Town of Shutesbury Community Preservation Committee

FY 2025 Application for Community Preservation Funding

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

<u>Submit 1 electronic copy to:</u> cpc@shutesbury.org

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 <u>no later than February 6, 2025</u> 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 <u>Thursday, February 20 and Thursday, March 6</u> to answer questions about the application from the CPC. Applications are expected to be voted upon by the CPC on <u>Thursday, March 20</u>.

Project Name: Historic Gravestone Restoration at West Cemetery

Applicant Organization: Shutesbury Cemetery Commission

Address: Shutesbury Town Hall, 1 Cooleyville Rd., P.O. Box 276, Shutesbury, MA 01072

Contact Person: Walter R. Tibbetts

Phone: (413) 687-4158

Email: cemetery@shutesbury.org

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 X
- Community Housing
- Recreation

Total Project Cost	CPA Funds Requested	Matching Contribution	Match Percent of total
\$ 11,500.00	\$ 9,000.00	\$ 2,500.00	21.7%

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

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Assessor's Map Number	Assessor's Lot/Parcel Number	#P-29 & P-31 to P-36
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.

Employ Historic Gravestone Services of New Salem to complete the project begun in 2023, by repairing and restoring approximately twenty-two irreplaceable historic gravestones. For more information, see Appendix A.

2. Goals:

a. What are the goals of the proposed project?

To repair and preserve damaged historic gravestones, and to ensure the safety of the cemetery for those visiting graves or walking in the cemetery for pleasure.

b. Who will benefit and why?

Townspeople and visitors from outside Shutesbury, whether visiting the graves of family members, here for genealogical information and/or historical research, or simply to enjoy the beauty and interest of the cemetery.

c. How will success be measured?

When the historic gravestones have been properly conserved and visitors to the cemetery will be safe from unstable gravestones.

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)?

See Attachment C

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.)

The Community Preservation Plan identifies West Cemetery as one of Shutesbury's "fragile and non-renewable" and "irreplaceable" historic resources. Restoration of these "publicly owned historic resources" is "the primary use of CPA funds is to restore such resources."

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.

-A letter of support is attached (see Attachment D) from the Shutesbury Historical Commission.

-The Friends of the Historical Commission is in dormancy at present, but it gave the Cemetery Commission a substantial percent of its funds to use for historical preservation; the Commission is using a significant portion of this donation to help match the grant.

6. Budget

Budget Summary

Total Project Cost	CPA Funds Requested	Other Funds Total	Other Funds: % of Total
\$ 11,500.00	\$9,000.00	\$2,500.00	21.7 %

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	\$9,000.00	\$2,500.00	\$11,500.00
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

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	ltem	Amount	Type (cash, in-kind, etc.)
Cemetery Comm.		\$1,000.00	cash
(From Friends)		\$1,000.00	cash
Historical Comm		\$500.00	cash

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.

It is anticipated that this stage would begin in the summer of 2025 and continue until the spring or summer of 2026

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?

Cemetery groundskeeper, Cemetery Commission members, and any interested volunteers who have been trained in the proper procedures can continue the work of cleaning. If there's enough interest, we might, as in the past, hold a class in cleaning and minor repairs like resetting leaning headstones.

b. How will it be funded?

Cemetery funds: using regular maintenance funds.

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.

-To quote from the Cemetery Commission webpage, "The Cemetery Commission was authorized by the 1912 Annual Town Meeting to oversee care and maintenance of the Town cemeteries."

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.

-Attachments include B, an excerpt from the 2020 Gravestone Preservation Report, "West Cemetery Shutesbury, Massachusetts" E1, Scope of Work submitted by Historic Gravestone Services;

E2: HGS Assessment of New Section in Shutesbury West Cemetery (November 2022), which includes the stones being restored under the 2023 grant and those to be restored by the grant applied for in 2025.

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: _Walter R. Tibbetts______

Attachment A: Fuller Description of Project

Background

The Cemetery has been the grateful recipient of two previous grants from the Community Preservation Committee (CPC) for the restoration of historic gravestones. The first, received in 2015, was part of a project with a twofold goal: removal of large old trees that were encroaching on gravestones in West Cemetery, and the conservation of 18 historic gravestones. The gravestone conservation project was carried out in 2020. As an example of the work of the restorer, Tamara Conde of Historic Gravestone Services, a selection from her report on this work is given as Attachment B.

