONAL PUBLIC HEARING

Chair Caplin reported that an attempt to advertise for the public hearing in The Reminder was made, but because of miscommunication, the notice did not appear in the paper. Administrative Person Jeannie Quaglietti will make another attempt to publish. Chair Caplin suggested that the public hearing begin at 6:00 p.m., rather than 6:30 p.m. to allow enough time since the Conference Room is reserved until 8:00 p.m. when the library closes.

Vice Chair Richards said the CPC is supposed to hold a public hearing annually for the community for informational purposes. Mr. Kaye agreed that it is very important for the community to know where the funding is coming from.

Chair Caplin would like to have this done before the end of spring. It was agreed that the public hearing will be scheduled for the next CPC meeting on Wednesday, May 1, 2019, and will begin at 6:00 p.m.

ACCEPT APPLICATIONS FOR APRIL 1, 2019 CPC FUNDING CYCLE APPLICATIONS

Town Clerk Tom Florence addressed the CPC and presented his application for **records preservation**. He thanked the CPC for the opportunity to appear. Mr. Florence said the Town departments are trying to utilize every space of a very old building. He comes before the CPC to ask for funding from the Historical account for a feasibility study by King Information Systems. Many other cities and towns have used King

Information Systems and have been very happy with them. The study would lead into the October 1, 2019 CPC application deadline for the bigger project that would provide permanent shelving and organization of the Town's records in the Town Hall basement.

The cost of the study would be \$800 a day for four days, or \$3,200. As stated in the application, the study would survey and analyze the Town's archival records and make recommendations. The Clerk's office and other departments do the best they can to get the storage boxes containing records off the floor. The bigger project would follow for the project construction and labor, which would be the shelving and organizing of each department's records. Each department would have their own space, with room to grow, and the project would include a uniform plan on when to dispose of the records, according to the state's records retention guide. It will also recommend a climate control plan for the basement.

Motion: Ms. Booth made a motion to accept the Clerk's application for \$3,200 for a feasibility study for records preservation, and Mr. Cooley seconded.

Ms. Richards asked Mr. Florence if the previous CPC document imaging project was complete and he said yes. She then asked if there is anything ongoing currently using CPC funds, and he said no.

There was discussion regarding the scanning of documents for preservation. Mr. Florence said vital records (birth, death and marriage records) going back to 1894 have been scanned, as well as Town Meeting and election minutes, and Board of Selectmen minutes. However, the records retention guide requires hard copies of specific records be kept.

Ms. Goodrow asked if the Historical Commission voted if this qualifies as a historical use of funds, since she personally felt this was more housekeeping instead of historical preservation. Mr. Florence said many of the records are historical and not everything is scanned. They haven't been deemed as such by the Historical Commission, but Mr. Florence would be happy to go before them. Ms. Goodrow said the application couldn't be accepted without the Historical Commission deeming the records as historical.

There was further discussion as to whether the CPC could accept the records preservation application without the endorsement of the Historical Commission. The Norcross driveway CPC project was referred to and Ms. Goodrow said the Norcross property has already been deemed as historically significant.

It was agreed that Mr. Florence would seek confirmation as to the historical significance of the Town's records and come back to the CPC for their May meeting.

Motion: Chair Caplin made a motion to revisit the application for records preservation at the May 1, 2019 meeting and approve the application subject to a recommendation from the Historical Commission. The motion was seconded and all were in favor.

Historical Commission member Ralph Cooley addressed the CPC relative to the Historical Commission's application for **driveway improvement** for the Historical Museum House. Mr. Cooley said the cost of the project is \$6,800-7,600, and he would like to do this in conjunction with the Norcross House driveway for possible economic benefits. There is a gravel driveway already at the property.

Chair Caplin said this is not a maintenance issue; it is in fact a capital project, similar to the Norcross House CPC driveway project.

Motion: A motion was made to accept the application for a capital project at the Historical House for a driveway. Ms. Goodrow seconded.

Ms. Goodrow, as a matter of procedure, suggested at the next Historical Commission Meeting, the Commission takes a vote that the Historical House is a historical site.

There was discussion relative to the comment that the Norcross driveway and the Historical House driveway were being done together, and therefore, could be economically beneficial. It was agreed that these are two separate projects, not necessarily done by the same contractors. One project is under way and one is about to occur, contingent upon CPC approval.

