

**TOWN OF WILBRAHAM  
COMMUNITY PRESERVATION COMMITTEE**

240 SPRINGFIELD STREET,  
WILBRAHAM, MASSACHUSETTS 01095

JAN 14 2016

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**PROJECT PROPOSAL FORM**

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PROJECT TITLE: Renovations and Improvements of the Country Club of Wilbraham ("CCW")  
Pro Shop and Clubhouse

CPA Funding Requested: \$ 23,374.00 Total Project Cost: \$ 23,374.00

Name of Applicant: Country Club of Wilbraham, Inc.

Sponsoring Organization (if applicable): \_\_\_\_\_

Mailing Address: 859 Stony Hill Road

Daytime Phone: 413-596-8897 Email: tmenard@ccofwilbraham.com

Are supporting documents attached to this form? Yes x Number of Pages: 10

Please indicate to which of the Community Preservation categories this project applies :

Open Space Preservation

Affordable Housing

Historic Preservation

Public Recreation

PLEASE ATTACH THE FOLLOWING INFORMATION. Please respond to each question separately, indicating the question number. Please type all responses.

1. General project description and goals with projected schedule for project completion, including target dates for interim tasks and goals.
2. Community Need: Why is this project needed?
3. Community Support: What is the nature of support for this project?
4. Budget: What is the total budget for the project and how will CPA funds be spent? All items of expenditure for CPA funds must be clearly identified. What other funding sources have been committed for this project? (use Budget Form provided)
5. Maintenance: If ongoing maintenance is required for this project, how will it be funded and who will be responsible?
6. Project location: Please include a map showing property location and any schematic drawings of the proposed project as appropriate.

Additional information, if applicable:

- 7. Documentation that the applicant has control over the site.
  
- 8. Evidence that the project conforms to the conservation, zoning, building and other regulations of the Town of Wilbraham.

Applicant's Signature: Mary E McNally Date: 1/14/16

Printed Name: Country Club of Wilbraham  
By its President  
Mary E. McNally

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For Community Preservation Committee Use

Received on \_\_\_\_\_ Reviewed on \_\_\_\_\_  
Recommendation: \_\_\_\_\_ Amount \_\_\_\_\_ Funding Cycle FY \_\_\_\_\_

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TOWN OF WILBRAHAM  
**COMMUNITY PRESERVATION COMMITTEE**  
 240 SPRINGFIELD STREET,  
 WILBRAHAM, MASSACHUSETTS 01095

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**BUDGET FORM**

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Project Name: Renovations and Improvements of the CCW Pro Shop and Clubhouse  
 Applicant: Country Club of Wilbraham, Inc.

<b>SOURCES OF FUNDING</b>		
Source	Amount	
Community Preservation Act Fund	\$23,374.00	
<b>Total Project Funding</b>	<b>\$23,374.00</b>	

<b>PROJECT EXPENSES</b>		
Expense	Amount	Please indicate which expenses will be funded by CPA Funds:
Attic repairs	\$4,800.00	All \$4,800 with CPA Funds
Insulation repairs	\$7,000.00	All \$7,000 with CPA Funds
Water heating system replacement	\$9,375.00	All \$9,375 with CPA Funds
Carpet repairs	\$1,199.00	All \$1,199 with CPA Funds
Signage	\$1,000.00	All \$1,000 with CPA Funds
<b>Total Project Expenses</b>	<b>\$23,374.00</b>	

Please feel free to photocopy or recreate this form if more room is needed.

PROJECT TITLE: Renovations and Improvements of the Country Club of Wilbraham Pro Shop and Clubhouse

(Continued)

1. General project description and goals with projected schedule for project completion, including target dates for interim tasks and goals.

The project consists of several maintenance and improvement projects, namely:

- a) Removal of bat and animal excrement from the attic space
- b) Repair and replacement of aging insulation
- c) Replace damaged and inefficient hot water heating system
- d) Cleaning and repair of aging carpets
- e) Signage and/or photos to bring attention to the age of the pro shop/office building

The goal of completing the project items mentioned above will allow CCW to provide a higher quality experience to all Town residents, non-residents and employees (many Town residents) who use the CCW facilities.

The schedule and completion timing would commence as soon as funds are made available.

