Shutesbury, Massachusetts

COMMUNITY PRESERVATION PLAN

for

Fiscal Year 2027

Created December 2010
Revised Annually in Fall 2011–2027

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. (See 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 bylaw was further amended by Town Meeting in 2020. 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 and to adopt a low-income household exemption. The CPA requires that at least 10% of the Town's community preservation revenues each year be allocated to or set aside for projects in each of the following areas: Historic Resources, Open Space/Recreation, and Community Housing.

For FY27, the Town has the following amounts in its CPA accounts:

Historic Resources:	$33,068
Open Space/Recreation:	$18,139
Community Housing:	$50,554
Undesignated Fund:	$340,749
Budgeted Reserve:	$35,000

Ideas for CPA-funded projects are presented to the CPC by town boards or committees, groups of citizens, or local or regional organizations. The CPC itself does not devise or propose projects. The Committee then determines whether proposed projects are technically eligible for CPA funding. Eligibility is based on the statute and relevant case law. For projects that submit full applications, the CPC evaluates whether they are feasible and whether they are advisable, using the goals and priorities described in this Plan as a guide in its decision-making process. If a project is found to be eligible and advisable, the CPC recommends it to Town Meeting. Only Town Meeting has the authority to award CPA funding and only the Selectboard has the authority to sign CPA grant agreements; the CPC itself does not issue or administer grants.

Appendix A further details this application and approval process, including special rules for off-cycle grant requests. Appendix B contains the initial Determination of Eligibility form. Appendix C contains the Community Preservation Application.

Shutesbury's Community Preservation Plan was developed in 2010 and is revised annually with input from relevant Town boards, committees, and residents at-large about the Town's needs, possibilities, and resources regarding community preservation. The CPC's initial review in 2010 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 are 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.

Chart 1. Eligible Use of CPA funds

	Open Space	Historic	Recreation	Housing
Acquire	Yes	Yes	Yes	Yes
Create	Yes	*No*	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support[1]	*No*	*No*	*No*	Yes
Rehabilitate and/or Restore	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 resources. This chart is critical for determining whether a proposed project is eligible for CPA funding. More detailed guidance in each of these categories is available at communitypreservation.org.

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

[1] "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

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.

About 90% of the Town's land is forested open space (15,600 acres), of which an estimated 12,000 acres are protected. 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. Approximately 8% (1,367 acres) of privately owned forest land in Shutesbury is enrolled in a Chapter 61 program. 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 supply, and existing open space parcels within developed neighborhoods
5. Scenic vistas, roadside greenbelts, walking trails, historic areas, and other aspects of the town's rural character
6. Natural resources protected from and/or freed of 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
    - Top of the Lake Conservation Area
    - Cove Road Parcel
- Houston Gage Conservation Area
- Morse Hill
- Pine Brook Camp
- Quabbin's 5,000 acres of watershed lands with trail access
- Robert Frost Trail, Metacomet and Monadnock Trail, New England Scenic Trail
- Rostas-Gang Conservation Area
- Shutesbury Athletic Club - outdoor facilities
- Shutesbury Public Library – grounds, woods, and trails
- South Brook Conservation Area
- Town of Amherst-owned Adams Brook Sub-watershed hiking trails
- Town Common
- Town Hall - open field
- Kestrel Land Trust's Bright Water Bog Nature Retreat
- West Quabbin Woodlands Conservation Area

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 Resources

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 19th/early 20th 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 Tomb Yard, Pratt Corner burying ground, Hamilton family burying ground, and Lock's Pond Cemetery)
- Historic schoolhouses (West School and South School)
- Stone structures (foundation/cellar holes, walls, Town Pound, Native American structures)
- "Hearthstone Hill" and Sirius Community hillside
- Lake Wyola – Bennet House and Raymond "Red" Moriarty 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
- M. N. Spear Memorial Library building
- Shutesbury Town Hall (formerly the Center School)
- 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 18th century, and artifacts significant to Shutesbury's past.

B. Historic Resources 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 some, many 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 and the rapidly increasing cost of housing in Shutesbury is likely making it difficult or impossible for new families and residents to buy or rent a home in town.

