

*Shutesbury, Massachusetts*

**COMMUNITY PRESERVATION PLAN**

**for**

**Fiscal Year 2023**

Created December 2010  
Revised Annually in Fall 2011–2022

TOWN OF SHUTESBURY, MA  
COMMUNITY PRESERVATION COMMITTEE

**COMMUNITY PRESERVATION PLAN**

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**Acknowledgments**

The Community Preservation Committee consulted with Town Boards, Committees, and citizens at large in formulating this plan. Over the past several years, residents and town officials, with broad community input, have developed plans and bylaws to guide Shutesbury’s development toward a shared vision. The Community Preservation Committee has drawn upon that important work in creating and maintaining this plan. In particular, we have relied extensively on Shutesbury’s 2004 Master Plan, the Open Space Plan (approved 2015 and updated in 2022), and the Master Plan Working Group Document (2017–2018). The Community Preservation Committee members deeply appreciate and acknowledge the good work done by those who contributed to the foundation that supports this plan.

## **Introduction**

The Community Preservation Act (CPA) was passed by the State Legislature in Chapter 267 of the Acts of 2000 and is designed to help Massachusetts' cities and towns preserve and plan for their communities' futures and to raise funds to accomplish their Historic Preservation, Open Space, Recreation, and Community Housing goals. The CPA statute has been amended several times since, most recently in July 2012 with the passage of H 4200. (See [www.communitypreservation.org/](http://www.communitypreservation.org/) for more information).

Shutesbury adopted the CPA at its May 2008 Annual Town Meeting and approved the Town bylaw establishing a Community Preservation Committee (CPC) in November 2008. The CPA authorizes the Town to levy a 1.5% surcharge on property tax bills to raise funds to address our Historic Preservation, Open Space, Recreation, and Community Housing needs. In doing so, Shutesbury became eligible to receive state funds that match a percentage of the funds raised locally each year. Shutesbury elected to exempt from the surcharge the first \$100,000 of assessed value of each property's assessment.

Spending of CPA-generated funds is approved by Town Meeting. The CPC reviews and then recommends projects to be funded, and voters at Town Meeting, or a Special Town Meeting for requests that require an immediate response, then accept or reject the funding for the projects recommended. The sole requirement is that at least 10% of the Town's community preservation funds be allocated to projects in each of the following areas: Historic Preservation, Open Space, and Community Housing.

Shutesbury's Community Preservation Plan was developed in 2010 and is revised annually with input from the relevant Town boards, committees, and residents at-large. This input informed the CPC's study of the Town's needs, possibilities, and resources regarding community preservation. The CPC review included a preliminary evaluation of historic preservation, open space, and community housing opportunities in Town. Community Preservation Plans from other communities were also reviewed.

Based on information gathered from this collaborative process, the CPC developed this Community Preservation Plan (CPP) to help the Town make the "highest and best use" of CPA funds. This plan provides the Town's current profile, goals and evaluation criteria for Historic Preservation, Open Space, Recreation, and Community Housing. These will be used to evaluate proposed projects, although they are not binding upon the CPC.

The CPC seeks to maximize the impact of Shutesbury's limited CPA funds. Therefore, preferred projects creatively leverage and supplement CPA funding with other non-entitlement resources, as well as with funding from other public and private sources. All recommendations for CPA funding must be consistent with Chart 1: "Community Preservation Fund Allowable Spending Purposes" from the MA Department of Revenue.

Appendix A summarizes the Application and Approval process. The CPC approval process has two steps. The first step, obtaining a preliminary Determination of Eligibility, is described in Appendix B. The second step, the Community Preservation Application, is in Appendix C.

**Chart 1. Eligible Use of CPA funds**

	<b>Open Space</b>	<b>Historic</b>	<b>Recreation</b>	<b>Housing</b>
<b>Acquire</b>	Yes	Yes	Yes	Yes
<b>Create</b>	Yes	No	Yes	Yes
<b>Preserve</b>	Yes	Yes	Yes	Yes
<b>Support<sup>1</sup></b>	No	No	No	Yes
<b>Rehabilitate and/or Restore</b>	Yes, if acquired or created with CPA funds	Yes	Yes	Yes, if acquired or created with CPA funds

The chart above demonstrates the allowable uses of CPA funds in each of the CPA project categories: open space, recreation, housing, and historic preservation. This chart is critical for determining whether a proposed project is eligible for CPA funding.

*Chart adapted from “Recent Developments in Municipal Law”, Massachusetts Department of Revenue, October 2012.*

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<sup>1</sup> “Support of community housing” shall include, but not be limited to, programs that provide grants, loans, rent assistance, security deposits, interest rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing or to an entity that owns, operates or manages such housing, for the purpose of making housing affordable.

## I. Open Space

CPA funds may be expended for:

*”... the acquisition, creation, and preservation of **open space** and for the rehabilitation or restoration of open space that is acquired or created with CPA funds.”*

### A. Open Space and Natural Resources Profile

The Town of Shutesbury is a rural community in Franklin County with 1,717 residents (2020 US Census), located in the hills on the eastern flank of the Connecticut River valley. The Town encompasses 27 square miles, or 17,188 acres. Shutesbury’s population grew extensively (+286%) from 489 to 1,810 between 1970 and 2000, though it dropped slightly to 1,717 by 2020. Between 1971 and 2002 Shutesbury lost 618 acres of forest due primarily to an increase in 533 acres of residential development.

Eighty seven percent (87%) of the Town’s land is open space. Forested ridges slope to the east in the eastern part of town. The central and western parts of town consist of rolling wooded hills and flats with interspersed areas of forested and non-forested wetlands. Lake Wyola lies in the northwestern corner of Town. Less than one percent (0.7%) of town land is now devoted to agriculture and 5.3% to residential development. Thirty-seven percent (37%, 6,392 acres) of publicly and privately owned Town land is “protected” with legislative or deed easement restrictions.

