



Longmeadow, Massachusetts

Planning and Community Development
Paul Healy, Building Commissioner

Email: phealy@longmeadow.org
Tel: 413-565-4153
Fax: 413-565-4112

Anthony J. Curto : Plumbing Inspector

Walter R. Clune:
Electrical Inspectors

Steven scliopou

FY2016 CPA Application
Digitize Building Departments Plans
December 2014

Project Description

Under the state records retention schedule, building plans must be retained for the life of the building. Somewhere around 1975, there was a flood in the basement of town hall where the building plans are stored and all plans prior to this date were destroyed. On a regular basis residents call the building department looking for the original plans of their houses, mainly because of planning a renovation, addition or wanting to find out where structural supports are located. It is important to have this information. Digitizing the plans would be a safe and secure means of retention. This would also make accessing the plans easy for the residents. We are in the process of implementing new software for permitting within the Building Department. We will have the ability to link each plan to a property by lot block and map numbers.

Community Support

The Town Manager and Chief Assessor have voiced their approval.

Action Plan and timeline

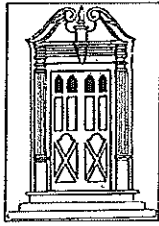
We hope to have the new software in place by end of February 2015, so I would like to have job complete by the end of August 2015.

Maintenance

There should be no further maintenance involved after the initial scanning. I can request a digital copy as well as a hard copy of any plans moving forward

Budget

The Estimate I received from New England Archives is \$7,914.75. I have attached a copy.



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 December 4th, 2014** 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 # _____
Received on: ___/___/___ Received by: _____
Reviewed on: ___/___/___ Determination: _____

Applicant Information

Project Title: Digitizing Building Department Plans			
CPA Funding Request: \$	\$7,914.75	Total Cost of Proposed Project: \$	\$7,914.75
Applicant Name:	Paul Healy	Contact Name:	PaulHealy
Mailing Address:	20 Williams Street	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:	413 565 4153		<input type="checkbox"/> Open Space
Email &/or Website:	phealy@longmeadow.org		<input type="checkbox"/> Recreation

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

FILE DISPOSITION

After scanning, the plans can be returned to the wooden storage cabinets or returned to be stored in the transfer cases. We can store the plans in the transfer cases at our facility in Windsor, CT.

RETRIEVAL

We will provide the images and Index data in the format required for use with your Viewpoint program.

DOCUMENT AND COST ESTIMATE

Building Plans

You estimate there are 1,700 files containing approximately 5 sheets each totaling 8,500 images.

Document Preparation

Remove plans from hangers: Approximately 88 hours @ \$10.50 each	\$ 924.00
Document Scanning: 8,500 plans @ \$.55 each	\$4,675.00
Remount plans onto hangers: Approximately 142 hours @ \$10.50 each	\$1,491.00
Indexing: 1,700 files @ \$.24 each	\$ 408.00
Master DVD's: 4 required @ \$12.00	\$ 48.00
Transport Cases: 25 required @ \$14.75 each	\$ 368.75

Total: \$7,914.75

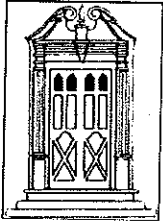
OPTIONAL ANNUAL DOCUMENT STORAGE

Approximately 150 cubic feet @ \$4.08 each \$ 612.00

We look forward to working with you on the successful completion of the project. If you have any questions or want to schedule the removal of the files please call me at 413-532-1465.

Sincerely,

Brian Colton
Regional Sales Representative
New England Archives Center
Quote No. 5208



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Massachusetts
Community Preservation Committee



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Application Form

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

Applicant Information

Project Title: <i>Landscape Architectural Plans for Greens</i>		
CPA Funding Request: \$ <i>20,000 to \$25,000</i>	Total Cost of Proposed Project: \$ <i>25,000</i>	
Applicant Name: <i>Marie Angelides</i>	Contact Name: <i>Marie Angelides</i>	
Mailing Address: <i>199 Tanglewood Dr.</i>	Community Preservation Act Category Please check all that apply:	
City, State, Zip Code: <i>Longmeadow, MA 01106</i>		<input type="checkbox"/> Community Housing
Phone/Fax: <i>413-567-2911</i>		<input checked="" type="checkbox"/> Historic Preservation
Email &/or Website: <i>mangelides@longmeadow.org</i>		<input type="checkbox"/> Open Space
	<input checked="" type="checkbox"/> Recreation	

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