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. A major barrier to the creation of new large-scale affordable housing units in Shutesbury are constraints placed on parcel development by septic and well-water limitations.

The Shutesbury housing market has fluctuated considerably in the past 20 years. The median sales price for a single-family home in Shutesbury in 2026 was $535,000, 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 2000 and 2024, the median sales price has increased 201%. According to the National Low Income Housing Coalition, in 2025, the two-bedroom housing wage in Shutesbury was $41.92 per hour, or $76,294 annually, which is 95% above minimum wage and 43% higher than the Massachusetts median income.

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. In addition to building additional, appropriate housing supply, Shutesbury will pursue creative uses of the Town's Community Housing CPA funds through programs, personnel, and other activities that directly support and sustain affordable housing.

V. Application 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. These Criteria are reviewed by the CPC each year to ensure they are up to date.

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

The CPC may use a suite of approaches to evaluate applications: public hearings, interviews with applicants and invited witnesses, and CPC discussion. Using these tools, the CPC determines whether the application meets or fails to meet the general and specific criteria below. A potential project need not meet all the indicated criteria to be recommended by the Committee, but it should ideally meet as many as possible. Information from the evaluation process, the annual public hearing, and the goals of the CPC as expressed in this document all play a significant role in the Committee's discussion and subsequent vote. The CPC's goal is to fund those applications that afford the most benefit to the town while making best use of the limited funding available. For this reason, applications must include a clear and specific budget and should leverage some matching funding, either through financial resources or in-kind contributions.

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 or protection of threatened resources

f. Have other sources of funding and a thorough, thoughtful budget

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 benefit to the community

l. Have support from relevant and necessary town board(s) or committee(s) and/or other agencies

m. Have no or limited detrimental impact on the environment or natural resources

n. Comply with all relevant local bylaws, state laws, and federal laws

o. Aligns with, advances, or supports goals and priorities identified in other Town Plans

p. Aligns with, advances, or supports goals and priorities identified in the Commonwealth of Massachusetts Sustainable Development Principles

2. Specific Criteria for Open Space Projects

a. Permanently preserve, protect and conserve Shutesbury's natural resources, including clean air and water, 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

l. Protect open spaces from the effects of climate change

3. Specific Criteria for Historic Resources Projects

a. Protect, preserve, enhance, restore, and/or rehabilitate buildings, cemeteries, archeological sites, and artifacts, landscapes, objects, and/or documents and photos that are of historical and/or cultural significance

b. Proposed work meets the U.S. Department of the Interior's Standards for Rehabilitation

c. Ensures that the historic resource can be maintained for continued public benefit

d. There is potential loss or destruction of the resource if proposed action is not taken

e. 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, if appropriate

i. Clearly stated and on-going public purpose, such as a deed restriction, public access, or some other public benefit as determined by the CPC, applicant, and Town Counsel

j. Fully funded project with less than 25% of costs covered by the requested 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, supportive housing alternatives, and rental options

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

i. Pursue regional opportunities for partnerships, programs, and personnel that can support Shutesbury's pursuit of its affordable housing goals

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

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Appendix A.

FY 2027 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.

In preparing a Determination of Eligibility and/or Application, applicants should bear in mind the amount of CPA funding the Town has available in the relevant CPA category. The CPC aims to balance the need to provide eligible, qualifying projects the funding they require with ensuring the long-term fiscal sustainability of the Town's CPA funds for future potential CPA projects.

CPA Account	**Balance for FY27**
Historical Resources	$33,068
Open Space/Recreation	$18,139
Community Housing	$50,554
Undesignated Funds	$340,749

Application Process

1. Determination of Eligibility (DoE). The purpose of this document is to determine a project's eligibility. The CPC relies on the CPA Allowable Uses Chart in determining eligibility (see Chart 1, page 4), as well as the CPA statute and relevant case law. Potential applicants should complete the one-page Determination of Eligibility form (Appendix B) and submit the completed form to cpc@Shutesbury.org. The application timetable below is for applications requesting funds for approval at the Annual Town Meeting. If the project must be approved with urgency, the application may be submitted at any time (see the Special Application Process described below).