The Chapter 61 programs also protect open space in Shutesbury. An additional thirty-five (35%) of Shutesbury's acreage is privately owned, temporarily protected land through enrollment in the State's Chapter 61 programs. Also, the Town has the right of “first refusal” for any enrolled land that becomes available for sale. Several large tracts of land previously enrolled in Chapter 61 programs have since been converted to permanent conservation through permanent easements.

Shutesbury has some of the highest concentrations of contiguous forested lands in Massachusetts and priority is given to protecting this land. The Open Space Plan (approved 2015, updated 2022) revealed strong sentiment for maintaining the town’s rural profile—large parcels of healthy contiguous forested lands, unpaved shaded roads, and clean air and water—and an appreciation of Lake Wyola as a multi-seasonal recreational resource.

### B. Open Space Goals

Increase permanently protected open space to preserve:

1. Open fields and non-forested lands
2. Woodlands, especially those extending contiguous forested land
3. Areas most significant to watershed, wildlife habitat, and water quality, especially for aquifers and drinking water supplies
4. Wetlands, well zones, agricultural land, water access, and existing open space parcels within developed neighborhoods
5. Scenic vistas, roadside greenbelts, walking trails, and historic areas
6. Natural resources from invasive species

## II. Recreation

CPA funds may be expended for:

*“... the acquisition, creation, preservation, rehabilitation and restoration of land for **recreational** use. Recreational use is defined as active or passive. The Act prohibits use of funds to acquire, create or preserve land for a stadium, gymnasium, or similar structure.”*

### A. Recreation Profile

Shutesbury’s large areas of undeveloped land and Lake Wyola provide opportunities for hiking, biking, kayaking, fishing, and other non-infrastructure-dependent outdoor recreational activities. However, Shutesbury has limited recreational infrastructure. The Open Space Plan (approved 2015, approved 2022) shows that Shutesbury residents want more recreational opportunities along with the social and educational benefits they provide.

Some sites in Shutesbury that offer recreational opportunities include:

- Elementary School – playgrounds, walking track, fields, and woods
- Fire Station - open field and horseback riding ring
- Lake Wyola
  - State Park, Carroll Holmes Recreation Area
  - Association Beaches and Pavilion
  - Town Boat Launch Ramp and Elliott Memorial Park.
  - Eastern shore, 1.4 acres of Conservation Commission land
- Morse Hill
- Quabbin’s 5,000 acres of watershed lands with trail access
- Robert Frost Trail, Metacomet and Monadnock Trail
- Shutesbury Athletic Club - outdoor facilities
- South Brook Conservation Area
- Town of Amherst-owned Adams Brook Sub-watershed hiking trails
- Town Common
- Town Hall - open field

### B. Recreation Goals

1. To create, rehabilitate, or restore recreational infrastructure to provide opportunities for youth and adults
2. To create, rehabilitate, or restore a community athletic field
3. To preserve and enhance Lake Wyola for recreational use

### III. Historic Preservation

CPA funds may be expended for:

*“... the acquisition, preservation, rehabilitation and restoration of **historic resources**, where historic resources are defined as a building, structure, vessel, real property, document or artifact that is listed or eligible for listing on the state register of historic places or has been determined by the local Historic Preservation Commission to be significant in the history, archeology, architecture or culture of Shutesbury.”*

#### A. Historic Resources Profile

Shutesbury’s historical resources are fragile and non-renewable. These historical and scenic resources include buildings and sites, archeological sites and artifacts, landscapes, objects and artifacts, and documents and photos. Many of Shutesbury’s natural scenic features are the result of historic human events and activities. Together these irreplaceable historical and natural features provide a scenic backdrop that enhances the quality of everyday life in Shutesbury.

Some historical features of Shutesbury include:

- Albert Baker homestead at 7 Baker Road
- Ames Pond, bog and surrounding land
- Site of the late 19<sup>th</sup>/early 20<sup>th</sup> century Ames Sawmill
- Atkins Reservoir / Amherst Water Company’s 1900 Atkins Pond
- Baker Reservoir
- Sand Hill Road, site of the former Baker sawmill
- West Cemetery Hearse House
- Cemeteries
  - The West Cemetery and Luther Henry Tom Yard,
  - Pratt Corner burying ground,
  - Hamilton family burying ground, and
  - Lock’s Village Cemetery
- “Hearthstone Hill” and Sirius Community hillside
- Lake Wyola – Bennet House and dam
- “Meetinghouse Hill” Shutesbury’s highest elevation at 1305 feet
- Mt. Mineral/Temenos site with an exposed stone with a carving of a figure
- Quabbin watershed - the Massachusetts Historical Commission has records for over seventy prehistoric sites on the state-owned Quabbin Watershed Reservation. A small portion of the Quabbin Watershed Reservation is in Shutesbury.
- Town Common and the surrounding historic private and public buildings
- Shutesbury’s oldest municipal building, the 1829 Old Town Hall, with unique primary source historical municipal records from 1735 to present, statutes dating to the 18<sup>th</sup> century, and artifacts significant to Shutesbury’s past.

#### B. Historic Preservation Goals

The primary use of CPA funds will be to acquire, preserve, rehabilitate, and restore publicly owned historic resources. However, in exceptionally meritorious cases privately owned historic buildings will

be considered for community preservation funding albeit with additional evaluation criteria, as detailed in Section V.

1. Preserve and protect historical and scenic resources:

- Buildings and sites
- Archeological sites and artifacts
- Landscapes
- Objects and artifacts
- Documents and photos

2. Preserve and protect Shutesbury's history in various forms:

- Historical documents
- Historical still and motion photography

## IV. Community Housing

CPA funds may be expended for:

*“... the acquisition, creation, preservation, and support of **community housing** and for the rehabilitation or restoration of community housing that is acquired or created with CPA funds. Community housing is defined as low and moderate income housing for individuals and families, including low or moderate income senior housing.”*

### A. Community Housing Profile

Although housing in Shutesbury is affordable for many, some residents have housing costs that are unaffordable or have other unmet housing needs. Residents of low or moderate incomes can be burdened by their housing costs.