All were in favor of the motion. Chair Caplin suggested that the CPC could approve the application at the May 1 meeting. Mr. Cooley will check with the Historical Commission to see if a vote could be taken saying that this Historical property is in a significant part of Town that allows CPC funds to be used.

Mr. Kay presented an application for **Heritage Park** and introduced: Recreation Director Donna Prather, Recreation Deputy Director Geordi Emmanuel, Recreation Department intern James Foley, and Recreation Commission members Carolanne Elmendorf and Don Lepage.

Mr. Kaye said this is an ongoing project, and they are now looking at a formal project proposal for the total amount for the portion. Ms. Prather said they have talked with Finance Director Sara Menard a lot in the last week and they have decided to go for a bonding situation. Mr. Kaye said per Ms. Menard's suggestion they are proposing for the \$901,521 for Phase I of the Heritage Park Plan.

Vice Chair Richards commented that the CPC made a determination in May 2018 to support up to \$300K for this project and she asked if this was off the table. She also asked if this was a whole new application. Mr. Kaye replied that they have an acceptance of \$300K, but they couldn't get real RFPs. After consulting with Ms. Menard and the Recreation Commission, and moving to look forward with the project as a whole, they are suggesting looking at the entire project and the potential of bonding. Mr. Kaye said that, financially, it is a very good time to bond.

Mr. Kaye reviewed the aspects of the Heritage Park Plan and said they have painstakingly gone through items and removed some of them to lower the cost. This resulted in the proposal to bond for \$900K and go back to the cut items in another future phase.

There was concern of safety and Mr. Denver asked if there was any lighting, and Mr. Kaye responded there was not since the park would be opened from dawn to dusk, and it would be gated outside of those hours. There was also discussion of CPC projects that were already bonded and what the lengths of those bonds are.

Mr. Denver said he would like a clear understanding of what the bond amount would be for the life of the project, and also when Pine Knoll pool will fall off for its bond payments. He would also like to see a potential plan on addressing the after hours traffic. Mr. Denver added that he would like to know what town resources are going to be used to maintain the newly created park.

Ms. Prather said the Recreation Department is moving towards an endowment plan from private funds, and that the resources would not be coming from the taxpayers. Mr. Kaye also said they could advertise on the fields.

Vice Chair Richards explained the time she spent reviewing CPC minutes and documents regarding the scope of the project, as well as the CPC's focus on the \$300K for Phase I as a show of good faith. She was concerned that Chair Caplin wasn't a participant as a part of the discussion with Ms. Menard and the Recreation Commission regarding the bonding option. Vice Chair Richards was not comfortable with the present proposal, since the \$300K has now turned into \$1M, and hadn't been discussed since May 2018.

Mr. Kaye responded and said that now is a fantastic time for the Town to bond and get quality value. Chair Caplin said that there is a major difference in the proposals right now and he would have preferred to be contacted by Ms. Menard relative to the bonding option.

There was discussion about the safety of the park and how many people use the park that are not East Longmeadow residents. Mr. Kaye felt that the more use the park gets, the safer it will be. Also, it will have monitors, just like there are at Pine Knoll. Ms. Goodrow felt the police department has to be on board in overseeing the security of the park.

Ms. Goodrow also said she would like to know how much money CPC has and how much we get every year. If they bond, will they have money in the future. Chair Caplin said the Town received \$50,153 from the state's 2018 numbers match, and \$260K from real estate taxes. Ms. Goodrow is concerned the CPC could have other open space or recreational projects that they could fund, but would have to say no to due to bonding obligations.

Phil LaRose said he was a lifelong resident in the Dearborn Street area, and he asked if this plan could be anywhere else in Town but there. There are syringes, condoms and overflowing trash from non residents. Heritage Park should be an asset for the whole town. He would love to see the project somewhere else besides near the town line at that end of town.

Motion: Mr. Denver moved to adjourn the meeting at 8:10 p.m. Mr. Jernstrom seconded and all were in favor.

Chair Caplin thanked the group for all their work done for the Heritage Park Plan, and they will continue with their presentation at a future date.

Respectfully submitted,

Jeanne R. Quaglietti