

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 # 2012-6
Received on: ___/___/___ Received by: _____
Reviewed on: ___/___/___ Determination: _____

Applicant Information

Project Title: Town Hall Sewer Lateral Replacement			
CPA Funding Request: \$13,100		Total Cost of Proposed Project: \$13,100	
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: 413-567-3400			<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

Town Hall Sewer Lateral Replacement

The Town Hall was constructed in 1900 and the sanitary sewer laterals date back to original construction. The sanitary sewer lateral exits from the rear of the building and discharges to the sewer main in Williams Street on the east (Police Station side) of the building. This line has plugged and backed up into the basement. Open, offset joints catch solids and plug the line. Root intrusion into the clay tile pipe also contributes to blockages. 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 from the Town Clerk's office in the basement vault 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.

Community Support:

Attached please find letters of support from Town Manager Robin Crosbie, Town Clerk Kathleen Ingram and Building Commissioner Paul Healey.

Action Plan & Timeline:

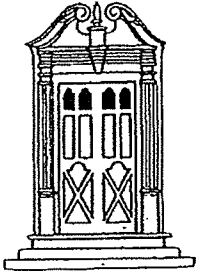
It is expected that plans and specifications can be developed during the spring and construction work will take place during the summer months.

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 lateral 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 in Town Hall.

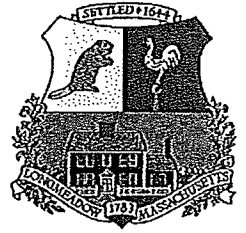
Budget: The sanitary sewer laterals and the driveway will be replaced at an estimated cost of \$13,100. Plans and specifications will be prepared and inspection for this project will be performed by the Engineering Department.



TOWN MANAGER
ROBIN CROSBIE

Town of
Longmeadow, Massachusetts
20 Williams Street, Longmeadow, MA 01106

Tel. (413) 565-4110 • Fax (413) 565-4112 • E-mail townhall@longmeadow.org



SELECT BOARD

MARK P. GOLD, CHAIR
CHRISTINE L. SWANSON, VICE-CHAIR
MARIE ANGELIDES, CLERK
PALMERINO P. SANTANIELLO
ROBERT H. ASELTINE, JR.

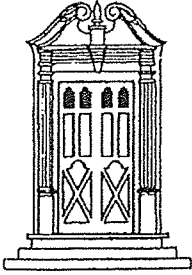
December 5, 2011

To Members of the Community Preservation Committee:

I am writing to support the CPA application to replace the sanitary sewer line for Town Hall. As you may know, increased effort has gone into proper identification, storage and preservation of Town records. Recently, we installed a heavy-duty dehumidifier in the records storage area. However, the failing sewer lateral poses a threat to the integrity of these records. I ask that you support replacement of this lateral, so that records won't be damaged.

Sincerely,

Robin Crosbie
Town Manager



Office of
Town Clerk
Town Of Longmeadow
20 Williams Street • Longmeadow, MA 01106



Katherine T. Ingram, Town Clerk
kingram@longmeadow.org

Jacqueline Sullivan, Assistant Town Clerk
jsullivan@longmeadow.org

Telephone: (413) 565-4103

Fax: (413) 565-4130

December 5, 2011

Community Preservation Committee
Town of Longmeadow
20 Williams Street
Longmeadow, MA 01106

Dear CPC Members:

I am writing to express my support for a much needed town hall improvement project that is being submitted by Mr. Michael Wrabel, DPW Director. The proposal is to replace the sanitary sewer line for the Town Hall.

Due to the limited space available in the Town Hall, the basement provides critical storage for a number of town records, including permanent payroll records, tax records, elections materials including ballots that must be retained up to 22 months after an election and some town vital records.

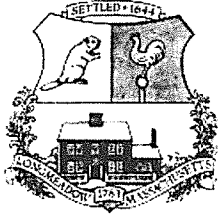
The representative from Databank, George Barry who provided me with an estimate to start scanning the tax valuation records last year for my own project, indicated while checking the condition of records that some of the books are already starting to show small amounts of mold spores on the tax valuation books that must be retained permanently.

Also as an employee of the town who works at the Town Hall, I worry about the health and safety of employees if the potential for mold exists.

I urge the committee to support this project to maintain the only available storage space that the town hall currently has available. Thank you for your consideration.

Sincerely,

Katherine T. Ingram



Town of Longmeadow Massachusetts 01106

BUILDING DEPARTMENT
TEL. 413-565-4153 • FAX 413-565-4112

PAUL J. HEALY *Building Commissioner*

ANTHONY J. CURTO } *Plumbing Inspector*

WALTER R. CLUNE
GERALD A. ROSS } *Electrical Inspectors*

December 5, 2011

Michael Wrabel
Director of Public works
Town of Longmeadow

RE: Sewer line replacement at town hall.

Dear Michael,

I am writing this letter in support of replacing the sewer line at town hall. All our building plans as well as zoning information is stored in the basement of town hall. In the event of a sewer back up, all these documents are in danger of being destroyed. Building plans must be retained for as long as the building is in existence. The loss of such valuable information would have a detrimental effect on the town's building department.

Sincerely,

Paul Healy
Building Commissioner
Town of Longmeadow