Affordable housing opportunities are limited for low and moderate-income families or seniors who would like to live in Shutesbury. There is limited availability of affordable rentals or housing for first-time homebuyers. Some senior residents would like to move out of their homes but remain in Shutesbury in apartments or condominiums.

The Shutesbury housing market has fluctuated considerably in the past 10 years. The median sales price for a single-family home in Shutesbury in 2022 was \$345,000, compared to \$235,000 in 2010 and \$157,750 in 2000. There was a decrease in the median sales price of nearly 10% from 2007 to 2009, followed by a 6.33% increase in 2010. Between 2010 and 2022, the median sales price increased 47%.

### B. Community Housing Goals

The Town wants to encourage any residential development that is affordable, sustainable, and compatible with the vision for Shutesbury’s future. Shutesbury is committed to increasing affordable housing with a goal of creating opportunities for current residents to continue to reside within the community. There is need for more diverse housing stock to support a healthy and economically diverse community.

## **V. Evaluation Criteria**

The CPC Evaluation Criteria were developed in consultation with the relevant Town boards, committees, and residents at-large. The CPC also reviewed related criteria from other Community Preservation Act communities. With information gathered from this collaborative process the CPC established its Evaluation Criteria to help the Town prioritize its use of CPA funds.

Proposals submitted to the CPC will be evaluated under two sets of criteria. The first will be general criteria and the second will be project-type specific criteria (that is, Open Space, Historic Preservation, Recreation, and Community Housing).

The CPC uses a five-step process to evaluate applications: scoring, ranking, public hearings, CPC discussion, and voting. Using the scoring criteria presented below, the CPC will determine whether the application addresses the specific criteria as follows: (1) not applicable, (2) fails to meet, (3) meets, or (4) exceeds. In the case of competing applications, the sum total of the application scores will be used to rank them. Information from the scoring process, the public hearing on the application(s), and the goals of the CPC committee as expressed earlier in this document plays a significant role in the committee's discussion and subsequent vote. The goal of the CPC is to fund those applications that afford the most benefit to the town while making best use of the limited funding available.

### **1. General Criteria**

- a. Require immediate attention
- b. Serve a currently under-served population
- c. Serve multiple community needs and populations
- d. Help with the preservation of town owned assets
- e. Involve the acquisition of threatened resources
- f. Have other sources of funding and a payment schedule
- g. Promote the use of local contractors when possible
- h. Have a means of support for maintenance and upkeep
- i. Financially and administratively feasible
- j. Have community support
- k. Provide a positive impact to the community
- l. Have support from Shutesbury town board(s) or committee(s)

### **2. Specific Criteria for Open Space Projects**

- a. Permanently preserve, protect and conserve Shutesbury's natural resources, including clean air, wildlife habitat, and areas that are of local significance for biodiversity
- b. Contribute to the permanent conservation of Shutesbury's lands and aquatic resources

- c. Contribute to the permanent protection of lands currently enrolled with the Commonwealth of Massachusetts under Chapters 61, 61A and 61B
- d. Protect lands for which universal access is envisioned
- e. Provide opportunities for passive recreation and environmental education
- f. Protect or enhance wildlife corridors
- g. Provide connections between existing trails or create trail linkages
- h. Preserve scenic views that border a town road
- i. Protect drinking water quantity and quality
- j. Preserve important surface water bodies including wetlands, vernal pools, or riparian zones
- k. Preserve primary or secondary priority parcels listed in the Shutesbury Open Space and Recreation Plan

### **3. Specific Criteria for Historic Preservation Projects**

- a. Historical/cultural significance to the Town
- b. Protect, preserve, enhance, restore, and/or rehabilitate historic buildings, cemeteries, archeological sites, and artifacts, historical landscapes, objects, and/or historical documents and photos
- c. Proposed work meets the U.S. Department of the Interior's Standards for Rehabilitation
- d. Historic resource can be maintained for continued public benefit
- e. Potential loss or destruction of the resource if proposed action is not taken
- f. Protect, preserve, enhance, restore and/or rehabilitate Town-owned properties, features, artifacts, documents, or resources of historical significance
- g. Protect, preserve, enhance, restore and/or rehabilitate the historic function of a property or site

For historic buildings that are privately owned, the following evaluation criteria also apply:

- h. ability to execute a deed restriction and mortgage detailing repayment provisions and public access
- i. clearly stated and on-going public purpose
- j. fully funded project with less than 25% requested from CPA funds
- k. phased funding schedule for CPA funds to be provided for distinct project components
- l. monitoring and oversight plan that utilizes a qualified reviewer who is independent and free of conflicts of interest with the applicant

#### **4. Specific Criteria for Community Housing Projects**

- a. Promote the goal of having 10 percent of Shutesbury's housing stock considered affordable as per the State's Subsidized Housing Inventory
- b. Ensure long-term affordability for low- and moderate-income households, currently defined as a maximum of 100% of area median income
- c. Promote creation of additional housing options that offer current and future residents a wide range of housing choices, new production of family and/or senior housing, first time homebuyer support, and supportive housing alternatives
- d. Attract matching funds or grant opportunities to complete construction.
- e. Convert market-rate housing to affordable housing
- f. Support new affordable housing that is harmonious with the existing community
- g. Promote a socioeconomic environment that encourages a diversity of income, ethnicity, religion
- h. Give priority to local residents, town employees, and employees of local businesses in conformance with state and federal regulations.

#### **5. Specific Criteria for Recreation Projects**

- a. Serve a significant number of residents of all ages, gender, and ability
- b. Expand the range of active and/or passive recreational opportunities available to Shutesbury residents including trail connections, playing fields, play areas, open spaces, and parks
- c. Maximize the utility of land already owned by Shutesbury
- d. Accessible by residents with mobility limitations

## **Appendices**

- A. Application and Approval Process
- B. Determination of Eligibility Form
- C. Community Preservation Application
- D. Community Preservation Committee Members FY 2023
- E. History of Shutesbury Community Preservation Town Meeting Votes

## Appendix A.

### 2023 Application and Approval Process

The Town of Shutesbury's Community Preservation Committee (CPC) is pleased to announce the availability of Community Preservation Act (CPA) funds. The funds available for distribution for eligible projects are based on a 1.5% surcharge on property taxes, excluding the first \$100,000 in property value, and a state match.