In 2023, the CPC awarded the Cemetery Commission \$10,000 for the first stage in a two-stage project to restore the most damaged gravestones in West Cemetery remaining after the 2020 restoration project. Historic Gravestone Services (HGS), which had done excellent work on the 2020 project, was again to do the work. Forty-three historic gravestones were identified by HGS as most in need of the work of a professional. Appendix E1 provides the Scope of Work provided by HGS; Appendix E-2 provides the 2022 assessment by HGS of individual gravestones and the work each needed. Approximately one-half of the stones identified in E-2 will have been restored by the summer of 2025 using the 2023 grant.

The Proposed Project

West Cemetery, founded in the 1840s, contains a number of gravestones from the mid and later 19th century that need and deserve restoration. The list of these gravestones includes many of the town's most active citizens: Beaman, Haskett, Wood, Spear, Pratt, Kimball, Leonard, Larnard, Felton, Reed, Winter, Powers.... Theirs is the history of 19th century Shutesbury. It would be a shame to let their stones lie broken and fragmented, or covered with dirt and biological growth.

TaMara Conde's Historic Gravestone Services of New Salem, will continue the work she began in 2023 in this, the second stage of the project. In 2022, Conde prepared (without charge) a list of the gravestones most need of repair, identifying the condition and the precise treatment needed for each stone. (See Appendix E2.) "All repair shall begin with documentation of the monument with a "before" photograph and a completed assessment form. The area will be prepared for resetting the stone plumb in the original location and be reseeded with grass seed after preservation. Each stone shall be cleaned and treated for biological growth in accordance with proper conservation techniques and using approved materials appropriate for that stone. Upon completion, an "after" photograph is taken and a report prepared with all treatment and photographs for town/cemetery records."

An indication of Conde's thoroughness and what she offers the town is the careful before and after photographs she takes, which are included in the excerpt from her report on the work of 2020 (See Appendix B.)

The Cost of the 2023 Project.

Historic Gravestone Services has proposed to clean and restore 43 stones for \$22,500.00. For the 2023 project, for which the CPC granted the Commission \$10,000, we asked Conde to choose for preservation the stones most immediately needing professional expertise, whose preservation would cost \$11,000. The Commission supplemented the CPC's grant of \$10,000 with grants from the Historical Commission and the Friends of the Historical Commission.

The completion of this project, to restore the remainder of the forty-three gravestones identified in 2022, will cost \$11,500. To meet this cost, the Commission is requesting a CPA grant of \$9,000.

This will be supplemented by a grant of \$500 from the Historical Commission, and \$2,000, half from the Cemetery Commission's own reserves from sale of burial lots and half from funds donated to the Cemetery Commission by the Friends of the Historical Commission for use in historic restoration.

Attachment B

WEST CEMETERY SHUTESBURY, MASSACHUSETTS

2020 GRAVESTONE PRESERVATION REPORT

Sample

Prepared by Ta Mara Conde Historic Gravestone Services New Salem, Massachusetts

HISTORIC GRAVESTONE SERVICES

Record Date	September 2020	
Cemetery Location	West Cemetery, Shutesbury, MA	
Name	Bacon, Charles & Clarissa	
Date of Death	May 10, 1908	
Material	Marble	
Marker Type	Double dies with base	

Carving Condition	80% - 100% readable	
Stone Condition	Ambient dirt & biological growth	
	Leaning	
	Set on rubble	
	Missing mortar	
	Clean & treat with D2 for biological growths	
	Remove rubble	
Treatment	Reset base plumb at correct height	
	Reassemble with lime mortar	

Inscription

CHARLES BACON

MAY 12, 1821 MAR. 1, 1906

CLARISSAA. RANDALL

HIS WIFE

NOV. 23, 1829 AUG. 2, 1902





HISTORIC GRAVESTONE SERVICES

Record Date Cemetery Location September 2020 West Cemetery, Shutesbury, MA

Name Date of Death	Bacon, Fred May 10, 1908
Material	Marble
Marker Type	Die with base
Carving Condition	80% - 100% readable
Stone Condition	Ambient dirt & biological growth Leaning Set on rubble Missing mortar
Treatment	Clean & treat with D2 for biological growths Remove rubble Reset base plumb at correct height Reassemble with lime mortar

Inscription

FRED R. BACON

SON OF GEO. & ROSELLA BACON BORN OCT 7, 1891 DIED MAY 10, 1908.





Attachment C General and Specific Criteria

This project meets many of the specific criteria for Historic Preservation Projects: a.

