



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

May 1, 2019, 6:00 p.m.
Library Community Room, 60 Center Square
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

Chair Caplin called the meeting to order at 6:00 p.m. and CPC members introduced themselves and their committee affiliations as reflected above.

PUBLIC HEARING

Chair Caplin announced the reason for the public hearing, which is to satisfy the requirement as stated in the Community Preservation Act, General Law Chapter 44B, section 5.(b)(1), which states that the Community Preservation Committee (CPC) hold one or more public informational hearings on the needs, possibilities and resources of the Town regarding community preservation possibilities and resources.

Chair Caplin then reviewed the public hearing procedure, and Vice Chair Richards read the legal notice into the record. Chair Caplin opened the public hearing at 6:03 p.m.

Vice Chair Richards reviewed the mission of the Community Preservation Committee, as well as the current financial statements, as shown in Attachment A. Mr. Kaye asked what the original purchase price of Brown Farm was and when was it bonded, and Vice Chair Richards replied that Finance Director Sara Menard would have that information, but she believes the original purchase price was a little over \$1M.

Kate Chung of 117 Millbrook Drive addressed the CPC, and said she is a member of the subcommittee that Councilor Joe Ford is chairing with the purpose of improving the Town's athletic fields. She asked if there is any funding available for improving the Town fields. Chair Caplin responded that the CPC has not been approached for field improvements, and said the application deadlines are April 1 and October 1. He offered that Ms. Chung could talk to any of the CPC members to find out how CPC works and where the money might come from.

Ms. Goodrow commented that CPC funds cannot be used for maintenance purposes, and must be used for capital improvements. Ms. Chung said the fields are in such poor condition she feels it's beyond a maintenance issue. Ms. Goodrow said funds could be spent on new fields, not maintaining existing fields. Mr. Jernstrom suggested replacing the grass with (artificial) turf.

Vice Chair Richards said if there is a project that Ms. Chung is considering they could brainstorm to see if it meets the criteria, or ask advice from the Community Preservation Coalition in Boston. She then referred to the \$45K the Town Council recently approved for field improvement, and Ms. Chung commented that money was approved for labor and fertilizer. Vice Chair Richards also mentioned that the capping of the Allen Street landfill is in progress, and suggested that could be an area for a new field. However, she also felt it could be cost prohibitive if the Department of Environmental Protection were involved.

Phil Larosa of 61 Harwich Road asked if the account balances that Vice Chair Richards gave were annual commitments, and Chair Caplin replied that those are current balances. Mr. Larosa then asked if the money in the undesignated funds could be used for anything. Ms. Goodrow replied that the monies could be used for any project for those specific categories (open space/rec, housing, or historic). Mr. Larosa asked if the Town has to maintain a balance in those accounts, and Chair Caplin answered no.

Mr. Larosa inquired if there were any limits on bonding, and Chair Caplin responded that he had spoken to Stuart Saginor, Executive Director at the state Community Preservation Coalition. Mr. Saginor advised you shouldn't bond for too long a period of time, and up to twenty years would not be a problem. Mr. Larosa asked if the state had to approve the applications, and Vice Chair Richards said the Town Council has final approval. She added that because the state's matched amount is decreasing the CPC is trying to be more careful with the funding allocations. The reason for the decrease is partly due to more communities in the state adopting the CPA. She also said the state match number could be affected by the percentage of the surtax each town has voted to approve. Chair Caplin encouraged residents to contact their state representatives to support a higher match amount.

Ralph Page of 306 Prospect Street, asked that the CPC look at open space in Town. He said there are multiple parcels becoming available, and the CPC should be careful not to allocate funding for too many projects, so as to leave money to acquire land for open space. Vice Chair Richards said that open parcels don't always go to the CPC, and the Planning Board sees these first.

Mr. Kaye commented that there are a number of Town boards and there should be an official format, so someone can't just go to any Town entity they want if they have land to sell. Mr. Page said in the past the Board of Selectmen would send a proposed parcel to all the department heads to see if there's an interest. Now the Town Manager is notified and she sends to the department heads.