Deadline: Submit the DoE form at any time, but no later than **December 10, 2026**.

2. Application for Funding. Applicants must complete the Application for Funding (Appendix C) and submit it to the CPC before the deadline below. 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 public meeting of the CPC.

Deadline: Submit the application any time, but no later than **February 4, 2027**.

3. Review Process. The CPC will review all applications at a regularly scheduled public meeting. Projects will be evaluated using the Evaluation Criteria. It is anticipated that the vote to recommend will be taken at the CPC's March 4, 2027 meeting.

4. Town Meeting Approval. Each project must be approved by 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.

6. Exit Survey. All groups, boards, or individuals who submit a Determination of Eligibility and/or an Application for Funding are asked to complete an optional exit survey to help the CPC better understand their experience with the application and review process and make improvements on it.

Special Process for Off-Cycle Applications

Purpose

For any use eligible for CPA funding, under special circumstances as determined by the CPC, the CPC will consider an application outside of the standard application process if it meets the criteria and follows the process described below.

The principle warranting special consideration outside of the standard application process would be when a unique opportunity is presented that, if missed, is likely to remove or make unavailable to the Town and its citizens a valuable resource or opportunity. Examples might include—but are not limited to—the imminent placing of real property on the market, time-sensitive stabilization or protection or restoration of an historic asset, timing constraints caused by external factors such as matching grant deadlines or construction schedules, or other emergency or unplanned situations.

Process

In all such cases, the CPC will adhere to the procedures applicable under the standard application process except the applicant will not be required to submit a Determination of Eligibility.

Potential applicants seeking consideration outside of the regular grant cycle must first submit a letter to the CPC formally requesting consideration of an off-cycle grant request. The letter should indicate the name of the applicant and the project, briefly (in a few sentences) describe the project, and indicate the total cost of the project, the amount and category of CPA funding being sought, and the relevant timeline for the project. The letter must also clearly indicate why the application should be considered outside of the regular grant cycle timeline.

At its next regularly scheduled meeting, or at a specially scheduled meeting if required, CPC will discuss and vote (2/3 majority required) on whether to approve the request to submit an off-cycle grant application and on what the special deadline will be for receipt of the application. If the request is approved, the applicant must, by the indicated deadline, submit to the CPC a complete Application for Funding, using the application form from the most recent fiscal year.

The CPC will consider such an application as expeditiously as possible but will not itself schedule a Special Town Meeting or any other changes in the Town's calendar. The applicant is responsible for calling a Special Town Meeting or securing other necessary changes in the Town's calendar.

Criteria

The CPC will consider a proposal under the Special Application Process only if the project meets the general and specific criteria described in the Community Preservation Plan and the following additional criteria:

- The applicant was unaware of the opportunity to undertake the project or the proponents did not have authority to identify such opportunity prior to the standard application deadline for the fiscal year.

- If the proposed project involves the acquisition of property, the applicant has either: (a) a letter of intent signed by the current owner of the real property expressing an interest in selling to the applicant; or (b) legal control (an option, signed purchase and sale agreement, or legal title) of the real property.

- The project is supported by one or more Town or regional boards or committees with relevant authority or responsibilities.

- Failure to secure CPA funding will create a high likelihood that the project will not be able to be carried out for the benefit of the Town because the opportunity is of very short duration.

- Appropriation of CPA funding will contribute materially to the likelihood of success for the project.

- The project holds a high priority in the Community Preservation Plan or other planning documents currently accepted and utilized by the Town.

Appendix B.

Town of Shutesbury
Community Preservation Committee

FY 2027 Determination of Eligibility

Submit to: cpc@shutesbury.org by December 10, 2026

This Determination of Eligibility form must be submitted to the CPC no later than December 10, 2026. Applicants are welcome to attend the CPC meeting on Thursday, December 17 to answer questions about their proposals and for the vote on the Determination of Eligibility.