These 19th century graves are definitely of historical significance to Shutesbury.

b. Clearly meets criterion b, in preserving, enhancing, and restoring historic cemeteries.

- c. The conservator refers to meeting the Secretary of the Interior's Standards (see E1).
- d. It maintains historic resources for public benefit.
- e. Some of the more seriously damaged grave markers involved are in dire need of repair and restoration.

The project also meets a number of the general criteria.

a. Yes, these stones require immediate attention lest the damage becomes worse.

- c. Since many Shutesbury residents visit the graves of family and friends buried in West Cemetery, and/or plan to be buried there themselves, the safety and appearance of West Cemetery are important to a wide range of residents. It should be noted that some residents visit this attractive natural parklike space to walk. It could be argued that given this use, the project also meets the **Open Space Project criterion** e. to keep fully available an open space used by walkers. It might also be said to meet **Open Space Project criterion** h., to maintain in the cemetery (and especially the older part bordering Leverett Road) an excellent example of a scenic view bordering a town road.
- d. Preservation of these gravestones does indeed help with the preservation of town-owned assets.
- f. We have been given \$500 from the Shutesbury Historical Commission, and will contribute \$2,000 from our own funds (which include a large donation from the Friends of the Historical Commission.)
- g. The firm Historic Graves Services is based in the neighboring community of New Salem. No contractor in Shutesbury restores gravestones.
- h. Yes, Cemetery Commission funding and its Groundskeepers will provide maintenance and upkeep.
- i. Yes, this project appears financially and administratively possible. The Cemetery Commission will provide administration for the project.
- j. Community support is evidenced by the support of the Historical Commission. This will be the third gravestone restoration project undertaken by the Cemetery Commission with the financial support of the Community Preservation Committee. Community approval was shown for the earlier projects by the Town Meeting's approvals of the CPA grants.
- k. The restoration of these historic stones can have a positive impact on the community by making the cemetery safer for visitors and more beautiful for both visitors and those driving by on Shutesbury's main road.
- 1. The project has the support of the Shutesbury Historical Commission



Appendix D Letter of Support from Shutesbury Historical Commission

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Henry Geddes <hgeddes.shc@gmail.com> Tue, Dec 10, 2024, 8:48 PM

Hi Walter and members of the Cemetery Commission,

The Historical Commission voted to endorse your Community Preservation grant proposal for cemetery restoration. We also agreed to offer you \$500 toward that end. Let me know if you have any questions.

Best, Henry

Henry Geddes, PhD Chair, Shutesbury Historical Commission

Attachment E1: Scope of Work

Historic Gravestone Services 113 Michael Lane, New Salem, MA 01355

Stone Preservation Project Town of Shutesbury Shutesbury, MA 01072

November 28, 2022

This scope of work is for the preservation of 43 grave markers located in West Cemetery, Shutesbury, MA. A list of the selected stones is attached below.

All repairs shall begin with documentation of the monument with a "before" photograph and a completed assessment form. The area will be prepared for resetting the stone plumb in the original location and be reseeded with grass seed after preservation. Each stone shall be cleaned and treated for biological growth in accordance with proper conservation techniques and using approved materials appropriate for that stone. Upon completion, an "after" photograph is taken and a report prepared with all treatments and photographs for town/cemetery records.

Work shall begin in the spring of 2023 and be completed no later than November 2023. Payments shall be made against invoices as work is completed. All work shall be performed in accordance with American Institute for Conservation's Code of Ethics and the Secretary of the Interior's Standards.

Total projected budget for the scope of work to be performed is \$22,500.00

TaMara Conde Historic Gravestone Services

Attachment E2

HGS Assessment New Section Shutesbury West Cemetery

(November 2022)

#	LAST NAME	FIRST NAME	STONE	STYLE	CONDITION	TREATMENT
1	Spear	Father	marble	die/base	Ambient dirt and biological growths, fallen, sunken base, missing mortar	Clean stone and treat biological growth, reset base stone plumb, reassemble with lime mortar
2	Burditt	Amy	marble	die/base 4 pcs	Ambient dirt and biological growths, leaning, sunken base, missing mortar	Clean stone and treat biological growth, reset base stone plumb, reassemble with lime mortar
3	Matthews	Lyman	marble	die/base	Ambient dirt and biological growths, leaning, sunken base, missing mortar	Clean stone and treat biological growth, reset base stone plumb, reassemble with lime mortar
4	Haskett	Minnfetta	marble	tablet	Ambient dirt and biological growths, fallen, broken at grade, leaning on another stone, location unknown	Clean stone and treat biological growth, locate grave, create below grade base, reset stone into base with lime mortar, reattach fragment with Jahn mortar

