

Town of Agawam
Community Preservation Committee

Committee Minutes
January 28, 2008

Members Present: Henry Kozloski; Chair, Vi Baldwin, Ray Moreau, Tom Tierney, Richard Maggi, Dick Bennett, Corinne Wingard, Dottie Drewnowski ,
Others Present: Jennifer Bonfiglio; CPA Secretary, Richard Theroux; Town Clerk

Meeting called to order at 6:30 PM by Chairman Kozloski.

1. *Motion by Ray Moreau to move minutes to beginning of agenda. Second by Dick Bennett. Vote: Unanimous. Motion by Ray Moreau to approve October 29, 2007 minutes, seconded by Vi Baldwin. Vote: Unanimous*

2. *Application for Funding: Elementary Town of Agawam, Clerk's Office: \$65,000 as submitted by Richard Theroux*
 - Town Clerk is seeking \$65,000 to preserve all birth, death, and marriage certificates as well as scan and implement an Electronic Data Management System.
 - Town Clerks office still maintains all files in file cabinets.
 - Records are vulnerable to destruction, although the building is certified as safe by the Commonwealth.
 - Birth, Marriage, and death records date back to the 1800's
 - Records are continually handled which is contributing to additional deterioration.
 - Tow of Wilbraham has used CPA funds to preserve their records also
 - Letter of support from Chet Niocora; MEMA
 - Letter of support from Jeff Hulbert: IT director
 - Historical Commission meets tomorrow and plans to support.
 - Mayor has never approved funding in the past for the preservation of the historical records or the Electronic Data Management System
 - The Clerk's office will be able to better serve the public and protect records for the future.
 - This project will computerize the Clerk's office.
 - Vi asked if other vendors could be used.
 - General Code is a reputable company and used by other communities. It is a state approved vendor and the Town has a long standing relationship with them.
 - Bid was good for 90 days. Richard spoke with General Code and it doesn't appear to be a problem.
 - Corinne Wingard asks if enough money is being requested, since Wilbraham asked for a significant amount more. Richard T. feels this is enough.
 - Richard Maggi asks if public could still see the originals. Richard T. advised yes, they will be scanned, de-acidified and bound.
 - Richard Theroux feels that this is what he needs to get his office up to date and any future cost will be budgetary items and should not be extensive.
 - Motion to suspend the rules by Tom Tierney. Seconded by Dottie Drewnowski.

Discussion: Richard Maggi asks if there is a good reason to have another meeting. No One feels there will be any more information gained. Vie comments that this is one of the most thorough applications the committee has received and thanks Richard and Jennifer for that. Vote: Unanimous.

- Vi Baldwin motions to approve \$65,000 contingent on a letter from the Historical Commission. Dottie Drewnowski seconds. Vote: Unanimous.
- Motion to take \$65,000 from the General fund, second by Tom Tierney
Discussion: Dick Bennett would like to reserve the historical funds for future projects and use general fund for this project. Tom Tierney feels that it should come from Historical fund to increase flexibility in the future. Vote: All opposed.
Motion by Vi Baldwin to take funds from the Historical fund. Corinne Wingard seconds. Vote: Unanimous.

3. *Elementary School Playground Update:*

- Chariman Kozloski advised that he spoke with Chris Sparks about additional costs due to ADA requirements. The Superintendent of Schools is interested in obtaining rubber mulch in lieu of wood mulch.
- Engineering will survey and Chris will come back with a revised application. Chariman Kozloski has attended 3 PTO meetings to keep the schools up to date and informed on the delay.

4. *CPA Secretary job description and step increase*

- Motion by Vi Baldwin to accept the job description and to set the CPA secretary wage as determined by the Administrative Assistant Group in the Town of Agawam Salary Table, with Jennifer beginning at Step3, based on her hire date, with an annual review based on Town of Agawam's personnel policy. Second by Dick Bennett, Vote: Unanimous

5. *CPA Application revisions*

- Ongoing discussion and revision of CPA application. Motion to table agenda item "CPA Application Revisions" by Ray Moreau. Second by Richard Maggi, Vote: unanimous.

6. *School Street Barn Update*

- Dick Bennett provides update on Barn. Committee suggests sending a letter to the project manager requesting status. Dick Bennett asked if volunteers could do the work to speed up process. Corinne Wingard would also like a letter drafted. She will draft and send to Jennifer to distribute.

7. *Motion to adjourn at 9:00 by Richard Maggi, 2nd by Dick Bennett, Vote: Unanimous.*