

**Town Common Lighting Committee
Belchertown, Massachusetts
July 10, 2018 Minutes**



Present: Cindy Brown, Andrea Filipkowski, Gloria Fortunato, Marnie Henneman, Steve Williams, *ex officio*

Absent: Jim Phaneuf

Meeting called to order at 6:05 p.m. in the Conservation Commission office.

The committee reviewed the draft of the minutes of June 12, 2018. No changes were noted and the minutes were approved as is.

Treasurer Cindy Brown reported that there was \$1,168.32 in the Town Common Lighting Fund. Cindy also reported receiving a ten percent discount on the invoice amount for Wintergreen Corporation and so the invoice only came to \$1,060. With the additional change donation collected of \$41.50, this leaves a balance in the fund of \$149.82. Committee members signed off on the Wintergreen invoice and Cindy will process the invoice for payment.

Chair Gloria Fortunato reported that new committee members Marnie Henneman and Jim Phaneuf have been officially appointed by the Board of Selectmen. Both will need to be sworn in by the Town Clerk. After being sworn in, both may participate in committee discussions and voting.

Gloria noted that there is a list of businesses in the Clerk's Office which can be used for the sponsorship packet mailing. Gloria has received a copy of the list and will pass it along to Marnie.

After having tabled the decision about participating in the November 24 Winter Light Night event at the previous meeting, Gloria asked if the committee wanted to participate—as she is not able to be present that day herself. The committee agreed to table the decision again.

It was noted that our committee has to be at least two years old before we can actually hold a raffle and no other group can front this for the committee. We are only able to encourage or suggest donations. Gloria is organizing a booth at the town fair for the committee and will set up a schedule with two-hour time slots for volunteers to sign up. There will be a picnic basket as a prize (but cannot be called a raffle).

Timetable for mapping the common – Steve Williams will begin circulating the plan after he reviews it. The plan will be shared with Mark Newt, an arborist, and an engineer. Steve expects to be done by the end of the summer. He noted that the Department of Public Works will cover the expenses of the mapping plan. He noted that the trenching will be rolled into the process as well.

Gloria will pursue the Community Preservation Act (CPA) grant as a possible funding source. We need to figure out the best way to present the (trenching, 8 lamp posts, and wiring) project to the CPA committee. Cindy mentioned that they have been excited about completing the work on the common. The Veteran's Agent has had a sound system put in the gazebo on the common and so there is a need to plan for future electrical needs.

Cindy suggested looking into other historic grant potential and asking the Historic Association for assistance. She also suggested working with an engineer to identify the needs and costs of the project.

Steve suggested meeting with the Fair Committee. He stated that we will most likely not be ready to apply for funding by December of 2018. We will need to work with an engineer. Gloria stated the goal of 2018 is just the refurbishment and 2019 can be the wiring. Steve also suggested having a civil engineer and electrical engineer provide us with quotes so that these expenses can be a proposal to the CPA Committee first. We need to find out if this is an eligible expense. Steve said that this could be a proposal for Town Common Historical Restoration. He will look into possibilities for planning and study and will email the committee if it is actually possible.

Old gaslights were used on the common around the 1860s. Cliff McCarthy provided pictures of the lamps. Steve said that the lamp style is similar to those going up around Christopher Heights. It's a post with an acorn top like those seen in the older photographs. The lamp poles come in heights of 10, 12 or 14 feet tall. The group agreed that the poles should be taller to avoid people tampering with them or the possibility of trucks hitting them. We need to be mindful of the clearance.

Steve reiterated that we need to know if this project is an eligible expense for funding. We need to get an engineer to quote the project and any incidentals. We need to be very detailed in the project outline. Cindy stated the need to explain the end goal so that the full scope of the project can be understood.

Gloria reported that Pathfinder students are on board for assisting with the priming/painting of the devices. She also reported that an anonymous donation of paint will be coming in August. Max and Dave from DPW have already stripped the devices of the wiring and old bulbs. Gloria will ask for a timeline from Pathfinder school/dept heads, LMC electricians. September is the start of school for Pathfinder and October is the window of opportunity for them to do the work. Cindy noted that the Fair Committee will fix the lights on the tree on the common. This will take place in late July/early August.

Gloria mentioned the progress on the tri-fold brochure. The printer she had taken them to was having difficulty with the margins. Andrea stated that there really isn't much more that can be done to line up the margins. It was noted that we don't need an outside printer to print our brochures because we have access to the copier in the Town Hall copy room. Andrea will talk to Kevin Hannon in Computing about getting an email address for the committee to publicize.

Gloria will talk to Peg and Lew Louraine about coverage for the committee on Channel 5--- BCTV. Cindy suggested having interviews conducted while at the fair booth.

Gloria will send Andrea more photos to use for publicity for the website and Facebook.

Cindy also suggested displaying a poster at the fair which thanks all helpers and donors to the project so far.

Gloria noted that at 10:00 am tomorrow, the Ludlow Memorial Co. will come check out the devices to see if they may be able to do the sanding work on them. Steve noted that the sanding should be done shortly before the priming and repainting work.

Gloria will fill out a work-order for students to spray paint the devices in September.

The Vermont Quilt Festival Bus Trip will be organized by Gloria's sister, Roz. She will run the trip and do the publicity. The cost of the bus trip will be discounted.

Andrea asked for a donor listing to date for publicity.

We need to get permission and photo releases for the students' work.

Andrea distributed a revised list of the meetings for the remainder of the 2018 year.

Meeting was adjourned at 7:07 pm.

Next TCLC meeting 8/14/2018, 6 pm, Selectmen's Meeting Room

Respectfully submitted,



Andrea Filipkowski