2. Community Need: Why is this project needed?

The Country Club of Wilbraham ("CCW") is a semi-private golf club situated on land owned by the Town of Wilbraham (the "Town"). The Club leases the land and many buildings from the Town for an annual rent equal to 2% of gross revenues. One such building which houses the pro shop and offices was built in the 1760s and is considered historical. This project is needed in order to maintain Town property, prevent further deterioration of the buildings, save energy and to enhance the conditions and appearance of the clubhouse and pro shop.

3. Community Support: What is the nature of support for this project?

These projects are necessary to preserve, rehabilitate and restore the physical structures of the clubhouse which will allow it to be maintained for recreational use. The Minnechaug Regional High School golf team, Massachusetts Golf Association and various other non-profit entities depend on the Club for their practice, matches and tournaments (both amateur, competitive and charitable). Completion of these projects would enhance the course, pro shop and clubhouse (all Town assets) and help the Club to maintain or increase the revenues at the Club. Additional revenues at the Club would be shared with the Town through the annual lease payment.

4. Budget: What is the total budget for the project and how will CPA funds be spent? All items of expenditure for CPA funds must be clearly identified. What other funding sources have been committed for this project? (use Budget Form provided)

See Budget Form provided for cost and CPA fund spending.

Another funding source is internal funds at the Club. Due to the timing of this application in January, the membership counts are not known at this time and internal funding of these projects appears unlikely based on the anticipated membership levels.

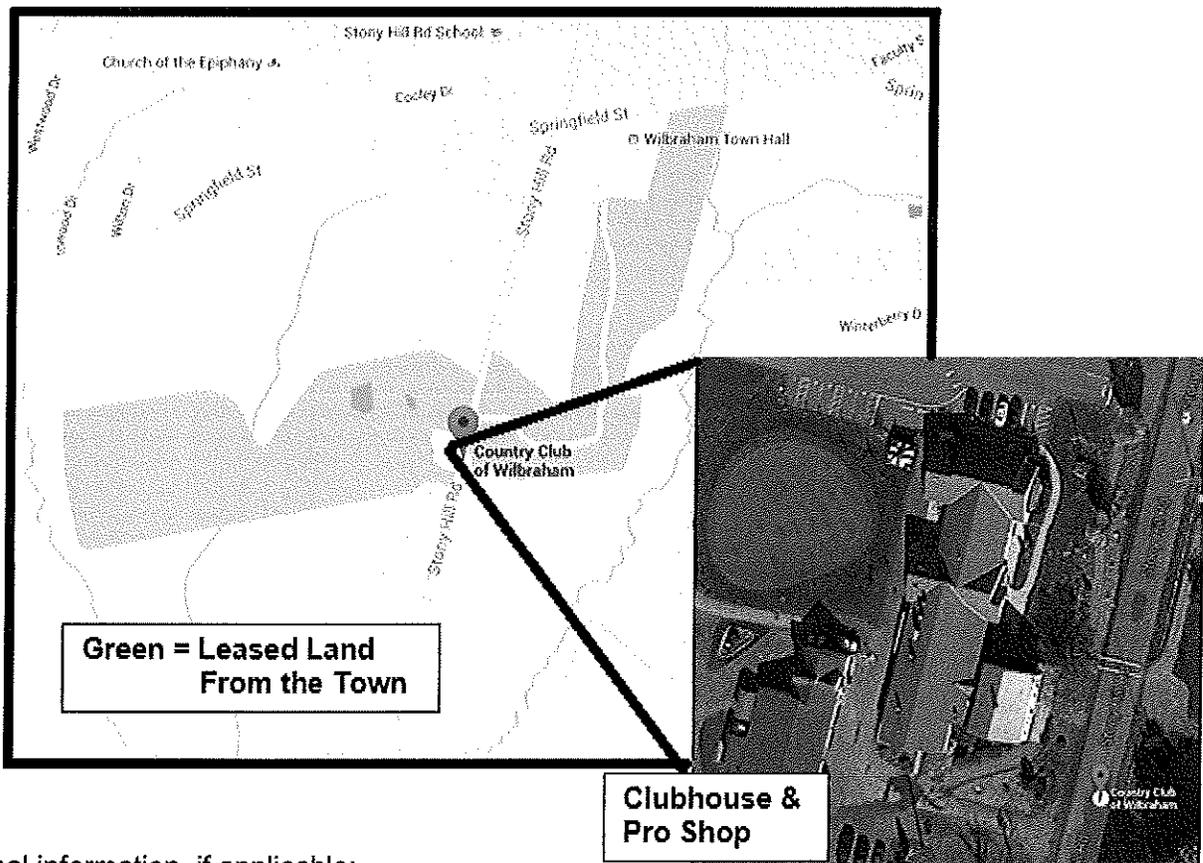
**PROJECT TITLE: Renovations and Improvements of the Country Club of Wilbraham Pro Shop and Clubhouse**

(Continued)

- 5. **Maintenance:** If ongoing maintenance is required for this project, how will it be funded and who will be responsible?