#### Application Process

**1. Determination of Eligibility (DoE)** The purpose of this document is to briefly summarize the proposal process used by the CPC to determine a project's eligibility and offer guidance. The CPC will rely on the CPA Allowable Uses Chart in determining eligibility (see Chart 1, page 4). Interested applicants must complete the one-page Determination of Eligibility form (Appendix B) and forward one copy to Chair of CPC, Shutesbury Town Hall, P.O. Box 276, Shutesbury, MA 01072. Also send an electronic version of the application to [cpc@Shutesbury.org](mailto:cpc@Shutesbury.org). The application timetable described below is for applications requesting funds for approval at the Annual Town Meeting. **If the requested funds are for a project that must be approved with urgency, then applications may be submitted at any time. A Special Town Meeting is required to approve such applications.** If an application is submitted that requires an urgent response, contact the CPC at [cpc@shutesbury.org](mailto:cpc@shutesbury.org).

**Deadline:** Submit the DoE form at any time, but no later than **December 5, 2022**.

**2. Application for Funding.** If the CPC determines that the proposal is eligible, the applicant must complete the Application for Funding (Appendix C) and submit it to the CPC. The CPC will review the Application according to the Evaluation Criteria outlined in Section V. The CPC will invite applicants to present their proposals at a regularly scheduled meeting of the CPC.

**Deadline:** Submit the application any time after the DoE has been approved, but no later than **January 31, 2023**.

**3. Review Process.** The CPC will review all applications at a regularly scheduled meeting. Projects will be evaluated and prioritized using the Evaluation Criteria. As required by the CPA, a public hearing will be held on March 23, 2023, during which members of the public may ask questions about and comment upon any of the applications. It is anticipated that the vote to recommend will be taken at the CPC's April 6, 2023 meeting to place projects on the annual Town Meeting warrant.

**4. Town Meeting Approval.** Each project must be approved at a Town Meeting. Town Meeting can approve or reject recommended funding amounts for a project by majority vote. The CPA requires two-thirds majority vote for bonded projects and eminent domain proceedings.

**5. Project Implementation.** Funds for approved projects and procedures for requesting payment will be available as determined by the Town Administrator and are subject to the satisfaction of any conditions or procedures established by the CPC as described in the grant agreement contract.

## Appendix B.

### Town of Shutesbury Community Preservation Committee

#### FY 2023 Determination of Eligibility

**Submit 1 paper copy to:**

Community Preservation Committee  
Shutesbury Town Hall  
P.O. Box 276  
Shutesbury, Massachusetts 01072

**Submit 1 electronic copy to:**

cpc@shutesbury.org

*This preliminary Determination of Eligibility form must be submitted to the CPC no later than December 5, 2022 for the project to be included on the warrant at the next Annual Town Meeting. Applicants are welcome to attend the CPC meeting on Thursday, December 15 to answer questions about their proposals and for the vote on the Determination of Eligibility. A preliminary Determination of Eligibility form may be submitted at any time for an urgent request for CPA funds. If recommended for approval by the CPC, an urgent application may require a Special Town Meeting for approval.*

**Project Name:**

**Applicant Organization:**

**Address:**

**Contact Person:**

**Phone:**

**Email:**

**CPA Category:** YOU MUST CHECK A MINIMUM OF ONE CATEGORY, but may identify more than one if applicable to your project.

- **Open Space**
- **Historic Preservation**
- **Community Housing**
- **Recreation**

**Briefly describe how your project will meet the eligibility criteria (as described in the chart on page 4 of the Shutesbury Community Preservation Plan):**

**Anticipated Total Cost of Project:**

**Amount of CPA Funds Requested:**

**Anticipated Other Funds:**

<b>Source of Funds</b>	<b>Amount of Funds</b>

**Briefly describe your project's expected results:**

**Signature of authorized representative:**

**Date:**

## Appendix C.

### Town of Shutesbury Community Preservation Committee

#### FY 2023 Application for Community Preservation Funding

Submit 1 paper copy to:  
Community Preservation Committee  
Shutesbury Town Hall  
P.O. Box 276  
Shutesbury, Massachusetts 01072

Submit 1 electronic copy to:  
cpc@shutesbury.org

**Instructions to Applicant:** Please complete all sections of the application. If a particular section is not applicable, please note that. This application must be submitted to the CPC no later than January 31, 2023 for the project to be included in the warrant at the next Annual Town Meeting. Applicants must be prepared to appear before the CPC on Thursday, February 16 to answer questions about the application from the CPC; applicants should also plan to appear before the CPC on Thursday, March 23 to answer questions and hear comments from the public about the application. Applications will be voted upon by the CPC on Thursday, April 6.

**Project Name:**

**Applicant Organization:**

**Address:**

**Contact Person:**

**Phone:**

**Email:**

**CPA Category:** YOU MUST CHECK A MINIMUM OF ONE CATEGORY, but may identify more than one if applicable to your project.

- **Open Space**
- **Historic Preservation**
- **Community Housing**
- **Recreation**

Total Project Cost	CPA Funds Requested	Matching Contribution	Match Percent of total
\$	\$	\$	%

Attach a copy of the Assessor's Map(s) with the project parcel outlined (if appropriate for your project)

Assessor's Map Number		Assessor's Lot/Parcel Number	
Deed Book Number		Deed Page Number	

Attach separate sheet if more than one lot/parcel/deed book/deed page number.

**PROJECT DESCRIPTION:**

- ***All of the following sections MUST be completed.***
- Applications will be returned if all relevant requested information is not provided.
- Include supporting materials and exhibits as necessary.
- Please refer to Shutesbury's Community Preservation Plan in completing this application.

**1. Describe the project.**

**2. Goals:**

a. What are the goals of the proposed project?

b. Who will benefit and why?

c. How will success be measured?

**3. Community Preservation Committee Criteria**

a. How does the project fulfill the General and Specific Evaluation Criteria?