Regarding field improvements, Ms. Goodrow read the criteria and allowable uses for CPA projects, primarily open space and recreation, as referenced on the Community Preservation Coalition's website, www.communitypreservation.org/allowable-uses.

Having no more comments from the public, Chair Caplin closed the public hearing at 6:27 p.m.

REVIEW AND APPROVE MINUTES OF APRIL 3, 2019 MEETING

Motion: Mr. Denver made a motion to approve the minutes, and Vice Chair seconded.

Mr. Kaye wanted to discuss the minutes as presented for the Heritage Park project, specifically the portion regarding his conversation with Finance Director Sara Menard, and the meeting on March 21, 2019, with himself, Chair Caplin, Vice Chair Richards, Recreation Director Donna Prather, Recreation Deputy

Director Geordi Emmanuel, and Ms. Menard. Chair Caplin commented that Mr. Kaye had not talked in specifics regarding that meeting. Mr. Kaye responded that it was a phone call and not a meeting.

Chair Caplin said if Mr. Kaye was looking to change the minutes, the meeting minutes are official, and a different statement can't be made to change the minutes. Mr. Kaye said there was a direct correlation of that meeting and why Phase I of Heritage Park was approved in May 2018 for \$300K. There was much discussion amongst members of the CPC regarding the Heritage Park proposal.

In this discussion there was confusion of whether the application for the \$300K and the recently submitted application for bonding \$900K were two separate applications, or the latter replacing the former application. The \$900K application was submitted two days past the deadline, and therefore will need to be deferred to the October 1, 2019 application deadline. There was also confusion on whether the May 2018 minutes reflect a support of the \$300K or the approval of the project. Administrative Assistant Jeannie Quaglietti suggested that Mr. Kaye draft an amendment to the April 3, 2019 minutes and forward to the CPC. The approval of those minutes can then be tabled to the next CPC meeting.

More discussion followed regarding the March 21 meeting that took place. Mr. O'Brien felt this was an open meeting violation since there were CPC members there and the meeting wasn't posted. Mr. Denver said this wasn't a violation since only three of the nine CPC members were there and there was no deliberation. Ms. Prather spoke and said the March 21 meeting was meant to be informational since she needed guidance on how to proceed. There was also debate regarding a March 23, 2019 "meeting", which was actually a phone call that was reported as a meeting.

Mr. Denver repeated Ms. Quaglietti's suggestion of tabling the approval of the April 3, 2019 minutes, and therefore withdrew his original motion.

Motion: Mr. Jernstrom made a motion to table the approval of the April 3, 2019 minutes until the next meeting when the Committee has the suggested amendment to the minutes from Mr. Kaye. Mr. Denver seconded and all were in favor.

TOWN HALL RECORDS PRESERVATION APPLICATION

Chair Caplin reported that he had talked with CPA Executive Director Stuart Saginor to ask if CPC funds could be used for records preservation and found out they cannot be. Town Clerk Tom Florence is trying to contact Mr. Saginor to see if CPC funds can be used for a records preservation feasibility study for \$3,200 and has yet to hear back from him. Therefore, this item will be deferred to a future meeting until more information is gathered.

HISTORICAL MUSEUM HOUSE DRIVEWAY APPLICATION

Chair Caplin has received a letter from Historical Commission Treasurer Kathleen Sheehan, which Barbara Cooley presented to the CPC. There had been a question on whether or not the Historical Museum House is a historical property.

Vice Chair Richards read the letter into the record, as shown in Attachment B. The letter states that the Historical Museum House is "a significant resource for the history and culture of our Town". Ms. Goodrow felt this letter was good to have on record for future applications for that building.

There was discussion of using the adjacent property of Dr. Scannell for access, and it was agreed that this would be an arrangement that the Historical Commission should be responsible for, and not under the purview of the CPC

Motion: Mr. Kaye made a motion to approve the application for the Historical Museum House Driveway application for an amount not to exceed \$7,600, and Mr. Jernstrom seconded.

Vice Chair Richards commented that the motion would be subject to final approval by Town Council.

All were in favor and the motion passed.

