Town of Shutesbury
Community Preservation Committee

FY 2025 Application for Community Preservation Funding

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

Submit 1 electronic copy to:
cpc@shutesbury.org

Instructions to Applicant: *Please complete all sections 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 6, 2025 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 20* ***and*** *Thursday, March 6 to answer questions about the application from the CPC. Applications are expected to be voted upon by the CPC on Thursday, March 20.*

Project Name: Base for Town Common Guideboard

Applicant Organization: Shutesbury Historical Commission

Address: 1 Cooleyville Road, Shutesbury, MA 01072

Contact Person: Matteo Pangallo

Phone: 413-687-0402

Email: shutesbury.pangallo@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** X
- **Community Housing** ☐
- **Recreation** ☐

Total Project Cost	CPA Funds Requested	Matching Contribution	Match Percent of total
$2,750	$2,250	$500	18%

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

Assessor's Map Number	M-1	Assessor's Lot/Parcel Number	M-1
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.**

When the historic Town Common guideboard was built in 1837, it was placed on top of a large white granite foundation stone at the very corner of Cooleyville and Wendell Roads (see photo 1). Sometime after the Town Celebration of 1937 (see photo 2, of that celebration, which shows the guideboard is not yet in its later position), the guideboard was moved from that original location further back onto the Common in order to improve sightlines for vehicles turning at the corner (see photo 3). The stone was not moved, however; it is still visible, in fact, though now overgrown by grass and largely sunken into the ground (see photo 4). Instead, the guideboard was placed directly onto the surface of the Common, with only four pavers placed at ground level (now overgrown and sunk into the ground) beneath the corners of the base to level it (see photos 5–9). For over ninety years, the guideboard sat in contact with the soil, absorbing moisture from the ground, which resulted in increased rates of water damage to the wood and thus the need for frequent repair.

Per the recommendations of wood scientist Stephen Smulski (see attached letter of October 11), when the guideboard returns from its current conservation work, it needs to be placed securely on a concrete foundation to reduce its rate of deterioration going forward. Incorporating the professional expertise and advice from the Williamstown Art Conservation Center, the Shutesbury Building Committee (which has endorsed this request), and the Shutesbury Historical Commission, this project would satisfy Smulski's recommendations for a foundation for the guideboard: "Install a proper concrete foundation to which the guideboard can be secured, including a capillary break (typically metal flashing) that prevents soil moisture from migrating through the concrete and into the wooden base. Any wood added inside the guideboard to facilitate attachment to the foundation should be preservative-treated and rated for ground contact. A 1- to 2-inch gap should be left between the concrete and the bottom of the skirtboard to allow for water to drain out of the guideboard and for air to flow into and through the guideboard."

The pad will be made of ST2 (C25) concrete or a stronger product. It will measure 45"x 45", extending approximately eight inches past the base of the guideboard, and it will be 8" thick, to minimize the chance of cracking. Per the recommendations of the Buildings Committee, it would float above the frost line but be set slightly below ground-level on a gravel bed. The surface would be sloped outward slightly from the center on all four sides, allowing water to shed away from the guideboard.

The costs for this project include equipment, supplies, and labor for preparing the site (excavation and levelling), labor for construction, and the materials used to construct the foundation (gravel, concrete, flashing, ground-contact lumber to create the gap). Costs were established by contacting six local concrete contractors for competitive, prevailing-wage bids.

2. **Goals:**

a. What are the goals of the proposed project?

This project's goal is to preserve the historic Town Common guideboard and reduce the frequency of costly maintenance to the object by protecting it from damage caused by ground moisture.

b. Who will benefit and why?

The Town of Shutesbury will benefit by having a significant, fragile, and irreplaceable historic resource protected from groundwater damage. This protection will also reduce the frequency and thus the cost of future maintenance of the guideboard, benefiting the Town's taxpayers. The community and public will benefit by enjoying this historic structure as a mainstay of the Town Common. Preventing unsightly moisture damage to the wood of the guideboard will improve the overall look of the Town Common while maintaining the unique historic flavor of this parcel of land and its surrounding buildings.

c. How will success be measured?

Success will be measured by the construction of the concrete pad and, going forward, a reduced frequency to the need to repair and restore the guideboard, particularly the pieces of wood around its base skirt.

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)?

Satisfies the objective of preservation of an historic resource. General Criteria met: a (requires immediate attention), c (serves multiple community needs and populations), d (helps with the preservation of town owned assets), f (have other sources of funding and a payment schedule), i (financially and administratively feasible), j (have community support), k (provide a positive impact to the community), l (have support from Shutesbury town board(s) or committee(s), m (have no or limited detrimental impact on the environment or natural resources). Specific Criteria: a (historical/cultural significance to the Town), b (protect…historic building [and] objects), d (historic resource can be maintained for continued public benefit), e (potential loss or destruction of the resource if proposed action is not taken), f (protect…Town-owned...resources of historical significance), g (protect…the historic function of a property).

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 FY2025 Community Preservation Plan notes that the Town's historic structures are non-renewable resources that enhance the quality of everyday life in Shutesbury. Historic sites prioritized for protection in that Plan include the Town Common and related structures. The Shutesbury Master Plan also includes recommendations for the Town Common and its associated structures to be submitted for designation on the National Register of Historic Places. The Open Space and Recreation Plan 7-Year Action Plan includes recommendations for NRHP nominations and ongoing efforts to preserve town-owned historic resources. Protecting the guideboard is entirely in keeping with the priorities established through these planning documents.

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.