**4. Community Need**

a. How does the community benefit from this project?

b. If applicable, explain how this project addresses needs identified in existing Town plans? (Such as the Open Space and Recreation Plan, Community Plan, etc)

**5. Community Support**

a. What is the nature and level of support? Attach letters of support from any Town boards or community groups that have endorsed the project.

**6. Budget**

**Budget Summary**

Total Project Cost	CPA Funds Requested	Other Funds Total	Other Funds: % of Total
\$	\$	\$	%

**Budget Details** (Please provide as much detail as possible and leave any category blank if not applicable to your project)

	CPA FUNDS	OTHER FUNDS	TOTAL
Personnel			
Equipment			
Supplies			
Contractual			
Construction			
Other			
<b>TOTAL</b>			

Equipment is generally defined as an item with a useful life expectancy of more than one year.  
Supplies are defined as an item with a useful life of less than one year.

Construction means all types of work done on a particular property or building including erecting, altering, or remodeling.

**7. Other Funding**

a. Identify the amount of other (non-CPA) funds for this project. Sources include private, federal, state, or local government, or any other sources. Attach commitment letters from any organization providing a financial contribution.

Organization	Item	Amount	Type (cash, in-kind, etc.)

b. Are any Other Funds in-kind contributions? If yes, describe how the value of the in-kind contribution was derived. (“In-kind contributions” are a contribution of services or property, donated equipment, buildings or land, or donated supplies.)

**8. Timeline**

a. Provide a timeline for project implementation, including start and end dates for major tasks and project completion.

**9. Project Management**

a. Project Manager Contact Information (if other than the applicant)

Project manager name	
Daytime Phone	
Evening Phone	
Email	

10. **Maintenance** (Please note IF NOT APPLICABLE TO YOUR PROJECT)

a. If ongoing maintenance is required, who will be responsible for it?

b. How will it be funded?

**Maintenance Budget**

<i>Year one</i>	<i>Year two</i>	<i>Year three</i>	<i>Year four</i>	<i>Year five</i>
\$	\$	\$	\$	\$

11. **Site Documentation**

Attach documentation that you have control over the site, such as a Purchase and Sale Agreement, option, or deed. If documentation is not available, please explain.

12. **Project Documentation**

Attach any applicable engineering plans, architectural drawings, site plans, and any other relevant renderings.

13. **Other Information**

Attach any additional information that might benefit the CPC in consideration of this project.

TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE INDIVIDUAL OR GOVERNING BODY OF THE APPLICANT.

\_\_\_\_\_  
Signature of Authorized Representative Date

Print name: \_\_\_\_\_

## Appendix D.

### Community Preservation Committee Members for FY 2023

<b>Members</b>	<b>Representing</b>	<b>Year term ends</b>	<b>Term</b>
Matteo Pangallo, chair	Community-at-large	2025	3 yr
Linda Avis Scott	Conservation Commission		3 yr
Henry Geddes	Historical Commission	2024	3 yr
Rita Farrell	Community Housing	2023	3 yr
Allen Hanson	Selectboard designee/Parks		3 yr
Jake Messier	Planning Board	2025	3 yr
Elaine Puleo	Recreation		3 yr

## Appendix E.

### Community Preservation Committee History of Shutesbury CPC Town Warrant Articles

#### **May 2010 Annual Town Meeting**

**Article 9:** A motion was made and seconded to act on the recommendation of the Community Preservation Committee on the fiscal year 2011 budget and reserve for later appropriation the following sums of money from the Community Preservation Fund estimated annual revenues:

Open Space Preservation \$3,500.00; Historic Preservation \$3,500.00; Housing \$3,500.00

As well as appropriate the sum of \$1,750.00 from the Community Preservation Fund estimated annual revenues for all necessary and proper expenses of the Community Preservation Committee for the year, and further to retain unobligated funds as “budgetary reserve.”

**Passed unanimously.**

#### **May 2011 Annual Town Meeting**

**Article 3:** A motion was made and seconded to act on the recommendation of the Community Preservation Committee to transfer the following sums from the Community Preservation Fund Balance: \$896.00 to Open Space (excluding recreational purposes); \$896 to Historic Resources; \$896.00 to Community Housing.

**Passed unanimously.**

**Article 4:** A motion was made and seconded to act on the recommendation of the Community Preservation Committee for the fiscal year 2012 budget, to transfer the following sums of money from the Community Preservation Fund estimated annual revenues: \$4,375.00 to Open Space (excluding recreational purposes); \$4,375.00 to Historic Resources; \$4,375.00 to Community Housing; and \$28,438 to the fiscal year 2012 Community Preservation Fund budgeted reserve.

**Passed unanimously.**

**Article 5:** A motion was made and seconded to appropriate \$2,187 from fiscal year 2012 Community Preservation Fund estimated annual revenues for necessary and proper administrative and operation expenses of the Shutesbury Community Preservation Committee.

**Passed unanimously.**

**Article 6:** A motion was made and seconded to appropriate the sum of \$15,000 from the Community Preservation Fund; and to meet this appropriation, transfer the sum of \$12,378.80 from the Historic Resources account and transfer the sum of \$2,621.20 from the Community Preservation Fund Balance, to rehabilitate the West Schoolhouse as detailed in the Shutesbury Historical Commission’s West Schoolhouse Sills Project proposal, with all the work to comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior’s Standards for Treatment of Historic Properties, said funds to be expended under the direction of the Shutesbury Buildings Committee.

**Passed unanimously.**

#### **May 2012 Annual Town Meeting**

**Article 1.** To see if the Town of Shutesbury will vote to act on the recommendation of the Community Preservation Committee on the fiscal year 2013 budget to transfer the following sums of money from the Community Preservation Fund estimated annual revenues: \$4,500.00 to Open Space (excluding recreational purposes); \$4,500.00 to Historic Resources; \$4,500.00 to Community Housing; and \$29,250 to the FY12 Community Preservation Fund budgeted reserve, or take any action relative thereto.