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 Resources** ☐
- **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:

Source of Funds	Amount of Funds

Briefly describe your project's expected results:

Typed name of authorized representative as signature:

Date:

Appendix C.

Town of Shutesbury
Community Preservation Committee

FY 2027 Application for Community Preservation Funding

Submit to: cpc@shutesbury.org by February 4, 2027

Instructions to Applicant: *Please complete all sections as are relevant per the instructions in each question. If a particular section is not applicable, please note that. This application must be submitted to the CPC no later than February 4, 2027 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 18 to answer questions about the application from the CPC. Applications are expected to be voted upon by the CPC on Thursday, March 4.*

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 Resources** ☐
- **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 (see the Shutesbury Community Preservation Plan, pages 10–12)?

4. **Community Need**
   a. 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** [note that applications with insufficiently completed budgets will not be considered by the CPC]

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			
TOTAL			

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** [note that projects that lack any non-CPA funding may not be recommended by the CPC]

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

Year one	***Year two***	***Year three***	***Year four***	***Year five***
$	***$***	***$***	***$***	***$***

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 or that will elaborate on any of the responses given above.

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

Typed named of authorized representative as signature:

Date:

APPENDIX D.

[*SAMPLE*] COMMUNITY PRESERVATION ACT GRANT AGREEMENT FOR [name of recipient]

This GRANT AGREEMENT is made this ____day of _____20__, by and between the Town of Shutesbury, through its Community Preservation Committee (hereinafter "Shutesbury CPC") with an address of 1 Cooleyville Road, Shutesbury, MA and [recipient] with an address of [recipient's address]. The purpose of this grant agreement is to implement the following grant award:

Project Name:
Project Description:
Full Scope of Work:
Date of Town Meeting Appropriation:

1. Award. The grant award is subject to the terms of this agreement. The Town of Shutesbury agrees to award the [recipient] $_____ from the Town's CPA _____ fund balance for the purposes of the indicated project.

2. Project Application. The Project was part of the FY__ "[Project Name]" application submitted by the [recipient] and recommended by the CPC at its [date] meeting.

3. Term. Work on the Project must commence within one (1) year from the first day of the fiscal year following the Town Meeting vote to appropriate funds for the Project (the "Commencement Date"), [Commencement Date]. All work must be done within three (3) years from the Commencement Date, unless extended by the Town. Any unexpended funds not used for the project shall be returned to the Town's CPA [awarding] account.

4. Budget and Other Sources of Funding: Prior to the commencement of the work the recipient must submit an updated budget for work awarded under this grant Agreement and confirmation of receipt of all other sources of funding to complete the project as described herein.

5. Reports. Upon completion of the work, the recipient shall submit a report to the Shutesbury CPC describing how the project used its CPA funds and whether any CPA funds remain unused.

6. Community Preservation Act Awareness. While that portion of this Project funded by this grant of CPA funds is underway, the Grantee agrees to post a temporary sign stating that the Project was funded through the Town of Shutesbury's Community Preservation Act program. The Grantee shall also identify that the Project was funded by the Town of Shutesbury's Community Preservation Act program in its written materials about the Project, including press releases, brochures, and similar materials.

7. Compliance with Laws and Agreement. Recipient acknowledges and agrees that projects funded through the Award are made pursuant to and must comply with the requirements of the Community Preservation Act, M.G.L. c. 44B. Recipient also agrees to comply with all requirements of this Grant.

8. Grant Termination. All recipients of CPA Funds shall comply with this Grant Agreement entered into by the recipient and the Town of Shutesbury, the accepted grant proposal, and this Policy.

   Grant funds shall be expended as agreed to by the recipient and CPC within three (3) years of receipt of the funds unless otherwise provided for in the grant agreement or unless an extension is recommended by the CPC for cause. If an extension is desired, the grant recipient shall petition the CPC at least thirty (30) days prior to the termination of the three years. The CPC shall recommend to the Selectboard if the grant completion time should be extended. The Selectboard shall notify the recipient in writing if the grant completion time is extended.

