

January 28 ,2025

Mr. Connor O'Shea

East Longmeadow Town Council

60 Center Square

East Longmeadow, Ma. 01028

Dear Mr. O'Shea

On behalf of the East Longmeadow Community Preservation Committee, the committee recommended the Brown Farm Structural Analysis application by a unanimous vote. A motion was made at our November 14,2024 meeting to approve the application at the full amount. All of the funds were recommended to come out of the public Recreation CPC Fund account. The amount requested in the application was \$12,500.00 which also listed the separate expenses that would be associated with the project.

The Application will include a description of the work being done and the amount of time to accomplish this job.

Attached along with this recommendation letter is the original application submitted to the Committee. I will make myself available for questions and information if needed at the Town Council meeting that this item is scheduled for.

Yours respectfully,

William Fonseca

Chair, East Longmeadow Community Preservation Committee.



**Community Preservation Coalition**  
Preserving our past. Building our future.



**COMMUNITY PRESERVATION COMMITTEE**  
TOWN HALL, 60 CENTER SQUARE  
EAST LONGMEADOW, MA 01028  
**PROJECT PROPOSAL FORM**

RECEIVED

OCT 30 2024

Town Manager's Office  
East Longmeadow MA

PROJECT TITLE: BROWN FARM STRUCTURAL ANALYSIS

CPA Funding Requested: \$ 12,500 Total Project Cost: \$ 12,500

Name of Applicant: THOMAS D. CHRISTENSEN, TOWN MANAGER

Sponsoring Organization (if applicable): \_\_\_\_\_

Mailing Address: 60 CENTER SQ.

City: EAST LONGMEADOW State: MA Zip: 01028

Daytime Phone: 413-525-5400 Ext 1100 Email: tom.christensen@eastlongmeadowne.gov

Are supporting documents attached to this form? Yes  Number of Pages: 6 TOTAL

Please indicate to which of the Community Preservation categories this project applies:

Open Space Preservation  Historic Preservation

Affordable Housing  Public Recreation

PLEASE ATTACH THE FOLLOWING INFORMATION. Please respond to each question separately, indicating the question number. Please type all responses.

1. General project description and goals and projected schedule for project completion, including target dates for interim tasks and goals.
2. Community Need: Why is this project needed?
3. Community Support: What is the nature of support for this project?
4. Budget: What is the total budget for the project and how will CPA funds be spent? All items of expenditure for CPA funds must be clearly identified. What other funding sources have been committed for this project? (use Budget Form provided)
5. Maintenance: If ongoing maintenance is required for this project, how will it be funded and who will be responsible?
6. Project location: Please include a map showing property location and any schematic drawings of the proposed project as appropriate.

Additional information, if applicable:

7. Documentation that the applicant has control over the site.
8. Evidence that the project conforms to the conservation, zoning, building and other regulations of the Town of East Longmeadow.

