



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 # 2012-4
Received on: ___/___/___ Received by: _____
Reviewed on: ___/___/___ Determination: _____

Applicant Information

Project Title: Community House Sewer Lateral and Front Driveway Enhancement			
CPA Funding Request: \$58,500		Total Cost of Proposed Project: \$58,500	
Applicant Name: Michael Wrabel		Contact Name: Michael Wrabel	
Mailing Address: 31 Pondsides Road		Community Preservation Act Category <i>Please check all that apply:</i>	<input type="checkbox"/> Community Housing
City, State, Zip Code: Longmeadow MA 01106			<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 Sewer Lateral and Front Driveway Enhancement

The Community House was constructed in 1926 and the sanitary sewer laterals date back to original construction. There are two sanitary sewer laterals, one extending from each restroom on the basement level. Both sewer lines have been problematic in the last several years, plugging and backing up into the basement. While these occasions are unpleasant and odorous, they are also cause for concern for the building. At times in the past building materials such as plaster, wood, sheet rock and insulation, as well as stored records have gotten wet. Every occasion of a sewer back up is a potential for a mold infestation which represents a health hazard for employees and visitors. Records have been previously disposed of because they were wet with sewage.

The horseshoe driveway in the front of the community house appears to be original and is in a degraded condition. The driveway is a safety hazard and an aesthetic detraction for the many visitors to this building which houses four town departments, is the polling place for elections, and the home of public meetings, and rental space for community and private functions. Addressing the poor condition of the sewer lines and replacing the driveway will help in preserving this very busy facility.

Community Support:

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

Action Plan & Timeline:

It is expected that plans and specifications can be developed during the spring and construction work will take place during the summer months.

Maintenance: Maintenance of the sewer line will continue to be performed and funded out of the Building Maintenance accounts and maintenance of the driveway and landscaping will be funded by the Ground Department accounts.

Preservation:

Replacement of the sewer laterals will help preserve the building and be a proactive means of protecting against mold caused by repeated wetting of building materials and preservation of records stored by departments based out of the Community House.

Budget: The sanitary sewer laterals and the driveway will be replaced at an estimated cost of \$58,500. Plans and specifications will be prepared and inspection for this project will be performed by the Engineering Department.



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.



