

**MINUTES  
COMMUNITY PRESERVATION COMMITTEE  
HYBRID PARTICIPATION  
September 20<sup>th</sup> 2023**

**OPENING:** The regularly scheduled meeting of the Community Preservation Commission opened at 7:00 PM via Hybrid. Chairperson Chris Pratt announced the date of the meeting and that it was hybrid. He had the present members announce their names.

**ATTENDANCE**

Chris Pratt, Chairperson	(Elected)	Present
Jeanne Reed, Vice Chairperson	(Park & Rec)	Present
Joanne Horacek	(Housing Authority)	Present
Cassandra Bach	(Historical Commission)	Absent
David Spina	(Planning Board)	Present
Vacant	(Conservation Commission)	Absent
Bryan Walker	(Elected)	Present
John Whalley III	(Elected)	Absent
Beth Thomas	(Elected)	Present
Sabrina Pooler	Coordinator/Secretary	Present

**PUBLIC COMMENTS:** Harold “Pete” Heap of 16 Wynnfield Circle spoke in favor of the Pickle Ball Courts.

**NEW BUSINESS**

**CPC Budget Review**

Chairman Pratt read off the CPC available funds. Approximately \$65,000 for Open Space & Recreation, over \$700,000 for Housing, Historical has \$240,000, General Unreserved \$1,537,000 and Administration is \$27,000. An unidentified person from the audience inquired how the funds can be spent in regards to the category it is in. Chairman Pratt answered saying certain funds are required to be set aside or spent (10% per Open Space & Recreation, Historic, Housing) and the General Unreserved may be used for any of these three categories.

**CPC Application Review: Pickle Ball Courts at Prifti Park- Park & Recreation Commission**

**Cindy Sullivan- Park & Recreation- Director of Council on Aging and Park & Recreation**

Cindy Sullivan spoke on behalf of the Project. Two pickle ball courts are proposed for Prifti Park, near the volley ball courts, the volley ball courts would be relocated. This is a smaller area, good for pickle ball and already has lights. Fencing is included in the application. Ms. Sullivan said that there have been a lot of requests for pickleball both at the Senior Center and through Park & Recreation. Ms. Sullivan made temporary pickle ball courts that need to be put up and taken down in the same day. These courts were used for two hours every Thursday and 40-50 seniors came for these sessions since May 2023. Randy White came to the Senior Center to give pickle ball lessons, he currently is unavailable to give lessons however people are still showing up to play pickleball. Because of this popularity, CPC applications have been submitted for permanent pickleball courts. If the courts are built they would be available for the Senior Center as well as the public.

Joyce O'Donnell of 157 South Loomis Street, inquired about the time and place pickle ball took place at the Town Hall. Ms. Sullivan responded saying that initially it was inside the Town Hall in the auditorium and when it got hot in the warmer months it was moved outside in the morning hours, 9-10 and 10-11. Sign-ups were necessary in order to play. If there were permanent courts they would be open all the time.

Ms. Sullivan continued with saying that the Select Board did vote in support of these projects in a recent meeting.

\$115,006 is being asked for this project, which include \$12,500 contingency money.

Ms. Sullivan added that that price includes the design cost as well.

Coordinator Pooler asked who the owner of Prifti Park is. Ms. Sullivan answered saying it was Park & Recreation property. Vice Chair Jeanne Reed said that the Town as a whole owns the property but Park & Recreation are the caretakers of the property.

Coordinator Pooler asked if these courts could be used for other sports, aside from pickleball. Ms. Sullivan and Committee member Joanne Horacek responded saying that these courts are smaller than tennis, maybe they could be used for badminton, but their main function would be pickleball.

Jackie Ranney of 9 Whitewood Lane asked if this project had been passed already. Chair Pratt responded, saying this is the preliminary part of the process. He continued and explained the process projects need to go through to receive funding. Ms. O'Donnell asked how soon the courts would be up if they were approved in a Fall Town Meeting. Ms. Sullivan responded to the question saying that the wait time for the company she is currently working with is 6-8 weeks out. She continued with explaining that for municipal finances, a bidding process also has to occur. She is hoping to have these courts up for the summer.

Committee Member Horacek asked what would happen if someone got hurt on the courts. Chair Pratt said it is the same if someone got hurt walking outside.

Coordinator asked Ms. Sullivan if Buildings and Grounds were aware that if the project were to go through they would be in charge of maintenance. Ms. Sullivan responded saying that particular person is aware that pickleball courts are in the works because this particular person watches her bring the courts outside every week and he knows she has written the applications. She continues saying it is really up to the Select Board who would be required to do maintenance. Coordinator noted that the pickleball maintenance budget was listed as \$250 a year, Ms. Pooler asked what type of maintenance is required for pickleball courts. Ms. Sullivan said that the company who provided the quote said that maintenance for pickleball courts is usually minimal, it could be the repainting of a line, repairing the fence, or buying brooms to sweep the leaves off the court.

Committee member Horacek asked if these would be seasonal or all year round courts. Ms. Sullivan responded that for safety reasons the courts would not be open during times of snow or ice.

An audience member asked what surface would be used for the courts. Ms. Sullivan responded that it depends on the specifications in the bids.

Coordinator Pooler mentioned that in the quote provided they mentioned they are not responsible for disposing of top soil or landscaping after the courts have been built, she asked Ms. Sullivan if this was taken into consideration with the price they were requesting from the CPA. Ms. Sullivan responded saying that the \$12,500 contingency money could be used for those purposes.

Committee Member Bryan Walker asked if the Park & Recreation Department had additional funds that could be used if this project has over spent its CPA funds. Ms. Sullivan responded saying that if that was the case she would probably come back to the CPC for additional funds, as the Park & Rec has limited funds.

