

Town of Agawam Community Preservation Committee
Minutes of CPA Meeting
April 26, 2023

Members Present: Henry Kozloski, Richard Maggi, Ray Moreau, Doreen Prouty, Frank DeStefano, Vin Ronghi, Vi Baldwin, Jennifer Bonfiglio; CPA Administrator,

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

1. **Approval of Minutes:** Member Baldwin made a motion to approve the June 30, 2022 meeting minutes. Second by Member Moreau. Vote: 3-0-2. Member Prouty abstains.

1. FY23 Surplus Funds Reserves

Jennifer Bonfiglio explains to the Committee that the Town received additional funds as a result of increase in the state match due to \$20 million in state budget surplus funds being distributed to the CPA Trust Fund. The CPA Committee must recommend allocations of the reserve funds in percentages consistent with the CPA State law requirements.

1. Motion by Member Ronghi to reserve \$2,950.11 from the FY2023 undesignated fund balance to the Open Space fund as a result of surplus funds from the state. Seconded by Member Prouty. All in favor.
2. Motion by Member DeStefano to reserve \$2,950.11 from the FY2023 undesignated fund balance to the Historical Resource fund as a result of surplus funds from the state. Seconded by Member Baldwin. All in favor.
3. Motion by Member Maggi to reserve \$2,950.11 from the FY2023 undesignated fund balance to the Community Housing fund as a result of surplus funds from the state. Seconded by Member Baldwin. All in favor.
4. Motion by Member Asta-Ferrero to reserve \$19,175.74 from the FY2023 undesignated fund balance to the Budgeted Reserve fund as a result of surplus funds from the state. Seconded by Member Prouty. All in favor.
5. Motion by Member Cecchi to reserve \$1,475.06 from the FY2023 undesignated fund balance to the Administrative fund as a result of surplus funds from the state. Seconded by Member Prouty. All in favor.

2. FY24 Budget Reserves

Jennifer Bonfiglio explains the community preservation surcharge is assessed on the real estate taxes. The surcharge is calculated by multiplying the real estate taxes on a parcel, as reduced by any property tax exemptions and abatement, by the adopted percentage of 1%. She provides a calculation based on the FY24 net tax levy provided by the Assessor's office of \$59,375,961.71. The Department of Revenue typically issues an estimated state match which is then added to the surcharge resulting in *total estimated annual revenues*. Due to fluctuations in the registry of deeds real estate transactions recording fees, the DOR has not issued an estimated state match and has asked that all communities conservatively estimate their FY24 state match. This year's estimate has been based on an average of the last four years.

The CPA committee must reserve for future appropriation at least 10% of these estimated annual revenues for Historic Resources, Open Space and Community Housing. Of the remaining funds, up to 5% may be reserved for administrative expenses, while the balance remains undesignated and is also reserved for future use.

1. Motion by Member Baldwin to recommend that \$71,251.15 be reserved for Open Space from the Community Preservation Fund estimated annual fund revenue for fiscal year 2024. Seconded by Member Ronghi. All in favor

2. Motion by Member Prouty to recommend that \$71,251.15 be reserved for Historic Resources from the Community Preservation Fund estimated annual fund revenue for fiscal year 2024. Seconded by Member Ronghi. All in favor.
3. Motion by Member Moreau to recommend that \$71,251.15 be reserved for Community Housing from the Community Preservation Fund estimated annual fund revenue for fiscal year 2024. Seconded by Member Prouty. All in favor.
4. Motion by Member Cecchi to recommend that \$463,132.50 be reserved to a Budgeted Reserve from the Community Preservation Fund estimated annual fund revenue for fiscal year 2024. Seconded by Member Baldwin. All in favor.
5. Motion by Member Maggi to recommend that \$35,625.58 be reserved for Administrative Costs from the Community Preservation Fund estimated annual fund revenue for fiscal year 2024. Seconded by Member Baldwin. All in favor.

3. Application for Funding- Agawam Skate Park- \$39,096.00

Christopher Sparks, representing the Agawam Park and Recreation Department and the Town of Agawam presented the application for funding in the amount of \$30,096.00 for additional funds needed for rehabilitation of the Agawam Skate Park. Chris explained that due to increased costs and overages as a result of bidding, additional funds are needed to complete the project. Member Maggi asks why the original estimates were so low. Jen Bonfiglio explains the original engineering estimates were based on the 2020-2022 paving contract which recently expired. Due to inflation the current bid is much higher. Motion by Member Baldwin to approve. Second by Member Ronghi. The Committee voted unanimously (9-0) to approve funding in the amount of \$39,096.00 through the budgeted reserve fund balance.