*(Sponsor: Community Preservation Committee) Finance Committee Recommends*

**Passed unanimously.**

**Article 2.** To see if the Town will vote to appropriate \$ 2,250 from fiscal year 2013 Community Preservation Fund estimated annual revenues for necessary and proper administrative and operation expenses of the Shutesbury Community Preservation Committee, or take any action relative thereto.

*(Sponsor: Community Preservation Committee) Finance Committee Recommends*

**Passed unanimously.**

**Article 3.** To see if the Town will vote to appropriate the sum of \$8,000 from the Community Preservation Fund; and to meet this appropriation, transfer the sum of \$4,375 from the Historic Resources account and transfer the sum of \$3,625 appropriated) from the Community Preservation Fund Balance, to increase the appropriation of \$15,000 by Town Meeting in 2011 to a total of \$23,000 to rehabilitate the West Schoolhouse as detailed in the Shutesbury Historical Commission's West Schoolhouse Sills Project proposal, with all the work to comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for Treatment of Historic Properties, said funds to be expended under the direction of the Shutesbury Building Committee, or take any action thereto.

*(Sponsor: Community Preservation Committee) Finance Committee Recommends*

**Passed unanimously.**

**May 2013 Annual Town Meeting**

**Article 1.** To see if the Town of Shutesbury will vote to act on the recommendation of the Community Preservation Committee on the fiscal year 2014 budget to transfer the following sums of money from the Community Preservation Fund estimated annual revenues: \$5,000 to Open Space (excluding recreational purposes); \$5,000 to Historic Resources; \$5,000 to Community Housing; and \$29,750 to the FY14 Community Preservation Fund budgeted reserve, or take any action relative thereto. *(Sponsor: Community Preservation Committee)*

**Passed unanimously.**

**Article 2.** To see if the Town will vote to appropriate \$ 2,350 from fiscal year 2014 Community Preservation Fund estimated annual revenues for necessary and proper administrative and operation expenses of the Shutesbury Community Preservation Committee, or take any action relative thereto.

*(Sponsor: Community Preservation Committee)*

**Passed unanimously.**

**Article 3.** To see if the Town will vote to appropriate the sum of \$21,650 from the Community Preservation Fund; and to meet this appropriation, transfer \$4,500 from the Historic Resources account and transfer the sum of \$17,150 appropriated from the Community Preservation Fund Balance, to rehabilitate the Cemetery Hearse House as detailed in the Shutesbury Building Committee's Cemetery Hearse House Project proposal, with all the work to comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for Treatment of Historic Properties, said funds to be expended under the direction of the Shutesbury Building Committee, or take any action thereto. *(Sponsor: Community Preservation Committee)*

**Passed unanimously.**

**May 2014 Annual Town Meeting**

**Article 1.** To see if the Town of Shutesbury will vote to act on the recommendation of the Community Preservation Committee on the fiscal year 2015 budget to transfer the following sums of money from the Community Preservation Fund estimated annual revenues: \$5,000 to Open Space (excluding recreational purposes); \$5,000 to Historic Resources; \$5,000 to Community Housing; and \$29,750 to the FY15 Community Preservation Fund budgeted reserve, or take any action relative thereto. *(Sponsor: Community Preservation Committee)*

**Passed unanimously**

**Article 2.** To see if the Town will vote to appropriate \$ 2,350 from fiscal year 5Community Preservation Fund estimated annual revenues for necessary and proper administrative and operation expenses of the Shutesbury Community Preservation Committee, or take any action relative thereto. (*Sponsor: Community Preservation Committee*)

**Passed unanimously**

### **May 2015 Annual Town Meeting**

**Article 17.** A motion was made and seconded that the Town of Shutesbury vote to act on the recommendation of the Community Preservation Committee on the fiscal year 2016 budget to transfer the following sums of money from the Community Preservation Fund estimated annual revenues: \$5,000 to Open Space (excluding recreational purposes); \$5,000 to Historic Resources; \$5,000 to Community Housing; and \$29,600 to the FY16 Community Preservation Fund budgeted reserve.

**Passed unanimously**

**Article 18.** A motion was made and seconded that the Town vote to appropriate \$2,200 from fiscal year 2016 Community Preservation Fund estimated annual revenues for necessary and proper administrative and operation expenses of the Shutesbury Community Preservation Committee.

**Passed unanimously.**

**Article 19.** A motion was made and seconded that the Town vote to appropriate the sum of \$25,000 from the Community Preservation Fund; and to meet this appropriation, transfer \$5,000 from the Historic Resources account and transfer the sum of \$20,000 appropriated from the Community Preservation Fund Balance, to preserve, rehabilitate and restore the historic grave stones of Shutesbury's West Cemetery, as detailed in the Shutesbury Cemetery Commission's Project proposal, with all the work to comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for Treatment of Historic Properties, said funds to be expended under the direction of the Shutesbury Cemetery Commission.

**Passed unanimously**

**Article 20.** A motion was made and seconded that the Town vote to appropriate the sum of \$5,000 from the Community Preservation Fund; and to meet this appropriation, transfer the sum of \$5,000 from the Community Preservation Fund Balance, to create a waterfront park at the former Town Beach, as detailed in the Old Town Beach Improvement Project proposal, said funds to be expended under the direction of the Old Town Beach Improvement Committee.

**Yes: 50 No: 10**

**Article 21.** A motion was made and seconded that the Town vote to appropriate the sum of \$4,100 from the Community Preservation Fund; and to meet this appropriation, transfer \$4,100 from the Community Preservation Fund Balance, to create a recreation area with a canoe/kayak launch on Town owned land with Lake Wyola frontage, as detailed in the Conservation Commission's project proposal, said funds to be expended under the direction of the Conservation Commission.