Coordinator Pooler asked how long it would take to build the courts. Ms. Sullivan responded saying they go up very quickly, seeing we have level, cleared land. She also mentioned the nice thing about both Prifti Park and Whalley Park is that there is room for expansion if more courts were needed.

Jackie Ranney mentioned that a lot of Southwick people travel to Westfield to play pickle ball, she is sure that these proposed pickleball courts would get a lot of support and a lot of use, both these two courts, in addition to 4 more courts at Whalley Park.

Robert Knapp of 307 North Loomis St asked if these courts had the potential to expand to more courts. Chair Pratt said yes.

John Della Torre of 9 Ridgeview Terrace mentioned the pickleball courts currently in Longmeadow.

A motion was made to close the hearing.

Motion: David Spina Second: Joanne Horacek

The motion passed unanimously.

A motion was made to recommend the project to a Town Vote.

Motion: Bryan Walker Second: Jeanne Reed

The motion passed unanimously.

A motion was made to take the Project funds of \$115,006 from the General Unreserved Funds

Motion: Beth Thomas Second: David Spina

The motion passed unanimously.

#### **CPC Application Review: Pickle Ball Courts at Whalley Park- Park & Recreation Commission**

##### **Cindy Sullivan- Park & Recreation- Director of Council on Aging and Park & Recreation**

Ms. Sullivan is also the applicant for this project. The project is the same as Prifti Park pickleball courts with a few differences. This project is for 4 courts at Whalley Park with lights and fencing around the pickle ball courts and in between them. So the cost is more for this project. Ms. Sullivan said there is room for expansion at Whalley Park and the exact location has not yet been decided on by Park & Recreation. These courts would be open to the public and near a bathroom that would be open for use once these courts get put in.

Committee Member David Spina asked if all four of the courts would be together or would they be in different locations. Ms. Sullivan said all four courts would be together as this helps with tournaments and to help run things smoothly.

A motion was made to close the hearing.

Motion: Bryan Walker Second: David Spina

The motion passed unanimously.

A motion was made to approve the Whalley Park pickleball courts for \$207,990.12 from the General Unreserved Fund.

Motion: David Spina Second: Joanne Horacek

The motion passed unanimously.

#### **Community Preservation Coalition Dues: members to vote for additional year membership**

A motion was made to approve \$1750.00 to pay for FY23 annual membership dues.

Motion: Jeanne Reed Second: Bryan Walker

The motion passed unanimously.

#### **Review new CPC Application Forms- members to discuss, review, and vote on new application forms**

The current applications forms have now been made digitally fillable. Chair Pratt said he would like to get a work party together to make sure the new application is ready to be accepted by the Committee.

#### **Minutes Approval**

A motion was made to approve the July 19<sup>th</sup> Informational Hearing meeting minutes.

Motion: David Spina Second: Jeanne Reed

In Favor: Chris Pratt, David Spina, Jeanne Reed, Beth Thomas

Abstained: Joanne Horacek, Bryan Walker

Not present: Cassandra Bach, John Whalley, ConCom Representative (not yet appointed)

No majority possible, the motion passed.

A motion was made to approve the July 19<sup>th</sup> Regularly Scheduled Meeting.

Motion: Jeanne Reed Second: Chris Pratt

Abstained: Joanne Horacek, Bryan Walker

Not present: Cassandra Bach, John Whalley, ConCom Representative (not yet appointed)

No majority possible, the motion passed.

#### **Discussion Among the Committee**

Committee member Beth Thomas had mentioned that there is a unique grant program to pair with CPA projects through T-Mobile for \$50,000.

#### **Community Preservation Plan Updates**

Coordinator Pooler reminded the Committee that a Community Preservation Plan needs to be created and then updated annually. She has started working on this plan and will e-mail examples from other towns as well as her drafts. Select Board Member Diane Gale asked how can one have a plan, if project proposals are brought to the Committee.

Coordinator Pooler responded saying that part of the CPC's job is community outreach, asking what the community wants to do with the CPA funds. One of the ways to do that is the Informational Hearing that was held in July. The Committee representatives for the Conservation Commission, the Housing Authority, Historical Committee as well as Park & Recreation.

Committee Member Jeanne Reed said that every year the committees and boards submit an annual report with future goals. These goals could be put on this plan.

Coordinator Pooler mentioned that this plan is used as a guideline. It would be very helpful in the event multiple projects came forward yet the CPA had limited funds. The Plan would be used to help identify the best projects for the town.

Committee Member Joanne Horacek stated that there are people on the Committee that represent different boards and committees and each one does something different, this can be put on the CPC plan. Other Committee members added

that the Master Plan is in the process of being finalized and will be presented to the Planning Board in the next meeting, this can be a helpful tool for the CPC.

**Adjourn meeting**

A motion was made to close the meeting.  
Motion: Joanne Horacek Second: Bryan Walker  
The motion passed unanimously.

The meeting was adjourned at 8:08 PM.

Respectfully submitted,

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Sabrina Pooler, Community Preservation Committee Coordinator

cc:  
Select Board  
Town Clerk

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Chris Pratt, Chairperson

\_\_\_\_\_  
Jeanne Reed, Vice Chairperson

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Joanne Horacek, Member

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Cassandra Bach, Member

\_\_\_\_\_  
David Spina, Member

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N/A  
Conservation Commission, Member

\_\_\_\_\_  
Bryan Walker, Member

\_\_\_\_\_  
John Whalley III, Member

\_\_\_\_\_  
Beth Thomas, Member

\_\_\_\_\_  
Date