



Town of Longmeadow
 Massachusetts
 Community Preservation Committee



Telephone 413-565-4110
 Fax 413-565-4112

20 Williams Street
 Longmeadow, MA 01106

www.longmeadow.org

Application for
Community Preservation Act Funding

Instructions

1. Review attached Community Preservation Act (CPA) funding eligibility, selection criteria (Appendix), and application.
2. Prepare and submit 10 typed and double-sided copies of the application form and project description to the CPC, c/o the Town Clerk's Office, Town Hall, 20 Williams St., Longmeadow, MA 01106.
3. The Community Preservation Committee (CPC) will accept project proposals through the **first Monday in December** for possible consideration at the following Annual Town Meeting.
4. The CPC will review all applications by December 31 and schedule a meeting with each applicant to discuss its proposal.
 - a. The CPC may ask for more information before deciding to recommend the proposal for funding.
 - b. The CPC may request that you present your proposal at a public hearing.
5. If the project is selected for a funding recommendation, the CPC will submit it to Town Meeting.
6. Town Meeting has the sole authority to fund projects.

** Please note that the Committee reserves the right to modify these procedures and timeframe. Emergency applications will be accepted at the discretion of the CPC. The committee reserves the right to reject applications that are incomplete or late.*

Application Form

For CPC Use: Project # 2012-2
 Received on: ___/___/___ Received by: _____
 Reviewed on: ___/___/___ Determination: _____

Applicant Information

Project Title: Community House Heating Plant Replacement			
CPA Funding Request: \$125,000		Total Cost of Proposed Project: \$125,000	
Applicant Name: Michael Wrabel		Contact Name: Michael Wrabel	
Mailing Address: 31 Pondside Road		Community Preservation Act Category <i>Please check all that apply:</i>	Community Housing
City, State, Zip Code: Longmeadow Street			<input checked="" type="checkbox"/> Historic Preservation
Phone/Fax: 567-3400			<input type="checkbox"/> Open Space
Email &/or Website: mwrabel@longmeadow.org			<input type="checkbox"/> Recreation

Please attach a project description and budget, as indicated on page 2.

Project Description

Proposals must answer the following questions. Include supporting materials as necessary.

1. **Goals:** What are the goals of the proposed project?
2. **Community Need:** Why is this project important? How does it meet the objectives outlined in existing town plans?
3. **Community Support:** Describe the community support for this project. Include letters of support, if any.
4. **Action Plan & Timeline:** What is the schedule for project implementation, including start and completion dates?
5. **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?
6. **Preservation:** CPA projects may require deed restrictions. For more information, please see the Community Preservation Coalition website at <http://www.communitypreservation.org/index.cfm>. If applicable, attach a copy of the proposed deed restriction language.

Additional Information

Provide the following additional information, as applicable:

- A. Documentation that you have (or will have) control over the site, such as Purchase and Sale Agreement, option or deed.
- B. Evidence that the project does not violate any zoning ordinance or any other laws or regulations.
- C. Evidence that the proposed site is free of hazardous materials or that there is a plan for remediation.
- D. Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed.

Budget

1. **Budget:** What is the total budget for the project? All expenditures must be clearly identified.
2. **Other funding:** Specify what additional funding sources (public/private/in-kind) and amounts are available, committed, or under consideration. Include commitment letters, if available, and describe any other attempts to secure funding for this project.

Please send Application Form and Project Description Proposal, by the first Monday in December, to:

Longmeadow Community Preservation Committee
c/o Town Clerk's Office
Longmeadow Town Hall
20 Williams Street
Longmeadow, MA 01106

Thank you for your proposal!

CPA Application

Community House Heating Plant Replacement

The Community House was constructed in 1926 and the boiler is at least 50 years old. The entire building is controlled by one thermostat in the auditorium so keeping temperatures in offices on different levels is an impossibility. Year round, some individuals or cold and others open windows. The boiler and control replacement was a recommendation of the 2008 JCJ Town Wide Facility Report. This funding will proved for the replacement of an obsolete boiler and the installation of zone valves and new controls. The request also includes funding for development to plans and specifications and construction oversight of the heating system improvements

Community Support:

Attached please find letters of support from Finance Director Paul Pasterczyk and Park and Recreation Director Bari Jarvis.