**Yes: 40 No:**

### **May 7, 2016 Annual Town Meeting**

**Article 17.** To see if the Town of Shutesbury will vote to act on the recommendation of the Community Preservation Committee on the fiscal year 2017 budget to transfer the following sums of money from the Community Preservation Fund estimated annual revenues: \$5,300 to Open Space; \$5,300 to Historic Resources; \$5,300 to Community Housing; and \$29,500 to the FY17 Community Preservation Fund budgeted reserve, or take any action relative thereto. (*Sponsor: Community Preservation Committee*)

**Passed unanimously**

**Article 18.** To see if the Town will vote to appropriate \$ 2,400 from fiscal year 2017 Community Preservation Fund estimated annual revenues for necessary and proper administrative and operation expenses of the

Shutesbury Community Preservation Committee, or take any action relative thereto. *(Sponsor: Community Preservation Committee)*

**Passed unanimously**

**Article 19.** To see if the Town will vote to appropriate the sum of \$29,000 from the Community Preservation Fund; and to meet this appropriation, transfer \$29,000 from the Community Preservation Fund Balance, to rehabilitate a playground and replace a play structure, as detailed in the Shutesbury Elementary School project proposal, said funds to be expended under the direction of the Shutesbury Elementary School, or to take any action thereto. *(Sponsor: Community Preservation Committee)*

**Passed unanimously**

**Article 20.** To see if the Town will vote to appropriate the sum of \$5,000 from the Community Preservation Fund; and to meet this appropriation, transfer the sum of \$5,000 from the Community Preservation Fund Balance, to construct a track in the upper field, as detailed in the Shutesbury Elementary School project proposal, said funds to be expended under the direction of the Shutesbury Elementary School, or take any action thereto. *(Sponsor: Community Preservation Committee)*

**Passed unanimously**

### **May 6, 2017 Annual Town Meeting**

**Article 3.** To see if the Town of Shutesbury will vote to act on the recommendation of the Community Preservation Committee on the fiscal year 2018 budget to transfer the following sums of money from the Community Preservation Fund estimated annual revenues: \$5,100 to Open Space; \$5,100 to Historic Resources; \$5,100 to Community Housing; and \$32,000 to the FY18 Community Preservation Fund budgeted reserve, or take any action relative thereto. *(Sponsor: Community Preservation Committee)*

**Passed unanimously**

**Article 4.** To see if the town will vote to appropriate \$2,500 from fiscal year 2018 Community Preservation Fund estimated annual revenues for necessary and proper administrative and operation expenses of the Shutesbury Community Preservation Committee, or to take any action relative thereto. *(Sponsor: Community Preservation Committee)*

**Passed unanimously**

### **May 5, 2018 Annual Town Meeting**

#### **Article 1.**

To see if the Town of Shutesbury will vote to act on the recommendation of the Community Preservation Committee on the fiscal year 2019 budget to transfer the following sums of money from the Community Preservation Fund estimated annual revenues: \$5,100 to Open Space; \$5,100 to Historic Resources; \$5,100 to Community Housing; and \$32,000 to the FY18 Community Preservation Fund budgeted reserve, or take any action relative thereto.

**Passed unanimously**

#### **Article 2.**

To see if the town will vote to appropriate \$2,500 from fiscal year 2019 Community Preservation Fund estimated annual revenues for necessary and proper administrative and operation expenses of the Shutesbury Community Preservation Committee, or to take any action relative thereto.

**Passed unanimously**

#### **Article 3.**

To see if the Town will vote to appropriate the sum of \$5,000 from the Community Preservation Fund to develop a comprehensive plan for the removal of accumulated silt in the North Cove of Lake Wyola and the restoration of the cove to its historical depths. The plan will be developed by an accredited engineering firm with aquatic experience, with oversight of the project by the Lake Wyola Association. Or take any action thereto.

**Passed unanimously**

**May 4, 2019 Annual Town Meeting**

**Article 9.**

To see if the Town of Shutesbury will vote to act on the recommendation of the Community Preservation Committee on the fiscal year 2019 budget to transfer the following sums of money from the Community Preservation Fund estimated annual revenues: \$5,100 to Open Space (excluding recreational purposes); \$5,100 to Historic Resources; \$5,100 to Community Housing; and \$32,000 to the FY20 Community Preservation Fund budgeted reserve, or take any action relative thereto.

**Passed unanimously**

**Article 10.** To see if the Town will vote to appropriate \$2,500 from fiscal year 2019 Community Preservation Fund estimated annual revenues for necessary and proper administrative and operation expenses of the Shutesbury Community Preservation Committee, or take any action relative thereto.

**Passed unanimously**

**Article 11. Habitat for Humanity**

To see if the Town will vote to appropriate \$28,000 from the Community Preservation's Community Housing Fund balance for the creation of a house for a first-time homebuyer

**Passed unanimously**

**Article 12. Old Town Hall Restoration**

To see if the Town will vote to appropriate the sum of \$34,000 from the Community Preservation Fund's Historic Resources Fund and the Community Preservation Fund budgeted reserve for work on the Old Town Hall including excavation of the crawlspace, any necessary repairs to the building's underpinnings, and the structural design and installation of new wood framing for the original first floor of the building.

**Passed unanimously**

**July 27, 2020 Annual Town Meeting**

**Article 12.** To see if the Town of Shutesbury will vote to act on the recommendation of the Community Preservation Committee on the fiscal year 2021 budget to transfer the following sums of money from the Community Preservation Fund estimated annual revenues: **\$5,100** to Open Space (excluding recreational purposes); **\$5,100** to Historic Resources; **\$5,100** to Community Housing; and **\$32,000** to the FY21 Community Preservation Fund budgeted reserve, or take any action relative thereto.

***(Sponsor: Community Preservation Committee)***

**Passed unanimously**

**Article 13.** To see if the Town will vote to appropriate **\$2,500** from fiscal year 2021 Community Preservation Fund estimated annual revenues for necessary and proper administrative and operation expenses of the Shutesbury Community Preservation Committee, or take any action relative thereto.

***(Sponsor: Community Preservation Committee)***

**Passed unanimously**

**Article 14. Amherst Regional School District**

To see if the Town will vote to appropriate **\$13,800** from the Open Space/Recreation Fund balance for schematic design and engineering study for the Amherst Regional School Track and Field restoration/reconstruction project.

