

Town of Agawam
Community Preservation Committee
Draft Minutes
September 24, 2018

Members Present: Henry Kozloski, Rich Maggi, Ray Moreau, Les Tingley, Doreen Prouty, Vin Ronghi, Vi Baldwin

Others Present: Jennifer Bonfiglio; CPA Administrator, Pam Kerr; Asst. Planner/Conservation Officer, Douglas White; Building Maintenance Director, Mayor William Sapelli

Meeting called to order at 6:30 PM by Chairman Kozloski

1. **Approval of Minutes:** Member Prouty made a motion to accept the June 27, 2018 meeting minutes. Seconded by Member Baldwin. All in favor to approve minutes.
2. **Request for funding- Minerva Davis Library**

Douglas White, Building Maintenance Director is requesting \$28,693.00 to rehabilitate the Minerva Davis Library. The building was erected in 1923 and functioned as a library until 1978. The Town of Agawam still owns this building and it currently being used for a Head Start Program. The building is located in the Agawam Center Historic District. Work includes, replacement of asphalt shingles on rear of building, replacement of Wood Gutters with look-alike (aluminum) gutters on front of building to restore original appearance, remediation of lead paint and surface prep for painting by town staff to restore original appearance, restoration of front steps using original granite capstones and stair treads and restoration of Chimney's top six courses of brick. There is no ongoing maintenance and upkeep required. Doug provides additional photographs of the building showing the existing gutters rotted and beyond repair, the asphalt shingle roof that is separating, front steps separated, chimney coming apart and chipped paint. Goal of this project is to restore the Minerva Davis building exterior to its original design and appearance.

Member Prouty asks what the current roof type is. Doug states the front portion of the building is slate and the rear is asphalt. Both are original.

Member Baldwin asks if there are any additional costs anticipated. Dog does not fee so and believes the work seems reasonable. He also states because of the cold weather coming timing is important, especially with the current state of the roof.

Member Maggi questions the different quotes. Doug states Larcohelle's quote came in lower than Carney. Both were provided with the same scope.

Member Baldwin questions the scope of work and why aluminum gutters were requested instead of wood. Doug explains that both were quoted for the same price and aluminum will have wood like appearance and will require no maintenance. Jennifer Bonfiglio explains to the committee that original materials do not need to be sued so long as the original appearance is maintained.

Member Maggi feels the copper downspouts are a target for theft. Doug explains that we match the original appearance which is why he stayed with the copper.

Member Moreau questions if the sidewalk in front leading to steps will be replaced as part of this project. Chair Kozloski states CPA cannot fund sidewalks with CPA funds. It is suggested DPW replace the sidewalk. Member Ronghi suggests the mason hired replace the slab closest to the starts that will be rehabilitated and leave the remainder for town. This will ensure the stairs are supported properly. Member Baldwin suggests increasing the funding and scope to include that slab. Doug does not have a price for that. Member Ronghi motions to increase the contingency from 10 to 25 % to cover the cost of the slab. Second my Member Moreau. All in favor. Motion to approve \$30,100 for the Minerva Davis Library. Second by Member Prouty. Discussion: The 25% increase in contingency

would actually increase the funding request to \$32,606. Motion by Member Baldwin to amend her motion to approve \$32,606.00 for the Minerva David Library. Second by Member Prouty. All in favor. Motion to fund \$32,606 through the Historical Reserve fund by Member Maggi. Second by Member Ronghi. All in favor.

3. Request for funding- Open Space and Recreation Plan

Pam Kerr, Asst. Planner/Conservation Officer explains what an Open Space and Recreation Plan is and why there is need for one. The plan was last updated in 2014 and is set to expire in 2019. Milone and Macbroom recently completed the Recreation Needs Assessment and Master Plan. Since the two plans complement each other and a lot of the information used in the recent plan will also be used in the update it made sense to contract them again. They have agreed to do it for a reduced price. Pam explained an Open Space and Recreation committee will be formed. The open space in town will be inventoried and a 5 year action plan will be completed. The process includes public participation. Motion to approve as requested by Member Ronghi. Second by Member Prouty. All in favor. Motion to fund through the open space fund by Member Baldwin. Second by Member Maggi. All in favor.

4. Request for funding- Beautification Fund

Motion to table by Member Ronghi. No second.

Vi Baldwin explains the charge of the Beautification Committee and how they are funded. The committee selects sites in town for development and enhancement. The sites selected for adoption are landscaped, planted and maintained using committee resources. Additionally, new projects are proposed annually. Two new proposed projects include a Welcome to Feeding Hills sign with plantings and also creating sites on the Bike Path and at School Street Park for memorial gardens. CPA funded the Beautification Committee in 2014 with \$8,000 which resulted in the rehabilitation of the Main St. corridor and plantings at School Street Park. The committee is seeking \$10,000 for this round of funding. Motion to approve the funding request by Member Maggi. Second by Member Moreau.

Discussion: Member Ronghi does not feel it is an eligible application based on the way it was submitted. Chair Kozloski provides an opinion from the CPA Coalition which defines the word create as it relates to CPA eligibility. Member Ronghi states the application is requesting the use of open space funds and he questions whether it is an appropriate use or should be Recreation. Jennifer explains that the applicant can apply for any category of funds but it is up to the CPA committee members to determine in which category the eligibility falls and vote the funding from that source.

Vi Baldwin states that after submitting the application it was brought to her attention through Chair Kozloski and Chris Sparks that 6-8 additional shade trees are needed at School Street Park. She estimates that may cost an additional \$3,500. She would welcome the additional funds if the committee would like to amend the application. Mayor Sapelli compliments the work being done and the process and also states he supports the application. Vi Baldwin states the efforts of the Beautification committee has resulted in a groomed community and as a result she sees less litter around town. .

Motion to approve by Member Maggi. Second by Member Moreau. Discussion: Committee members would like to increase the funding to allow for the trees to also be planted at School Street Park.

Member Maggi withdraws his original motion.

Member Maggi motions to approve the application and amend the application to the program area of recreation in the amount of \$15,000. Second by Member Prouty. All in favor. Motion by Member Maggi to fund through Budgeted Reserve. Second by Member Moreau. All in favor.

5. Correspondence:

Jennifer Bonfiglio provides a copy of a change order for the Fire Museum Doors which will use contingency funds. She provide backup documentation explain the need for the change.

6. **Any other business:** Member Tingley states that as he is a new member on the committee he began reviewing past CPA funded projects in the CPA database to familiarize himself. He questions if there is a formal review process at the completion of CPA funded projects. Chair Kozloski states the money is not given to the applicant upon award. All invoices are submitted to CPA and reviewed. Chair Kozloski has also made it a practice to review projects by visiting the sites and also typically relies on the project manager to provide information. Jennifer Bonfiglio explains to the Member Tingley and the committee that there is no formal review process but would be a good process to adopt and suggests requiring the applicant to provide progress reports and/or a final report to the committee and council on any CPA funded projects. It is also recommended that any change in scope would have to be brought back to the committee. Jennifer recommends using a grant agreement as we recently did with Soldier On. The Application review subcommittee will discuss this further and include the necessary changes in the new application for review by the whole committee at the next meeting.
7. Member Ronghi made a motion to adjourn and was seconded by Member Moreau. All in favor. Chairman Kozloski closed the meeting at 7:40PM

DRAFT