Applicant's Printed Name: THOMAS D. CHRISTENSEN, TOWN MANAGER

Applicant's Signature: [Signature] Date: 10/30/24

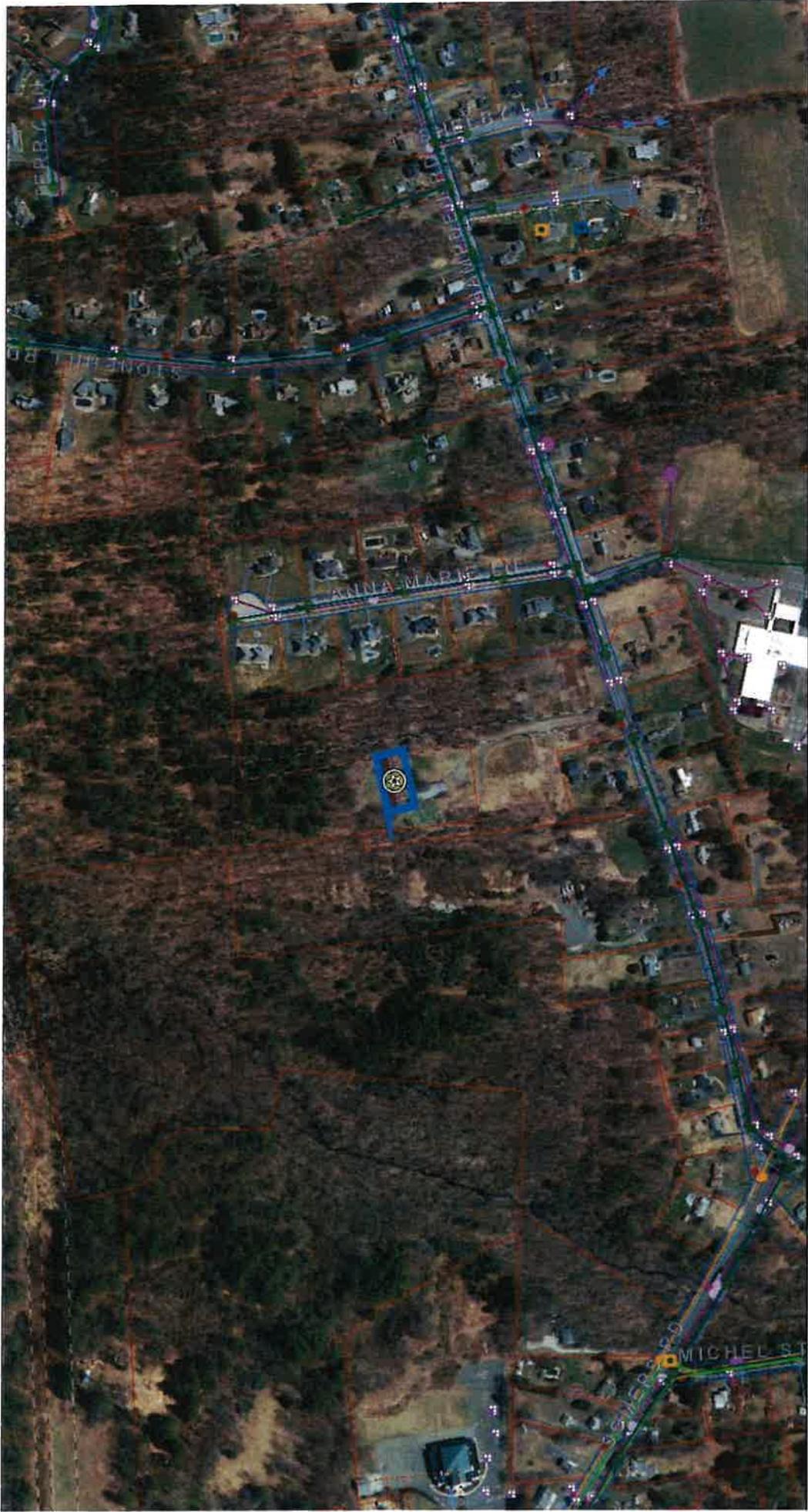
*For Community Preservation Committee Use*

Received on: \_\_\_\_\_ Project Number: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_ Recommendation: \_\_\_\_\_ Amount: \_\_\_\_\_



## Project Narrative

1. The purpose of this application to ascertain the structural integrity of the existing barn building at Brown Farm. The scope of the project includes a structural analysis of the existing building and design of the structural repairs and/or modifications, if any. Attached to this application is a quote from Johnson Structural Engineering, Inc., dated October 2, 2024, that outlines in detail the project scope and fee breakdown. The schedule will be set subject to appropriation.
2. This project is needed by the community as a form of asset management. For years, the Town has been looking for ways to utilize the Brown Farm property, and with building prices through the roof, any economical repairs we can make to this existing structure to make it viable, would be most advantageous.
3. Obviously, the Manager's Office is spearheading this project to further the use of Brown Property, but the Recreation Department, Department of Public Works and the Planning Department are excited about the possibilities this property may bring to the community.
4. The full scope and budget are attached.
5. No maintenance plan will be created until we assess the building.
6. Map attached
7. This property is owned by the Town of East Longmeadow and acquired using CPC funding.
8. N/A



1 inch = 376 feet  
10/29/2024

The Town of East Longmeadow and its engineering contractor assume no legal responsibility for the information contained herein.

These data are not suitable for engineering applications or other work, but rather the data is used to determine approximate locations. Instead, the data should be used to plan any zones of uncertainty and possible risks.