Action Plan & Timeline:

It is expected that plans and specifications can be developed this spring if the project receives funding and construction can be complete prior to the onset of the heating 2012/2013 season.

Maintenance:

Maintenance of the heating system will continue to be funded by the DPW Building Maintenance accounts.

Preservation:

The Community House was constructed at a time when oil was inexpensive and the building was constructed for intermittent use as a Church Hall for the First Church across Williams Street. The Town has expended funds recently for interior and exterior improvements and has scheduled projects for window and door replacement. The Community House is a centerpiece of town government, the designated polling place for local, state and federal elections and is rented out for community events. This funding will continue to preserve the structure for future generations.

Budget:

Our estimate of \$125,000 is based upon an estimate form a mechanical contractor for replacement of the boiler and installation of zone valves and re-piping to provide heating to different parts of the building as needed. The estimate includes funding for development of plans and specifications and construction oversight.



735 Longmeadow St.
Longmeadow, MA 01106

Phone: 413.565.4160
Fax: 413.565.4165
www.lprd.net

December 1, 2011

Dear Community Preservation Act Committee,

This letter is in support of the CPA application being submitted to replace the boiler and heating control system at the Community House as well as the horseshoe driveway and sewer lines from the Community House to the street.

This project is worthy of consideration because the Community House is one of the most high profile, heavily used town buildings that defines the framework of Longmeadow in terms of location, architecture and town history. Not only does Community House accommodate four town departments; it hosts a variety of recreational programs, local and national elections, and serves a rental space for churches, wedding and party functions as well as other valued town events. Unfortunately, due to years of deferred maintenance, deficiencies have been identified. The 2008 facility study conducted by JCJ Architecture suggested Community House is an overall sound building with potential floor area within the building, however, has seven major deficiencies. This CPA proposal is consistent with both the JCJ facility study and the Town of Longmeadow's Long Range Plan to address correction of some of the identified deficiencies in order to preserve our historic resources. Equally important is the fact that the current windows are single paned and, therefore, not energy efficient. Approval of this project would decrease utility costs to the town in the future.

Due to the single control system currently in place for the Community House, there are major temperature differentials in the building. The auditorium is cooler than comfortable where the downstairs office personnel are opening windows because it is too hot. Furthermore, all four town departments store records in the Community House that are essential to our unique town functions. It would be a detriment to our operations if those records were to be damaged due to our inability to preserve the integrity of the infrastructure.

In closing, the Community House is an essential public building due to its diverse usage and unique structure. The preservation of our historic resources is an integral portion of the Longmeadow Long Range Plan and this proposal is consistent with that commitment.

Sincerely yours,

A handwritten signature in cursive script that reads "Bari B. Jarvis".

Bari B. Jarvis, Director
Longmeadow Parks and Recreation

To: Community Preservation Act Committee Members
From: Paul J. Pasterczyk, Finance Director
Date: December 2, 2011

Re: CPA Applications

I want to voice my support for two applications that DPW Director Mike Wrabel is submitting towards improvements at the Community House.

First the sewer line and horseshoe driveway. My main support here involves the sewer lines. The sewers have backed up many times. Most instances have just resulted in a small overflow to the floor which is odorous and unpleasant. More importantly, there have been occasions when the overflow led to the loss of records. The Human Resources department is responsible for the centralized storage of permanent personnel records, some of which were wet and damaged in the past. The potential for mold on wet paper and building products which can lead to greater problems in the future is exacerbated by the sewer backups. The horseshoe driveway should be better defined in order to keep traffic on the pavement and off the non paved area which is no more than dirt right now and mud when it is wet. The Community House is a central location for many town activities and safety and aesthetics should be a concern in the preservation of this building.

Regarding the boiler replacement and heating controls, at any one time, the Community House could have a wide variety of temperatures throughout the building. Many of the temperatures are outside of the comfort levels as the temperature control is directed towards one location or another. Currently on a day of approximately 45 degrees outside the temperature in my office is no less than 75 degrees. I would have to assume that some other area within the Community House is comfortably at 70 degrees plus or minus 2 degrees. I am sure this is inefficient and shows through our heating expenditures.

Hopefully my simple examples in support of the needed repairs will help in your favorable evaluation.

If you have questions about my comments please do not hesitate to call me.