5	Beaman	William	marble	tablet	Ambient dirt and biological growths, fallen, broken, multi fragments	Clean stone and treat biological growth, create below grade base, reset stone into base with lime mortar, reattach fragment with Jahn mortar
6	Wood	Ely	marble	tab/base	Ambient dirt and biological growths, fallen, broken, 2 fragments	Clean stone and treat biological growth, create below grade base, reset stone into base with lime mortar, reattach fragment with Jahn mortar
7	Caron	Jennie	marble	die/base 4 pcs	Ambient dirt and biological growths, leaning, sunken base, missing mortar, loose capstone	Clean stone and treat biological growth, reset base stone plumb, reassemble with lime mortar

8	Unknown	#7	marble	tablet	Ambient dirt and biological growths, leaning, broken, 2 fragments	Clean stone and treat biological growth, create below grade base, reset stone into base with lime mortar, reattach fragment with Jahn mortar
9	Johnson	Dad	marble	die/base	Ambient dirt and biological growths, fallen, sunken base, missing mortar	Clean stone and treat biological growth, reset base plumb, reset die with lime mortar
10	Pratt	Sally	marble	tablet	Ambient dirt and biological growths, fallen, broken, 2 fragments	Clean stone and treat biological growth, create below grade base, reset stone into base with lime mortar, reattach fragment with Jahn mortar
11	Crandall	Susan	marble	tablet	Ambient dirt and biological growths, fallen, broken, 2 fragments	Clean stone and treat biological growth, create below grade base, reset stone into base with lime mortar, reattach fragment with Jahn mortar

12	Bacon	Rosa M.	marble	die/base	Ambient dirt and biological growths, leaning, set on rubble, missing mortar	Clean stone and treat biological growth, remove rubble, reset base plumb, reset die with lime mortar
13	Bacon	George W.	marble	die/base	Ambient dirt and biological growths, leaning, set on rubble, missing mortar	Clean stone and treat biological growth, remove rubble, reset base plumb, reset die with lime mortar
14	Bacon	Wife	marble	die/base	Ambient dirt and biological growths, leaning, set on rubble, missing mortar	Clean stone and treat biological growth, remove rubble, reset base plumb, reset die with lime mortar
15	Osborne		granite	die/base	Ambient dirt and biological growths, leaning, sunken base	Clean stone and treat biological growth, reset base stone plumb, reassemble with setting compound

16	Kimball		granite	die/base	Ambient dirt and biological growths, leaning, sunken base	Clean stone and treat biological growth, reset base stone plumb, reassemble with setting compound
17	Unknown	#8 Shores	marble	tablet	Ambient dirt and biological growths, fallen, broken at grade	Clean stone and treat biological growth, create below grade base, set base plumb, reset stone into base with lime mortar
18	Ball	Abigail	marble	tab/base	Ambient dirt and biological growths, leaning, broken base, loose in base, missing mortar	Clean stone and treat biological growth, reset base plumb, reset stone into base with lime mortar

19	Newell	Martin	marble	die/base	Ambient dirt and biological growths, leaning, missing mortar, loose on base, pins	Clean stone and treat biological growth, reset base stone plumb, remove pins, reassemble with lime mortar
20	Newell	Emily	marble	die/base	Ambient dirt and biological growths, leaning, missing mortar, loose on base, pins	Clean stone and treat biological growth, reset base stone plumb, remove pins, reassemble with lime mortar
21	Laplante	Medard	marble	tab/base	Ambient dirt and biological growths, fallen, sunken base	Clean stone and treat biological growth, reset base plumb, reset stone into base with lime mortar
22	Leonard	Levi H.	marble	die/base	Ambient dirt and biological growths, loose, broken corner, pins, sunken base	Clean stone and treat biological growth, reset base stone plumb, remove pins, reassemble & reattach corner with Jahn mortar
23	Larnard	Asa	marble	tablet	Ambient dirt and biological growths, fallen, broken at grade	Clean stone and treat biological growth, create below grade concrete base, set base plumb, reset tablet into base with lime mortar