   In the event that a Shutesbury CPA funds grantee fails to fulfill its obligations under the terms of the CPA grant agreement, as described in the recommended CPC grant proposal, or under the terms of this Agreement, the following actions will be taken:

   a. As determined by the CPC, the Committee may, at its sole discretion, provide written notice to the listed grant contact, notifying said grant contact that unless they come into compliance with all terms of the grant agreement and/or proposal, said grant of funds will be recommended for termination.

   b. If the issues identified by the CPC as unfulfilled obligations are not cured to the satisfaction of the CPC within forty-five (45) days after receipt of said written warning, OR, if not able to be cured within forty-five (45) days, significant steps toward curing are not taken within forty-five (45) days and moved toward completion in a reasonable amount of the CPC shall have the right to recommend termination of the grant to the Selectboard for consideration by Town Meeting.

   Upon receipt of a termination notice, the grantee shall cease to expend any further grant proceeds on the project unless the termination notice is rescinded in writing.

   A majority vote of Town Meeting shall be required to terminate a CPC grant agreement. Upon termination of the grant agreement, the Town shall be free to pursue any rights or remedies pursuant to the grant agreement or at law, including without limitation, recapture of unobligated funds and obligated funds already expended for the project. Unused CPA funding from a terminated project will be returned by Town Meeting, in its vote to terminate the grant, to the CPA account(s) from which those funds were originally appropriated by Town Meeting.

   It is the sole responsibility of the grant contact person to provide the CPC with an up-to-date mailing address and contact information. If there is a change in the grant contact information, it is that person's responsibility to provide contact information for the replacement grant contact within fourteen (14) days of any change. Failure to do so resulting in non-delivered mail will not be a reason for extending any time deadline and will be a breach of the grant agreement.

Executed as of this date set forth above:

The Town of Shutesbury	[Recipient]
[Name of Select Board chairperson]	[Name of recipient's authorized signatory]
Select Board Chairperson	[Title of authorized signatory]

Appendix E.

Guidelines for Shutesbury CPA Funding Recipients

These guidelines aim to help recipients of Shutesbury Community Preservation Act (CPA) grants understand how to access their funding after it has been awarded by Town Meeting. It is important to note that these guidelines are not legally binding, and some situations may result in differences of procedure. Consult the Town Administrator, Town Accountant, and chair of the Community Preservation Committee (CPC) for guidance in unique situations.

1. **Town Meeting Vote**

   CPA funding can only be awarded by a vote of Town Meeting. CPA funding cannot be used for costs incurred prior to this vote.

2. **Grant Agreement**

   Following the Town Meeting vote and prior to the disbursal of funds or commencement of work, the CPC will draft and vote on a Grant Agreement and send it to the grantee and Select Board to sign. The standard Grant Agreement can be found in the Shutesbury Community Preservation Plan. After the vote to issue the Grant Agreement, the CPC no longer plays a role in the grant process (except when the CPC itself is the grantee).

3. **Fund Availability**

   Once the Grant Agreement has been signed by both the grantee and the Select Board, the award's CPA funds will be available at the start of next Fiscal Year (or sooner in the case of off-cycle grants). These funds will be set aside in a designated account in the Town budget with its own account number. The grantee can obtain this account number by contacting the Town Accountant (town.accountant@shutesbury.org).

4. **Accessing Funds**

   To use their CPA funds, grantees must submit a Payment Request Form (available at Town Hall and online) to the Town Accountant, accompanied by the relevant receipts, invoices, or bills. If the grantee is a Town board, commission, committee, or department, the chair or department head is the authorizing signatory. If the grantee is not a Town entity, the Town Administrator (townadmin@shutesbury.org) is the signatory.

5. **CPA Credit**

   A condition of receiving Shutesbury CPA funding is that the grantee publicize the use of CPA funding through signage, press materials, web material, or other media.

6. **Grant Termination**

   If the grantee uses CPA funds for reasons outside the scope of the project as presented to the CPC, approved by Town Meeting, and/or described in the Grant Agreement, or if work has not commenced within one year of the start of the fiscal year following approval by Town Meeting, or if work has not been completed within three years of such approval, the CPC may recommend to Town Meeting the termination of the grant.

