

Town of Agawam Community Preservation Committee
Draft Minutes of CPA Zoom Meeting
May 5, 2021

Members Present: Henry Kozloski, Rich Maggi, Violet Baldwin, Ray Moreau, Vin Ronghi, Doreen Prouty, David Cecchi

Others Present: Jennifer Bonfiglio; CPA Administrator,

Zoom Meeting called to order at 6:00 PM by Chairman Kozloski

1. Jennifer Bonfiglio confirms members are present and can hear. She explains this Open Meeting of the Community Preservation Act Committee is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth given the coronavirus outbreak. The Order allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting. Jennifer goes on to state ensuring public access does not ensure public participation unless such participation is required by law, although this meeting will feature public comment. Even if members of the public do not provide comment, participants are advised that people may be listening who do not provide comment, and those persons are not required to identify themselves. For this meeting, the Community Preservation Act Committee is convening via Zoom as posted on the Town's Website identifying how the public may join. This meeting will also be recorded and some attendees are participating by either video or audio conference. Accordingly, please be aware that other folks may be able to see you, and that take care not to "screen share" your computer. Anything that you broadcast may be captured by the recording. Please remember to mute your phone or computer when you are not speaking. Jennifer then explains the ground rules of the meeting before handing over the meeting agenda to Chair Kozloski
2. **Approval of Minutes:** Member Baldwin made a motion to table the December 2, 2020 meeting minutes. Second by Member Ronghi. All in favor.
3. CPA Balances & Project Updates: Jennifer Bonfiglio provides an update on all outstanding projects and current fund balances.

\$89,367.87	Reserve for Open Space
\$640,065.57	Reserve for Historic
\$883,360.16	Reserve for Community Housing
\$262,497.20	Budgeted Reserve
<u>\$1,838,669.83</u>	Unreserved fund balance
\$3,713,960.63	

4. Application for funding- Captain Charles Leonard House Comprehensive Conditions Assessment Report & Preservation Plan \$19,074.00:

Jennifer Bonfiglio reads into record the opinion from Solicitor Buoniconti.

Philip Kimball presents the application to the committee. He first provides the history of the Leonard House and reference the background in the application. And states most significant architectural structure left in Town. The Board of Trustees was formed in 1939. To sustain the house the Board has been keeping doors open for use through fundraising, rentals and donations. A mortgage was taken out by the Board to fund previous capital improvements but more improvements are needed. The Covid-19 pandemic has affected fundraising efforts and revenue has decreased which is making it more difficult to complete the much needed improvements. The Board voted to enlist the services of a Historical Preservation architectural firm to to identify and prioritize the needs of the house and develop a plan to resolve the issues. The Board solicited proposals and interviewed 3 firms. They ultimately and chose Jablonski Architecture firm.

Launching a major capital improvement fundraising campaign to implement the plan. The Board is seeking CPA funds in the amount of \$19,074 as the first step of the campaign to fund the condition assessment report and preservation plan in the hope to preserve this property.

Member Baldwin asks what the biggest needs are.

Mr. Kimball states significant structural work is needed. There is foundation deterioration. A lot of restoration work is needed due to rotting. Windows are single pane and need replacement. Water leaking into foundation. Old brass plumbing. ADA improvements.

Jennifer brings to attention the letters of support included in the application.

Member Baldwin asks if CPA funds is the expectation of the Board that CPA will fund implementation of the plan. Mr. Kimball states that after the assessment is completed and the plan is complete the intention is to do a comprehensive fundraising capital improvement project and also re apply for some CPA funding for some of the identified projects.

Member Maggi asks if the Historical Commission has been approached for funding. Member Cecchi states the commission has no funding. There are also no state or federal or state funds at this level at this time. Once the plan is established a grant can be sought.

Member Maggi questions the project budget and feels the labor hours appear high. Mr. Kimball states the other proposals were higher and the assessment is a lengthy and complex process due to the investigation and effort involved. Steve Jablonski states it is difficult to prepare a fixed fee proposal. His rate is considerably lower than the other proposals. This is a public process which usually translates to a much lengthier process. The difference in the bids is partly because he feels it is in the best interest of the Town and the CPA to do a thorough analysis. He has spent his career on renovations of historic buildings and notes it is important to consider the safety of the public when using public funds. He further explains his process and justification of the hours needed. Member Maggi asks if there is a formula to determine the number of hours needed to complete the assessment. Mr. Jablonski stated every project differs. There is no formula to calculate the hours involved. You must spend the time and respond to any and all questions of the trustees and the public, especially when public funds are involved.