24	Pratt	Mary	marble	Die w/base 3pcs.	Ambient dirt and biological growths, fallen, sunken base, broken corner	Clean stone and treat biological growth, reset base plumb, reassemble and attach fragment with Jahn mortar
25	Larned		marble	Pedestal 6 pcs.	Ambient dirt and biological growths, leaning, set on rubble, missing mortar	Clean stone and treat biological growth, remove rubble, reset base stone plumb, reassemble with lime mortar

26	Unknown	#1	marble	tab/base	Ambient dirt and biological growths, fallen, broken, multi fragments	Clean stone and treat biological growth, create below grade concrete base, reset tablet into base with lime mortar, reattach fragments with Jahn mortar
27	Unknown	#2	marble	tab/base	Ambient dirt and biological growths, fallen, broken, multi fragments	Clean stone and treat biological growth, create below grade concrete base, reset tablet into base with lime mortar, reattach fragments with Jahn mortar
28	Abbott	Julia	granite	Die w/base 2pcs.	Ambient dirt and biological growths, fallen, leaning on base	Clean stone and treat biological growth, reset base plumb, reassemble with setting compound
29	Felton	Susan	marble	tablet	Ambient dirt and biological growths, fallen, broken at grade	Clean stone and treat biological growth, create below grade concrete base, set base plumb, reset tablet into base with lime mortar
30	Reed	Joseph	marble	Pedestal 3 pcs	Ambient dirt and biological growths, leaning, missing mortar, moved off center	Clean stone and treat biological growth, reset base plumb, reassemble with lime mortar
31	Winter	Nancy	marble	tablet	Ambient dirt and biological growths, fallen, broken at grade, delaminating, concrete residue	Clean stone and treat biological growth, remove concrete, create below grade concrete base, set base plumb, reset tablet into base with lime mortar

32 Unknown	#3	marble	tablet	Ambient dirt and biological growths, fallen, sunken, may be broken	Clean stone and treat biological growth, create below grade concrete base, reset tablet into base with lime mortar, reattach fragments with Jahn mortar
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33	Butler	Ephraim	marble	tablet	Ambient dirt and biological growths, leaning, tilted	Clean stone and treat biological growth, reset plumb
34	Unknown	#4	marble	tablet	Ambient dirt and biological growths, fallen, broken, 2 fragments, epoxy repair failure	Clean stone and treat biological growth, create below grade concrete base, reset tablet into base with lime mortar, reattach fragments with Jahn mortar
35	Unknown	#5	marble	footstone	Ambient dirt and biological growths, fallen, broken, 2 fragments	Clean stone and treat biological growth, create below grade concrete base, reset tablet into base with lime mortar, reattach fragments with Jahn mortar
36	Athern	Abigail	marble	tablet	Ambient dirt and biological growths, fallen, broken, multi fragments	Clean stone and treat biological growth, create below grade concrete base, reset tablet into base with lime mortar, reattach fragments with Jahn mortar
37	Smith	Sylvia	slate	tablet	Ambient dirt and biological growths, fallen, broken at grade, leaning on another stone, location unknown	Clean stone and treat biological growth, locate grave, create below grade concrete base, reset tablet into base with lime mortar
38	Powers	John & Mary	marble	Dbl Die/base	Ambient dirt and biological growths, leaning, sunken, missing mortar	Clean stone and treat biological growth, reset base plumb, reassemble with lime mortar
39	Beaman	Josiah	marble	tablet	Ambient dirt and biological growths, fallen, broken, multi fragments	Clean stone and treat biological growth, create below grade concrete base, reset tablet into base with lime mortar, reattach fragments with Jahn mortar

40	Clark	Lydia	slate	tablet	Ambient dirt and biological growths, fallen, broken at grade	Clean stone and treat biological growth, create below grade concrete base, reset tablet into base with lime mortar, reattach fragments with Jahn mortar
41	Unknown	#6 Ober	marble	tablet	Ambient dirt and biological growths, fallen, broken at grade	Clean stone and treat biological growth, create below grade concrete base, reset tablet into base with lime mortar, reattach fragments with Jahn mortar
42	Williams	Mary	marble	tablet	Ambient dirt and biological growths, fallen, broken at grade	Clean stone and treat biological growth, create below grade concrete base, reset tablet into base with lime mortar, reattach fragments with Jahn mortar
43	Sawyer	Robert	granite	die/base	Ambient dirt and biological growths, leaning, sunken base, land erosion	Clean stone and treat biological growth, reset base stone plumb, reassemble with setting compound