Ongoing maintenance of this project will be funded by the Club out of its current operations.

- 6. **Project location:** Please include a map showing property location and any schematic drawings of the proposed project as appropriate.



Additional information, if applicable:

- 7. **Documentation that the applicant has control over the site.**

There is a lease between the Club and the Town that is currently in effect.

- 8. **Evidence that the project conforms to the conservation, zoning, building and other regulations of the Town of Wilbraham.**

All work will be permitted in advance, if applicable.

Fax 413-596-8856

### ABSOLUTE ANIMAL CONTROL

PROBLEM ANIMAL SOLUTIONS  
Mass & Conn. Licensed and Insured  
(413) 562.7907 (office)  
(413) 237.5550 (cell)



Remit Payment To: P.O. Box 164  
Feeding Hills, MA 01030

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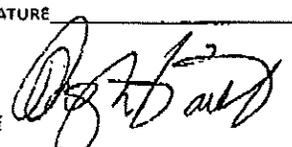
1/6/2016  
MA 1163969/485 CT

**BILL TO:**

Name CC OF WILBRAHAM  
Street & No. SYDNEY HILL  
CITY WILBRAHAM MA

**SERVICE LOCATION:**

Name SAME  
Street & No.  
City

DESCRIPTION OF SERVICE	ESTIMATE	AMOUNT
BAT REMOVAL		\$ 3,000.00
ATTIC AREA . FUNNEL AND SEAL . INSTALL FUNNELS IN VARIOUS LOCATIONS SO EXISTING BATS CAN LEAVE . SEAL BUILDING WITH PURE BLACK FOAM SEALANT GABLE, CHIMNEY AND SOFFIT .		
1 YEAR GUARANTEE 100 % TO BE BAT FREE		
		TOTAL \$ 3,000.00
		DEP
		COM DIS
		BAL \$ 3,000.00
<p>WE EXPECT THAT THESE INVOICES WILL BE PAID WITHIN 30 DAYS OR FINANCE CHARGES WILL APPLY</p> <p>WARRANTY DOES NOT APPLY TO DAMAGE CAUSED BY NON TARGET SPECIES ; HOLES MADE OTHER THAN REPAIR SITE OR ENVIROMENTAL IMPACT WE ARE NOT RESPONSIBLE FOR THE THE WORK OF OTHERS AFTER EXCLUSIONARY PROCEDURES ARE PERFORMED WITHOUT ADDITIONAL CHARGES.</p> <p>ALL RESIDENTIAL ACCOUNTS MUST BE PAID IN FULL AT THE COMPLETION OF WORK.</p> <p>A 50% DEPOSIT IS REQUIRED BEFORE ANY WORK IS PERFORMED</p> <p>ALL SEALING OR SCREENING IS EXTRA AND NOT PART OF THE PER VISIT PER ANIMAL CHARGE.</p> <p>*AACWR MUST PERFORM ALL EXCLUSIONARY PROCEDURES OR GUARANTEE IS VOID.</p> <p>DOUG FAITS, AACWR</p> <p>CUSTOMER SIGNATURE</p> 		
DOR		BAL \$ 3,000.00

TERMS: NET 30. PAST DUE ACCOUNTS SUBJECT TO FINANCE CHARGE OF 2% MONTH UNTIL PAID  
ALL RESIDENTIAL ACCOUNTS TO BE PAID IN FULL AT COMPLETION OF WORK



Form # (2) in 5015 DU O-VUE-F

PRODUCTION

KEENAN INSULATION CO.  
6 Carpenter Road  
MONSON, MASSACHUSETTS 01057

(413) 267-3925

# PROPOSAL

Page No. 1 of 1 Pages

JOB NAME / NO	<u>Same</u>	
LOCATION		
PHONE	<u>508-8897</u>	DATE
		<u>12-3-15</u>

ATTN: Tammy

To: Country Club of W. I. B.  
Stony Hill Rd  
Wilbraham, MA 01095

Fax 596-8856

We hereby submit specifications and estimates for:

Newer Section:

1) Repair & Replace attic insulation as needed.