Map created by East Longmeadow Utilities Associates  
Orthophotography Copyright Google on MapGIS

- Active Sewer Manhole
- Abandoned Sewer Manhole
- Sewer Connection
- Other Features
- Wet Well
- Pump Station
- Other Fittings
- Band fitting
- Tee Wye Tee fitting
- Wye fitting
- Cap fitting
- Clean-out fitting
- Chimney fitting
- Reducer
- Sewer Lateral
- Gravity Sewerage Main
- Forced Sewerage Main
- Abandoned Gravity Sewerage Main
- Abandoned Forced Sewerage Main
- Concrete Encasement
- Steel Sleeve
- DI Sleeve
- Catch Basin
- Unplugged Catch Basin
- Other Drain Features
- Capped End
- Flared End Structure
- Headwall, Endwall
- Rip-up
- Drain Manholes
- Outfalls
- Drain Line
- Open Channel
- Culvert
- Detention Basin
- Drain Encasement
- Hydrant
- Other Water Fitting
- Bend Fitting
- Cap Fitting
- Cross Fitting
- Plug Fitting
- Inverter, Reducer
- Tee Fitting
- Tee Fitting
- Coupling
- Other Water Valve
- Gate Valve
- Butterfly Valve
- Blow Off Valve
- Other Service Valve
- Gate Valve
- Butterfly Valve
- Blow Off Valve
- Other Water Feature
- Throat Protection
- Water Meter Pit
- Water Pumping Station
- Fire Pump
- Sample Station
- Water Tank
- Water Main
- Abandoned / Inactive Water Main
- Proposed Water Main
- Abandoned Water Lateral
- Proposed Water Lateral
- Water Lateral
- Water Encasement
- Easement Boundaries
- Break Out Tanks
- LMS's
- Pipelines

# **JSE JOHNSON STRUCTURAL ENGINEERING, INC.**

101 Huntoon Memorial Highway (Rt. 56), Rochdale, MA 01542 (508) 892-4884 Fax (508) 892-0477

October 2, 2024

Town of East Longmeadow  
60 Center Square  
East Longmeadow, MA 01028  
Attn: Thomas Christensen

Re: Proposal for Engineering Design Services  
64 Hampden Road  
East Longmeadow, MA

Dear Mr. Christensen:

We are pleased to submit the following Structural Engineering Design proposal for the project referenced above. Based on the information your office provided, it is our understanding that it has been proposed to renovate the existing barn into an ice skating area. Our scope of work to include the following:

- Phase 1:
  - Structural analysis on the existing building structure.
  - Structural code review for the proposed renovation, alterations, and change of use.
- Phase 2:
  - Design of the structural repairs, reinforcing, modifications, etc.

Our engineering services shall include the following:

1. Project team design review meetings.
2. Site visit to document the existing conditions. Ladders and a lift must be provided for our use to access the existing roof structure.
3. Structural analysis to verify the snow load capacity of the existing roof structure.
4. Structural code review to identify the structural implications of the proposed renovation, alterations, and change of use.
5. Report summarizing what was observed during the site visit(s), the results of the structural analysis, and the results of the structural code review.
6. Structural design and drafting of the structural repairs, reinforcing, and modifications to the existing barn structure.
7. Reproducible drawings and specifications necessary for issue of construction documents.
8. Construction support services including review of shop drawings, contractor question resolution, and up to four site visits for construction progress and punch list inspections. Additional site visits will be billed hourly.

Our engineering fee for Phase 1 - structural assessment (items #1 through #5 listed above) is \$4,500.00.

Our engineering fee for Phase 2 - design of the structural repairs, reinforcing, and modifications (items #6 through #8 listed above) is an additional \$8,000.00. Please note that your office will need to hire an architect to provide architectural drawings for

permitting and to perform overall project coordination (not included as part of our proposal).

The fee breakdown for Phase 2 is as follows:

- Design development document completion (35%): \$2,800.00
- Construction document completion (45%): \$3,600.00
- Construction administration (20%): \$1,600.00

Our services shall be provided in accordance with this proposal and the AIA Standard Agreement between Owner and Engineer. Additional services outside of the scope of this proposal shall be billed on a negotiated fee or hourly basis of \$195/hr for the principal, \$175/hr for a senior engineer, \$150/hr for a structural engineer, and \$110/hr for a drafter. Invoices are payable within 30 days.

Please signify your acceptance of this proposal by returning a signed copy of it, or an equivalent document referencing it, to act as our letter of agreement.

Sincerely Yours,  
Johnson Structural Engineering, Inc.

*Robert A. Johnson, P.E.*

Robert A. Johnson, P.E.  
President

Accepted by:

Town of East Longmeadow  
Date: