

Town of Shutesbury Community Preservation Committee

FY 2026 Application for Community Preservation Funding

Submit to: cpc@shutesbury.org by February 9, 2026

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 9, 2026 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 19 to answer questions about the application from the CPC. Applications are expected to be voted upon by the CPC on Thursday, March 19.

Project Name: Restoration and Repair of Structures at Elliott Park

Applicant Organization: Elliott Park Committee

Address:

Contact Person: Catherine Hilton

Phone: 413 259 5856

Email: catherinehilton1953@gmail.com

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
\$9,800	\$9,00	\$800	8%

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

Assessor's Map Number	B	Assessor's Lot/Parcel Number	800
Deed Book Number	1186	Deed Page Number	77

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.

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| A. Repair of dilapidated storage shed, formerly used as a privy/changing room.
B. Restoration of gazebo: light sanding and resealing |
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2. Goals:

- a. What are the goals of the proposed project?

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|---|
| A. Make the shed secure and usable for storage of materials, equipment, and library kayaks.
B. Restore the gazebo to its original condition and deter vandalism. Gazebo bought with CPC funds in 2015. |
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- b. Who will benefit and why?

Users of the park will benefit from a gazebo restored to its previous beauty. Repairs to the shed will make park maintenance easier and provide winter storage for the popular library kayaks and keep squirrels out, making it safer and cleaner for volunteers to use.
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- c. How will success be measured?

N/A

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)?

General: immediate attention (a) to the shed will help preserve a town-owned asset (d) and use a local contractor (g). The committee has another source of funding (f), which provides support of maintenance and upkeep (h). Both projects should have not detrimental impact on the environment (m) and of course will comply with local bylaws and requirements (n), specifically those of the Conservation Commission, which has jurisdiction over the site.
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Specific: the park already serves residents of all ages and abilities (a) and provides passive recreational opportunities (b), maximizing use of town land previously abandoned (c).
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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.)

N/A

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.

The Buildings Committee is our partner in this project and will personally undertake the work on the shed.

Project endorsed by the Recreation Committee and Conservation Commission (letters attached).

6. **Budget**

Budget Summary

Total Project Cost	CPA Funds Requested	Other Funds Total	Other Funds: % of Total
A. \$ 8,000 B. <u>\$ 1,800</u> TL \$9,800	A. \$7,200 B. <u>\$1,800</u> TL \$9,000	A. \$300 cash B. \$500 in-kind TL \$800	8 %

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 (A)	\$7,200	\$300	\$7,500
Contractual (B)	\$1,800		\$1,800
Construction			
Other			
TOTAL	\$9,000	\$300	\$9,300

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.)
Buildings Comm	Labor		In-kind
Library	Roofing panels	\$500	In-kind
OTB expense line	Materials	\$300	Cash

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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.)

Roofing panels were priced at Home Depot. Volunteer labor, though quite valuable, was not included in the calculation.

8. **Timeline**

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

A. Members of the Buildings Committee have inspected the shed, recommended a course of action to preserve and enhance the building, and put the actual work on their schedule. The Buildings Committee anticipates that they will probably complete the work in 2026.

B. Gazebo restoration will be undertaken by John Moore of Shutesbury during the summer of 2026.

9. **Project Management**

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

Project manager name	N/A
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?

Elliott Park Committee

b. How will it be funded?

Elliott Park gift account, volunteer labor

Maintenance Budget

<i>Year one</i>	<i>Year two</i>	<i>Year three</i>	<i>Year four</i>	<i>Year five</i>
<i>\$ N/A</i>	<i>\$</i>	<i>\$</i>	<i>\$</i>	<i>\$</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. The site is owned by the town and under the jurisdiction of the Conservation Commission.

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: Catherine Hilton

Date: 2/9/2026

February 6, 2026

Dear Community Preservation Committee,

I'm writing on behalf of the Conservation Commission to lend support to the Board of Health's application to the Community Preservation Committee (CPC) for funds to repair and restore the gazebo and shed at Elliott Park. The Randall Road boat launch and beach at Elliott Park are one of the Town's little treasures, and are very popular because the area provides not only water activities but hiking trails and ample parking.

Elliott Park is located on Conservation Land, and the Commission sees these repairs as improvements to public access and enjoyment of the Conservation Land and supports the work. Maintenance of the gazebo is needed, and bringing the shed back to life would be a huge improvement.

The proposed work is within the buffer zone to Lake Wyola and will require filing for a wetland permit, therefore, this letter is not approval of the work under the Wetlands Protection Act or the Shutesbury General Wetlands Protection Bylaw, it is simply supporting the funding for the project materials from the CPC.

I strongly urge the CPC to support this project.

Beth Willson
Chair, Shutesbury Conservation Commission



TO: Community Preservation Committee

FROM: Barbara Bigelow, co-chair, Recreation Committee

DATE: February 5, 2026

RE: Elliott Park Committee application for CPA funds

The members of the Recreation Committee voted unanimously in support of the Elliott Park Committee's application for funds to repair and restore the buildings at the park.

The Recreation Committee supports this application for two reasons. First, the project is aligned with CPA's purposes. Second and more specifically to the Recreation Committee, making these improvements is consistent with the Committee's mission to support recreational experiences.