Member Ronghi refers to similar projects he is involved in and agrees with the justification provided by Mr. Jablonski.

Chair Kozloski questions the future funding sources and responsibility of CPA in response to the plan. Mr. Kimball states that the cost of future projects as a result of the plan is unknown the Trustees will be fundraising and seeking grants and donation. Future CPA funding application will be considered but will not be the sole source. The cost to implement the plan will be substantial and will be spread out over time. There will be multiple funding sources and phases and the Trustees will attempt every funding avenue possible.

Member Cecchi provides some perspective and states this application for a plan is a first step regardless of the future. This is a standalone project and the applicant cannot predict the future. The future cost is unknown until the plan is complete. So much can happen in the future. Other funding opportunities may present themselves that are currently not available although he states CPA is created for eligible projects like this. Member Maggi CPA Committee is responsible to the taxpayer and he hopes no offense is taken to the question of cost and time. He acknowledges Mr. Jablonski's his list of reference and previous project are very impressive and based upon that he feels this is money well spent.

Member Moreau asks of the future projects will be phased. Mr. Kimball states yes, it will take several years to implement.

Member Ronghi asks if the Captain Charles Leonard House is on the State and National Registry. Yes Member Cecchi also states the Historical Commission if a project isn't listed on either registry they may be important locally and if deemed so by the local commission they may also be eligible for CPA funding. It is important for the Commission to view all CPA application as part of the process.

Member Maggi moves the question and motions to approve the application. Seconded by Member Ronghi 6 yes- 1 abstention by Member Cecchi due to conflict of interest.

5. **Application for funding- Bench Replacement Program Phase 5:** Aldo Mancini presents the application for funding for Phase 5 of the bench replacement program for the Town of Agawam. \$53,482 is requested for 30 benches, shipping and the cost of the concrete. Benches will be placed at the Golf Course and additional locations throughout Town.

The program has been very successful and received positive responses. Requests have been coming in for new bench dedications to Town Hall and beautification. The Veterans Office will be overseeing the program going forward. Also will work with DPW and Park & Recreation. Mayor has requested DPW to prefab the concrete bases for the benches at the golf course to avoid bringing a cement truck out there. Aldo will coordinate the benches at the golf course with Dan Shay, golf course superintendent.

Jennifer stated the cost of the bench increases slightly. Shipping increased significantly primarily due to pandemic. Vendor is still on state contract and a 5% discount is applied.

Member Maggi questions the colors. Aldo states forest green was selected for the golf course at their request although all other will be back.

Member Ronghi states he and Aldo were doing a site visit for the ZBA at the golf course and noticed the benches. There are a lot of seniors plying golf and there doesn't appear to be enough benches which prompted this application.

Member Maggie motions to approve the application and fund through the Open Space fund. Member Baldwin second. All in favor.

6. Motion by Member Maggi to reopen the Captain Charles Leonard House agenda item. Second by Member Ronghi. All in favor. Motion by Member Maggi to fund the application through the Open Space fund. Second by Member Ronghi. All in favor.

7. **FY2022 Revenues:**

- Motion by Member Ronghi to recommend that \$72,321.86 be reserved for Open Space from the Community Preservation Fund estimated annual fund revenue for fiscal year 2022. Second by Member Prouty. All in favor.
- Motion by Member Ronghi to recommend that \$72,321.86 be reserved for Historic Resources from the Community Preservation Fund estimated annual fund revenue for fiscal year 2022. Second by Member Prouty. All in favor.
- Motion by Member Ronghi to recommend that \$72,321.86 be reserved for Community Housing from the Community Preservation Fund estimated annual fund revenue for fiscal year 2022. Second by Member Prouty. All in favor.

- Motion by Member Prouty to recommend that \$470,091.92 be reserved to a Budgeted Reserve from the Community Preservation Fund estimated annual fund revenue for fiscal year 2022. Second by Member Baldwin. All in favor.
 - Motion by Member Maggi to recommend that \$36,160.92 be reserved for Administrative Costs from the Community Preservation Fund estimated annual fund revenue for fiscal year 2022. Second by Member Baldwin. All in favor.
8. **CPA Application Revision:** Motion to approve and accept the revised CPA application form by Member Maggi. Second by member Ronghi. All in favor
9. Motion to adjourn at 6:27 by Member Maggi. Second by Member Prouty. All in favor.
Chairman Kozloski closed the meeting.

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