Appendix F.

Community Preservation Committee
Members for FY 2027

Members	Representing	Year term ends	Term
Rita Farrell	Community Housing	2027	1 yr
Henry Geddes	Historical Commission	2027	1 yr
Scott Kahan	Conservation Commission	2027	1 yr
Matteo Pangallo, chair	Community-at-large	2027	1 yr
Elaine Puleo	Recreation	2027	1 yr
Clif Read	Selectboard designee/Parks	2027	1 yr
Tom Siefert	Planning Board	2027	1 yr

Appendix G.

Community Preservation Committee
History of Shutesbury CPC Town Warrant Articles

May 2010 Annual Town Meeting
Article 9. 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. 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. 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. 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. 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 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.
Passed unanimously.

Article 2. 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.
Passed unanimously.

Article 3. 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.
Passed unanimously.

May 2013 Annual Town Meeting
Article 1. 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.
Passed unanimously.

Article 2. 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.
Passed unanimously.

Article 3. 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.
Passed unanimously.

May 2014 Annual Town Meeting
Article 1. 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.
Passed unanimously

Article 2. 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.
Passed unanimously

May 2015 Annual Town Meeting
Article 17. 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. 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. 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. 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
Passed by a majority.

Article 21. 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.
Passed by a majority.

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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
Passed unanimously

Article 12. 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.
Passed unanimously

Article 13. 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.
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.
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.
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.
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.
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.
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.
Passed unanimously

January 19, 2023 Special Town Meeting
Article 1. To see if the Town will vote to authorize the Select Board to purchase, take by eminent domain or otherwise acquire from the Kestrel Land Trust, Inc. 0 Pelham Hill Road, Shutesbury, Franklin County, MA to be held by the Conservation Commission for conservation and passive recreation purposes and further subject to a Conservation Restriction to the Kestrel Land Trust, Inc., and to appropriate $265,000 for said acquisition, said funds for this acquisition to be funded by an estimated $197,716.13 from the federally funded Forest Legacy Program through the Commonwealth of Mass, Department of Conservation & Recreation; $45,000 from the Community Preservation Fund (already approved and appropriated at the 2022 annual town meeting, Article 19); $20,000 from the Shutesbury Conservation Commission Reserve Fund; and, $2,283.87 from private donations to the Kestrel Land Trust, Inc.
Pass by a clear 2/3 majority.

June 3, 2023 Annual Town Meeting
Article 21. To see if the Town of Shutesbury will vote to act on the recommendation of the Community Preservation Committee on the fiscal year 2024 budget to transfer the following sums of money from the Community Preservation Fund estimated annual revenues: $5,300 to Open Space and Recreation; $5,300 to Historic Preservation; $5,300 to Community Housing; and $32,000 to the FY24 Community Preservation Fund budgeted reserve, or take any action relative thereto.
Passed unanimously.

Article 22. 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.
Passed unanimously.

Article 23. To see if the Town will vote to rescind the grant of $5,000 to the Lake Wyola Association from the Community Preservation Fund, previously authorized by Article 3 of the May 5, 2018 Annual Town Meeting for the purposes of developing 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, or take any other action relative thereto.
Passed unanimously.

Article 24. To see if the Town will vote to appropriate $10,000 from the CPA Historic Resources account to preserve, rehabilitate, and restore select historic gravestones in Shutesbury's West Cemetery, as detailed in the Shutesbury Cemetery Commission's funding application, 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, or take any other action relative thereto.
Passed unanimously.

Article 25. To see if the Town will vote to appropriate $2,500 from the CPA Open Space/Recreation fund balance and $2,500 from the CPA Budgeted Reserve fund balance to the Shutesbury Conservation Commission for the development of a parking area and related signage at Lot R-15, a conservation property purchased by the Town from Kestrel Trust in 2023 or take any other action relative thereto.
Passed unanimously.