4. Application for Funding - Cemetery Monuments- \$53,120.00

Aldo Mancini representing the Agawam Veterans Committee and the Town of Agawam presented the application for funding in the amount of \$53,120 for funding Phase 2 of the Historic Graves and Monuments Restoration. Also presents photographs of the Federal Hill/Cooper Street Cemetery and the Maple Grove Cemetery which have fence damage, falling tree limbs and damaged monuments. He intends to repair 3 damaged monuments, install a new fence and remove or trim trees to preserve and prevent further damage to monuments. The Historical Commission objected to a chain link fence as they are applying for a National Register Nomination and would like to replace the existing fence with historically significant fencing. Aldo would therefore like to reduce the request by \$6,690 which was allocated for the chain link fence. Member Ronghi questions the tree work being done. Aldo explains the trees are dead and at risk of falling and damaging the historical monuments. Member Prouty request an update on Phase 1 of the project. Aldo explains 2 seminars are scheduled for this summer and next summer with different volunteers to conduct the work. Top Knotch, the Town's tree contractor will do the tree work. Chair Kozloski asks why DPW has not budgeted from the maintenance of the, Town's cemeteries and has neglected them. Aldo states the DPW mows only. Member Ronghi asks what the plan is if awarded. Aldo plans to present to propose a volunteer plan for veterans to receive tax credits for volunteer work to assist with maintenance of these cemeteries. Member Ronghi motions to approve \$46,430 from the budgeted reserve fund balance. Member Moreau seconds. All in favor.

5. Application for Funding- Thomas Smith House Exterior Preservation- \$23,345.00

Sue Scantlen, President of the Agawam Historical Association present the application for funding in the amount of \$23,345 for exterior preservation work at Thomas Smith House. Chair Kozloski refers to the Solicitor's opinion which states the work is eligible for CPA funding although recommends the CPA Committee examine each and every part of the total work to confirm eligibility. He further advised that if the work is normal maintenance or done solely for appearance purposes then the work is not eligible. Chair Kozloski questions of the painting being done is normal maintenance. Sue states the paint acts as a preservative. Member Maggi also questions if the painting is considered maintenance. Sue explains other communities use painting as a preservative. Member Maggi questions the benefit to the community. Sue explains the house is significant to the history of the town and that the benefit is to preserve it. Member Ronghi questions if any boards will be replaced prior to painting. Sue states the fascia boards will be replaced and then painted. Member Maggi

questions the use of the building. Sue states there an event the weekend of April 29th which includes an open house and tour. Member Maggi questions the status of the grant that is included in the application. Sue states that they were not approved for the grant. Member Baldwin questions how many functions were held in the building prior to the pandemic. Sue states they hold 4 to 5 events annually. Member Cecchi comments that painting is considered a preservation method. The CPA coalition provides guidance on this matter and money was previously approved for the Captain Charles Leonard House, which is similar in scope. Member Prouty understands Member Maggi’s concerns but hears also what member Cecchi is saying. The Thomas Smith house is old and needs paint to preserve and prevent damage. Chair Kozlowski questions if the trustees will come back for painting in another 10 to 20 years. Member Maggi states if the money is granted, a president will be set. Member, Baldwin refers the committee back to the solicitor’s opinion which states the project is eligible. Sue provides additional information on the full scope of work and the goals of the project which include addressing the items currently needing attention and repair, painting and replacing wooden elements. She further states fireproofing, ridge cap repair and painting are preventative preservation measures. Member Baldwin states the CPA committed to this house years ago and has the responsibility to continue to support the Historical Association’s mission to preserve the Thomas Smith House. Member Ronghi states the CPA coalition website provides multiple examples of exterior painting, allowed as CPA historical preservation. Motion to approve by Member Ronghi from the historical fund balance. Second by Member Prouty. All in favor. Member Cecchi abstains.

6. Application for Funding- Framing of 1855 Wallings Map- \$2,000.00

David Cecchi, Chair of the Agawam Historical Commission present the application for funding in the amount of \$2,000 for framing of pair of historic 1855 Walling maps of Hampden County. He states that the 1855 maps were restored as a result of a previous CPA award in 2018. At that time, the Community Preservation Act Committee added money for conservation grade framing to the historical association’s initial funding request, but due to pandemic related delays and material price increases, the amount allotted is no longer adequate to frame these oversize maps. This request seeks an additional \$2,000.00 to complete the framing of these two historical maps. The total framing cost is \$2,000 per map. J.H. Miller of West Springfield has been engaged to frame the maps. Motion to approve by Member Maggi from the historical fund balance. Second by Member Prouty. All in favor.

7. Other Business:

Jennifer Bonfiglio provides an update on all existing projects and current fun balances
Current fund balances are:

CPA Fund Balances as of April, 2023				
61100 32801	\$ 158,434.55	Reserve for Open Space		
61100 32802	\$ 37,440.25	Reserve for Historic		
61100 32803	\$ 1,035,908.84	Reserve for Community Housing		
61100 32804	\$ 316,481.01	Budgeted Reserve	} Can be used for	\$ 838,642.96
61100 31510	\$ 522,161.95	Unreserved fund balance		
	<u>\$ 2,070,426.60</u>		any purpose	

8. Motion to adjourn at 8:10 by Member Moreau. Second by Member DeStefano. All in favor.