Time - \$100.<sup>00</sup> per hr.

Material - 1238 Fiberglass batts as needed

@ \$1.33 per sq ft.

\*Note very little material should be needed.

Note - Time maybe one 40hr week?

WE PROPOSE hereby to furnish material and labor - complete in accordance with these specifications, for the sum of:

See above dollars (\$ \_\_\_\_\_).

Payable as follows: In Full upon completion of work

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All references contingent upon articles, accidents or delays beyond our control. Owner to carry fire, theft, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.



ACCEPTANCE OF PROPOSAL - The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

*Stirling Plumbing Co., Inc.*

11 Dollar Ave.

Wilbraham, MA 01095

Phone (413) 596-8176 Fax (413) 596-8171

January 7, 2016

Quote Submitted To:

Wilbraham Country Club

859 Stony Hill Road

Wilbraham, MA 01095

We hereby submit specifications and estimates for the following:

- Replace leaking A.O. Smith HW Model 420 Burkay heater with HTP PH199-55 95% efficiency water heater.  
Installation will require the removal and reinstallation of existing hot water storage tank.

**Price includes material, labor, permit fee and electrical wiring.**

**We Propose** hereby to furnish material and labor - complete in accordance with above specifications, for the sum of : Nine thousand three hundred seventy five dollars -----00/100 \$9,375.00

**Payment to be made as follows:**  
\$3,125.00 due upon acceptance  
Balance due in full upon completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance.

Respectfully Submitted,



Gerald V Witkop Jr., Pres.  
Stirling Plumbing Co., Inc.

Acceptance Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notice: This proposal may be withdrawn by us if not accepted within 30 days.



**Estimate**

**447**

Printed 12/7/2015

Absolute Best Tile & Carpet Cleaning  
 110 Manchonis Road  
 Wilbraham, MA 01095

Phone: 413-596-5404  
 Web: www.likenewfloors.com

**Bill To:**

Country Club of Wilbraham  
 Attn: Tammy  
 859 Stony Hill Road  
 Wilbraham, MA 01095

Work: (413) 596-8897

**Work Location:**

Club House  
 Country Club of Wilbraham  
 Tammy  
 859 Stony Hill Road  
 Wilbraham, MA 01095

Work: (413) 596-8897

**Estimate Date:** 12/7/2015 Pro shop, Offices, Hallways, Dining Rooms, Locker Rooms

Product/Service	Description	Price	Qty	Tax	Amount
Commercial Carpet Cleaning	Dining Room	\$0.22	3510	\$0.00	\$772.20
Commercial Carpet Cleaning	Hallways	\$0.22	648	\$0.00	\$142.56
Commercial Carpet Cleaning	Men's Locker Room	\$0.22	836	\$0.00	\$183.92
Commercial Carpet Cleaning	Women's Locker Room	\$0.22	440	\$0.00	\$96.80
Commercial Carpet Cleaning	Office	\$0.22	240	\$0.00	\$52.80
Commercial Carpet Cleaning	Pro Shop	\$0.22	482	\$0.00	\$106.04
Commercial Carpet Cleaning	Pro Office	\$0.22	160	\$0.00	\$35.20
Discount	Winter Discount (Applied if work is done by January 31, 2016)	(\$190.52)		\$0.00	(\$190.52)

Subtotal: \$1,199.00  
 Tax: \$0.00  
**Total: \$1,199.00**

Notes

Commercial Carpet Cleaning - Heavy duty pre-spray to release soil, pre-spot for all difficult spots, agitate carpet, clear water rinse by truck mounted hot water extraction.

Carpet: Shading fading & wear in traffic lanes. Some spots may be permanent.

Price quote good for 14 days. Work subject to terms and conditions.

Upholstery: Client assumes all risk for upholstery cleaning including color bleeding, water staining, shrinkage, or change in texture.

A 50% NON-REFUNDABLE deposit is required before any tile job can be scheduled.

Tile: Grout may be permanently discolored or stained. Cracked tiles and broken & missing grout.

**Please do not hesitate to call if you have any questions.**