April 27, 2024 Annual Town Meeting
Article 20. To see if the Town will vote to transfer from the Community Preservation Fund estimated annual revenues the sums of $6,000 to Open Space and Recreation; $6,000 to Historic Preservation; $6,000 to Community Housing; and $35,000 to the FY25 Community Preservation Fund budgeted reserve.
Passed by clear majority.

Article 21. To see if the Town will appropriate $2,500 from fiscal year 2025 Community Preservation Fund estimated annual revenues for necessary and proper administrative and operational expenses of the Shutesbury Community Preservation Committee.
Passed unanimously.

December 3, 2024 Special Town Meeting
Article 2. To see if the Town will vote to appropriate $136,000 from the CPA Undesignated fund balance to the Amherst Regional Public Schools for the purposes of the rehabilitation, renovation, and improvement of the track and field athletic facilities at the Amherst Regional High School, an Open Space/Recreation project, as described in the Amherst Regional Public Schools' August 20, 2024 application to the Shutesbury Community Preservation Committee.
Passed by clear majority.

May 31, 2025 Annual Town Meeting
Article 23. To see if the Town of Shutesbury will vote to return the remaining $359.89 in the Lake Wyola Canoe Launch CPA grant (account 210-630-5703-0000) to the Town's Open Space/Recreation CPA Fund, or take any other action relative thereto.
Passed unanimously via consent agenda.

Article 24. To see if the Town of Shutesbury will vote to return the remaining $1,000 in the South Brook Conservation Area Trails Consultant CPA grant (account 210-171-5700-0000) to the Town's Open Space/Recreation CPA Fund, or take any other action relative thereto.
Passed unanimously via consent agenda.

Article 25. To see if the Town of Shutesbury will vote to rescind the grant of $34,000 from the Community Preservation Historic Resource Fund, previously authorized by Article 12 of the May 4, 2019 Annual Town Meeting for the purposes of 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, and to return those funds to the CPA account from which they were appropriated, or take any other action relative thereto.
Passed unanimously via consent agenda.

Article 26. To see if the Town of Shutesbury will vote to act on the recommendation of the Community Preservation Committee on the Fiscal Year 2026 budget to transfer from the Community Preservation Fund estimated annual revenues the sums of $7,300 to Open Space and Recreation; $7,300 to Historic Preservation; $7,300 to Community Housing; and $35,000 to the FY26 Community Preservation Fund budgeted reserve, or take any action relative thereto.
Passed unanimously via consent agenda.

Article 27. To see if the Town of Shutesbury will vote to appropriate $2,500 from Fiscal Year 2026 Community Preservation Fund estimated annual revenues for necessary and proper administrative and operational expenses of the Shutesbury Community Preservation Committee, or take any action relative thereto.
Passed unanimously via consent agenda.

Article 28. To see if the Town of Shutesbury will vote to appropriate $10,000 from the CPA Historic Resources account and $3,775 from the CPA Open Space/Recreation Fund to develop a scope of work for dam repair and maintenance of the Lake Wyola dam, as detailed in the Lake Wyola Advisory Committee's funding application, or take any other action relative thereto.
Passed by a majority.

Article 29. To see if the Town of Shutesbury will vote to appropriate $2,250 from the CPA Historic Resources account to construct a concrete foundation base for the historic Town Common guideboard, as detailed in the Shutesbury Historical Commission's funding application for the same, or take any other action relative thereto.
Passed by a majority.

Article 30. To see if the Town of Shutesbury will vote to appropriate $4,000 from the CPA Open Space/ Recreation Fund to remove invasive plants from the Town's Top of the Lake Conservation Area and replant the Area with native species, as detailed in the Shutesbury Conservation Commission's funding application for the same, or take any other action relative thereto.
Passed unanimously.

Article 31. To see if the Town of Shutesbury will vote to appropriate $6,482 from the CPA Historic Resources account to complete the work of preserving, rehabilitating, and restoring the historic Town Common guideboard, as detailed in the Shutesbury Historical Commission's funding application for the same, 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, or take any other action relative thereto.
Passed by a majority.