***(Sponsor: Community Preservation Committee)***

**Article withdrawn**

**Article 33.** To see if the Town of Shutesbury will update the Community Preservation Bylaw as follows:

Town of Shutesbury Community Preservation Bylaw (Update: 2020)

Chapter 1: Establishment and Role. The Town of Shutesbury hereby establishes a Community Preservation Committee. The Community Preservation Committee is responsible for evaluating the community preservation needs of the town and making recommendations to Town Meeting as part of the annual budget process. It is responsible for developing a Community Preservation Plan and presenting an annual community preservation budget to Town Meeting.

Chapter 2: Membership. The Community Preservation Committee shall consist of seven (7) voting members pursuant to MGL Chapter 44B, Section 5. Members shall serve a one-year term which may be renewed with no limitation.

The Select Board shall appoint the members of the committee as follows:

- One member of the Conservation Commission as designated by the Commission
- One member of the Historical Commission as designated by the Commission
- One member of the Planning Board as designated by the Board
- One member to act in the capacity of, or perform like duties of, a member of a housing authority representing the interests of affordable housing in the Town of Shutesbury
- One member of the Select Board or its designee, to act in the capacity of, or perform the duties of the Board of Park Commissioners
  - One member of the Open Space or Recreation Committees, as designated by either Committee
  - One At-large member

Should any of the Commissions, Boards, Councils or Committees who have authority to designate under this Chapter not exist in the Town of Shutesbury or no longer be in existence for whatever reason, the designation authority for that Commission, Board, Council, or Committee shall become the responsibility of the Select Board.

Should any designating authority fail to make their designation by the beginning of the fiscal year, the Select Board may make the appointment.

Chapter 3: Requirement for a quorum and committee action. The Community Preservation Committee shall not conduct business without the presence of a quorum. A majority of the currently appointed members of the committee shall constitute a quorum.

The Community Preservation Committee shall approve its actions by a majority of the members.

***(Sponsor: Community Preservation Committee)***  
**Passed unanimously**

#### **June 12, 2021 Annual Town Meeting**

**Article 10.** To see if the Town of Shutesbury will vote to act on the recommendation of the Community Preservation Committee on the fiscal year 2022 budget to transfer the following sums of money from the Community Preservation Fund estimated annual revenues: **\$5,100** to Open Space (excluding recreational purposes), **\$5,100** to Historic Resources, **\$5,100** to Community Housing, and **\$32,000** to the FY22 Community Preservation Fund budgeted reserve, or take any action relative thereto.

***(Sponsor: Community Preservation Committee)***  
**Passed unanimously**

**Article 11.** To see if the Town will vote to appropriate **\$2,500** from fiscal year 2022 Community Preservation Fund estimated annual revenues for necessary and proper administrative and operation expense of the Shutesbury Community Preservation Committee, or take any action relative thereto.

***(Sponsor: Community Preservation Committee)***  
**Passed unanimously**

**Article 12.** A motion was made and seconded for the Town to vote to appropriate \$2,500 from the Open Space/Recreation Fund balance to hire an experienced trail consultant to conduct an ecological evaluation of current trails in the Southbrook Conservation area/Town Beach conservation area and provide re-routing suggestions and plans for new trails to expand and interconnect the trail system, or take any action relative thereto.

*(Sponsor: Community Preservation Committee)*

**Passed unanimously**

**Article 13.** A motion was made and seconded for the Town to vote to appropriate \$20,000 from the Open Space/Recreation Fund balance to construct a fenced-in Community Garden in Shutesbury on unused land behind the Town Hall. The garden will originally support 8 plots of garden space for town residents and is potentially expandable to 20 plots, or take any action relative thereto.

*(Sponsor: Community Preservation Committee)*

**Passed by majority**

### **May 21, 2022 Annual Town Meeting**

**Article 15.** To see if the Town of Shutesbury will vote to act on the recommendation of the Community Preservation Committee on the fiscal year 2023 budget to transfer the following sums of money from the Community Preservation Fund estimated annual revenues: \$5,100 to Open Space (excluding recreational purposes); \$5,100 to Historic Resources; \$5,100 to Community Housing; and \$32,000 to the FY23 Community Preservation Fund budgeted reserve, or take any action relative thereto.

*(Sponsor: Community Preservation Committee)*

**Passed unanimously**

**Article 16.** To see if the Town will vote to appropriate \$2,500 from fiscal year 2023 Community Preservation Fund estimated annual revenues for necessary and proper administrative and operation expenses of the Shutesbury Community Preservation Committee, or take any action relative thereto.

*(Sponsor: Community Preservation Committee)*

**Passed unanimously**

**Article 17.** To see if the Town will vote to appropriate \$10,000 from the Historic Preservation Fund balance to repair and restore the historic mile guideboard on the Town Common.

*(Sponsor: Shutesbury Historical Commission)*

**Passed unanimously**

**Article 18.** To see if the Town will vote to appropriate \$22,000 from Open Space/Recreation fund balance in support of the Kestrel Trust's Phase 1 project at Ames Pond. This project will protect wetland and soil resources by improving the parking area, removing invasive plants, installing a crushed stone walkway at the trailhead, addressing degraded trail conditions, and improving accessible access.

*(Sponsor: Shutesbury Recreation Committee)*

**Passed unanimously**

**Article 19.** To see if the Town will vote to appropriate \$22,00 from the Open Space/Recreation fund balance and \$28,000 from the CPA Budgeted Reserve fund balances to the Kestrel Trust for the purchase of Lot R-15 with 2000 feet for frontage along Pelham Hill Road. The lot is situated between two parcels of already protected land, includes the headwaters of Amethyst Brook, and features a historic dam/mill site. The property will be preserved as open space and developed for passive recreation.

*(Sponsor: Shutesbury Conservation Commission and Open Space Committee)*

**Passed unanimously**

**Article 20.** To see if the Town will vote to approve that the \$20,000 for the community garden appropriated in 2021 for the community garden at town hall be used for a community garden located on Lot O-32 or take any other action relative thereto.

***(Sponsor: Shutesbury Recreation Committee)***

**Passed unanimously**