

Longmeadow Community Preservation Committee
December 5, 2007
7:00PM
Longmeadow High School – School Committee Meeting Room

Meeting Notes

A meeting of the Longmeadow Community Preservation Committee (“CPC”) was called to order at 7:04PM on December 5, 2007 in the School Committee Meeting Room at Longmeadow High School.

1. **Members Present:** Bill Hoff, Arlene Miller, Becky Townsend, Roy Johansen, Ed Kline, Susan Hall, Steve Gazillo Kate Tobin and Dennis Egan.
2. **Minutes of Prior Meeting:** The minutes of the November 7, 2007 meeting of the CPC were accepted, as amended.
3. **Future Meetings:** The next CPC meeting will be held on December 19, 2007 in the School Committee Meeting Room at Longmeadow High School. Meetings are also scheduled for January 16, 2008, January 23, 2008 and January 30, 2008 in the School Committee Meeting Room at Longmeadow High School.
4. **General Discussion:** Bill Hoff discussed his attendance at a housing workshop presented by Citizens Housing and Planning Association and Massachusetts Housing Partnership on the Community Preservation Act (“CPA”) and affordable housing. Bill noted that there were several interesting uses of CPA funds presented at the workshop. In addition, Bill met several CPC members from surrounding communities.
5. **Discussion of Management of CPA Funds:** Bill Hoff and Arlene Miller discussed their recent meeting with Paul Pasterczyk, Finance Director for the Town of Longmeadow, to discuss management of CPA funds.
6. **Review and Discussion of Project Evaluation Rubric:** Becky Townsend presented the project evaluation rubric created by her and Susan Hall to the CPC. Members discussed the utility of the rubric as a guide and a tool to facilitate discussion.
7. **Administrative Budget:** Bill Hoff and Arlene Miller explained that under the provisions of the CPA, the CPC can earmark 5% of its annual budget for administrative expenses. At the current time, no funds have been earmarked for administrative expenses.
8. **Collecting and Soliciting Public Input:** Becky Townsend presented a plan for collecting and soliciting public input relative to applications for CPA funding. Becky proposed posting summaries of all public forums relative to the proposed CPA projects on the town’s website (longmeadow.org) and publishing these summaries in local newspapers.
9. **Distribution of CPA Funding Applications:** Bill Hoff distributed the CPA funding applications that were received before the filing deadline of December 3, 2007. These applications will be reviewed by the members and discussed at the CPC meeting on December 19, 2007.

- 10. Consideration of Acceptance of Application Received After Deadline:**
Members discussed a CPA funding application received two days after the December 19, 2007 filing deadline. A motion was made to accept the late application as filed. Motioned was defeated by a 5-4 vote.

This meeting was adjourned at 8:35PM.

-Notes taken by Dennis Egan