Article 32. To see if the Town of Shutesbury will vote to appropriate $5,000 from the CPA Open Space/Recreation Fund and $67,900 from the CPA Undesignated Fund to restore, repair, and preserve the recreational trails in the Town's South Brook Conservation Area, as detailed in the Shutesbury Conservation Commission's funding application for the same, or take any other action relative thereto.

An amendment was proposed to add the language "Lake Wyola" after "South Brook" in the title and description of Article 32, so that the article reads "South Brook/Lake Wyola Conservation Area Trail Repair Project: To see if the Town of Shutesbury will vote to appropriate $5,000 from the CPA Open Space/Recreation Fund and $67,900 from the CPA Undesignated Fund to restore, repair, and preserve the

recreational trails in the Town's South Brook/Lake Wyola Conservation Area, as detailed in the Shutesbury Conservation Commission's funding application for the same, or take any other action relative thereto."
Amendment passed by a majority.
Article 32 as amended passed by a majority.

Article 33. To see if the Town of Shutesbury will vote to appropriate $9,000 from the CPA Historic Resources account to preserve, rehabilitate, and restore select historic gravestones in Shutesbury's West Cemetery, as detailed in the Shutesbury Cemetery Commission's funding application, 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, or take any other action relative thereto.
Passed by a majority.

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Article 24. To see if the Town will vote to act on the recommendation of the Community Preservation Committee on the Fiscal Year 2027 budget to transfer from the Community Preservation Fund estimated annual revenues the sums of $7,800 to Open Space and Recreation; $7,800 to Historic Preservation; $7,800 to Community Housing; and $35,000 to the FY27 Community Preservation Fund budgeted reserve, or take any action relative thereto.
Passed unanimously via consent agenda.

Article 25. To see if the Town will vote to appropriate the sum of $2,500 from Fiscal Year 2027 Community Preservation Fund estimated annual revenues for necessary and proper administrative and operational expenses of the Shutesbury Community Preservation Committee, or take any action relative thereto.
Passed unanimously via consent agenda.

Article 26. To see if the Town will vote to rescind the grant of $20,000 from the Community Preservation Open Space/Recreation account, previously authorized by Article 13 of the June 12, 2021 Annual Town Meeting for the purposes of constructing a fenced-in Community Garden in Shutesbury on unused land behind the Town Hall and amended by Article 20 of the May 21, 2022 Annual Town Meeting to relocate the Community Garden project to land on Lot 0-32, and to return those funds to the CPA account from which they were appropriated, or take any other action relative thereto.
Passed unanimously via consent agenda.

Article 27. To see if the Town will vote to appropriate the sum of $5,000 from the CPA Community Housing account to fund a portion of the costs of a shared services agreement with the Franklin Regional Council of Governments and other Franklin County municipalities for Regional Affordable Housing Coordination Services, as detailed in the Franklin Regional Council of Governments' funding application for the same, or take any other action relative thereto.
Passed by majority vote.

Article 28. To see if the Town will vote to appropriate the sum of $5,000 from the CPA Open Space/Recreation account and $4,000 from the CPA Undesignated Funds account to rehabilitate and restore the storage shed and gazebo located at Elliott Park at Lake Wyola, as detailed in the Elliott Park Committee's funding application for the same, or take any other action relative thereto.
Passed by majority vote.

Article 29. To see if the Town will vote to appropriate $10,000 from the CPA Open Space/Recreation account, $15,000 from the CPA Community Housing account, and $64,000 from the CPA Undesignated Funds account for costs to purchase from Kestrel Land Trust parcel E-2, an approximately nine acre property located between Wendell Road and Locks Pond Road, approximately seven acres of which would be added to the adjacent South Brook Conservation Area and put under a Conservation Restriction, and for costs associated with due diligence to

explore potential development of approximately two acres of the parcel as an affordable housing lot, as detailed in the Conservation Commission's funding application for the same, or take any other action relative thereto.

An amendment was proposed to change the wording of the article to change "parcel E-2" to "the portion of parcel E-2 between Wendell Road and Locks Pond Road."
The amendment passed unanimously.
Article 29 passed by majority vote.