Motion: Mr. Denver made a motion to take Agenda Item 7 out of order to the present. Mr. Kaye seconded and all were in favor.

HERITAGE PARK APRIL 3, 2019 APPLICATION

Ms. Prather commented that this application is deferred until the next deadline (October 1, 2019) because it was received two days late.

HERITAGE PARK IMPROVEMENT PLAN – PHASE 1 UPDATE – STATUS

Ms. Prather gave an update and said she is continuing to look at grants and the Open Space Plan. The Parkland Acquisitions and Renovations for Communities (PARC) Grant is coming up this year and is a reimbursement based grant. The Open Space Plan had been submitted to the Pioneer Valley Planning Commission (PVPC) and has been sent back to Ms. Prather for some minor changes. Her goal is to have this ready by next month, and public hearings and workshops will be happening to solicit public input.

Ms. Prather also has met with Police Chief Jeff Dalessio, and he said he would support the Plan. He has a camera on the parking lot and they have a cruiser that goes to the park and keeps a log of any incidents.

There was more discussion and disagreement as to the order of this project's CPC applications and what may or may not have been approved for this project in May 2018. Ms. Prather said her grant applications and Open Space Plan have nothing to do with CPC, and she is asking nothing of CPC at this point of her status update.

There was discussion of signage sponsorships to help with the funding and Ms. Prather will need approval from the Town Manager to place signs on Town property.

Mr. O'Brien commented that he was at the May 2018 meeting and felt the Heritage Park proposal was incomplete with estimates missing. He is looking for a good solid plan brought forth with estimates. Mr. Kaye said he was trying to do this right by showing the complete plan to everyone and cited his conversation with Ms. Menard on March 21 and his presentation to the CPC on April 3. For up to date estimates, he was advised by Ms. Menard to utilize a 3% compounding factor over the last three years. He feels what is causing confusion is that the members present at the May 2018 meeting, when the \$300K was voted on, and the present members of the CPC are not the same. There are some new members and some members no longer serving on the Committee since May 2018.

Vice Chair Richards felt from May 2018 to March 21, 2019 there was not much discussion at an appropriate level regarding the project. She felt she and other Committee members were blindsided at the April 3, 2019 meeting with a \$900K bonding proposal, when they thought they were discussing \$300K.

Ms. Goodrow said at the May 2018 meeting she was left with the impression that \$300K was not for the entire project, and they all knew that the Recreation Commission would come back for more funding or get grants for the remainder of the project.

Motion: Chair Caplin made a motion that for Phase 1 of the Heritage Park Plan for up to \$300K letters be provided from the DPW and police department stating that this is a manageable project and they agree

with it, and that both departments feel it's acceptable to the Town. Vice Chair Richards seconded the motion.

Mr. Denver said he feels that public safety and maintenance would be a decision for the Town Council. Ms. Prather said the contents of Chair Caplin's motion would be goals for her. This is just an update, as she is still gathering information. Vice Chair Richards said she feels that however the CPC votes, it really didn't matter. Essentially this project will go before the Planning Board and they will ask about public safety and access, and whatever that bylaw requires will flush out that information. She suggests the motion be withdrawn and let the planning process take care of it, and Chair Caplin withdrew his motion.

Ms. Goodrow thanked Vice Chair Richards for the financial updates, and said it was information she was looking for.

CPC Annual Budget/Current Fund Balances, as of April 4, 2019

As stated by Vice Chair Richards, previously, shown in Attachment A:

Open Space/Recreation: \$213,843.83
Housing: \$187,834.47
Historic: \$232,907.00
Undesignated Fund : \$681,577.33

Agenda Items for Next Meeting

Suggested agenda items for the next meeting include: historical application moving to Town Council for approval; records preservation application revisited for a future date; and Heritage Park updates.

Future Meeting Date(s)

June 5, 2019, at 6:00 p.m.
August 7, 2019, if necessary

Motion: Mr. Denver moved to adjourn the meeting at 7:37 p.m. Mr. Kaye seconded and all were in favor.

Respectfully submitted,

Jeanne R. Quaglietti