Grant application approved by unanimous vote of the Historical Commission. Letter of support from Shutesbury Buildings Committee attached.

6. **Budget**

Budget Summary

Total Project Cost	CPA Funds Requested	Other Funds Total	Other Funds: % of Total
$2,750	$2,250	$500	18%

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	$2,250	$500	$2,750
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	Item	Amount	Type (cash, in-kind, etc.)
Shutesbury Historical Commission	Partial construction costs	$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.)

No.

8. **Timeline**

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

December 2024: Bids solicited by Historical Commission January 2025: Site and project approved by Select Board February 2025: CPA grant approved by CPC April 2025: CPA grant approved by Town Meeting and winning bid chosen by Historical Commission in consultation with Buildings Committee May 2025: Site prepared (excavation, levelling) by contractor June 2025: Construction (gravel applied, concrete poured and shaped, flashing installed) by contractor July 2025: Project completed and site ready for guideboard's return

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

Project manager name	Matteo Pangallo
Daytime Phone	413-687-0402
Evening Phone	413-687-0402
Email	shutesbury.pangallo@gmail.com

10. **Maintenance** (Please note IF NOT APPLICABLE TO YOUR PROJECT)
   a. If ongoing maintenance is required, who will be responsible for it?

The Shutesbury Buildings Committee will be responsible for maintenance of the foundation. This will involve annual inspections for damage and any requisite repairs. A well-made concrete foundation should last 10 to 20 years before requiring maintenance.

   b. How will it be funded?

Shutesbury Buildings Committee budget.

Maintenance Budget

Year one	***Year two***	***Year three***	***Year four***	***Year five***
$0	*$0*	*$0*	*$0*	*$0*

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 Town of Shutesbury owns and has control of the Town Common, including the site of the guideboard foundation. Approval of site selection and the project by the Select Board is required.

12. **Project Documentation**
Attach any applicable engineering plans, architectural drawings, site plans, and any other relevant renderings.

13. **Other Information**
Attach any additional information that might benefit the CPC in consideration of this project.

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

January 16, 2025

Signature of Authorized Representative Date

Print name: Matteo Pangallo


WINCHESTER·27·M
KEENE·40·M


KEENE-40-M


BOSTON 75M

October 11, 2024

Rita Farrell Co-Chair Shutesbury Selectboard
Town Hall
Shutesbury MA 01072

Re: Shutesbury guideboard conservation

Dear Rita:

On October 10, 2024, I met with conservator Peter Mahoney at the Williamstown Art Conservation Center, Williamstown, MA, to examine the Shutesbury guideboard and discuss its conservation. At present all loose paint has been removed from the guideboard and areas of rotted friable wood are being consolidated with epoxy.

The primary concern with the guideboard—cracking, alligatoring, and peeling paint—resulted from the gradual build-up of multiple layers of oil-based paint through repeated repaintings. Oil-based paints naturally continue to dry and shrink for decades after application and thus inevitably crack and peel from wood exposed to the weather. Once this occurs, the only remedy is to remove all loose paint to bare wood and repaint. The guideboard's wooden components—a mix of original members (vertical side planks, most interior framing) and replacement members (skirtboard, decorative trim, shingles)—are in good to very good condition despite the presence of scattered locations of limited rot in some vertical side planks.

I explained to Peter that Shutesbury wants a "working" guideboard that will be reinstalled on the town common exposed to the weather as it has been for nearly a century.

I recommended what is considered the optimum paint system for wood exposed to the weather:

- *Paintable* (very important) water repellent applied to bare wood.
- Oil-base primer formulated with mildewcide and stain blocker.

- Minimum two topcoats of 100% acrylic latex paint formulated with mildewcide and stain blocker.

Depending on the actual local weather exposure, in New England this paint system will typically last 10 to 20 years.

As with all painted wood exposed to the weather, the conserved guideboard will require some maintenance. Peter and I discussed steps that can be taken to enhance the guideboard's ability to shed water and thus minimize, but not eliminate, required maintenance:

- Install a proper concrete foundation to which the guideboard can be secured, including a capillary break (typically metal flashing) that prevents soil moisture from migrating through the concrete and into the wooden base. Any wood added inside the guideboard to facilitate attachment to the foundation should be preservative-treated and rated for ground contact. A 1- to 2-inch gap should be left between the concrete and the bottom of the skirtboard to allow for water to drain out of the guideboard and for air to flow into and through the guideboard.

- Add beveled trim to the horizontal top edge of the skirtboard to promote water shedding. I recommend that trim be made from Lifespan® preservative-treated wood (knot-free plantation-grown Radiata pine) (www.lifespansolidselect.com). The entire volume of each stick of Lifespan® is impregnated with preservative so it can be machined to any shape without exposing untreated wood.

- Replace existing shingles with new clear, all heartwood, vertical grain western redcedar shingles. Liberally apply an oil-based penetrating, non-film-forming water repellent to the shingles after installation. I recommend installing the shingles over the plastic mesh Cedar Breather® which allows shingles to dry from below as well as from above to minimize warpage and splitting (www.benjaminobdyke.com).

- If the (non-original) roof cap is retained, replace the lead sheeting with the same shingles as used for the lower roof to unify the appearance.

I removed representative samples from the guidepost and identified the wood as:

Original vertical side plank 1	Eastern white pine (*Pinus strobus*)
Original vertical side plank 2	Eastern white pine (*Pinus strobus*)
Original internal framing	Eastern Hemlock (*Tsuga canadensis*)
Replacement skirtboard	Eastern white pine (*Pinus strobus*)

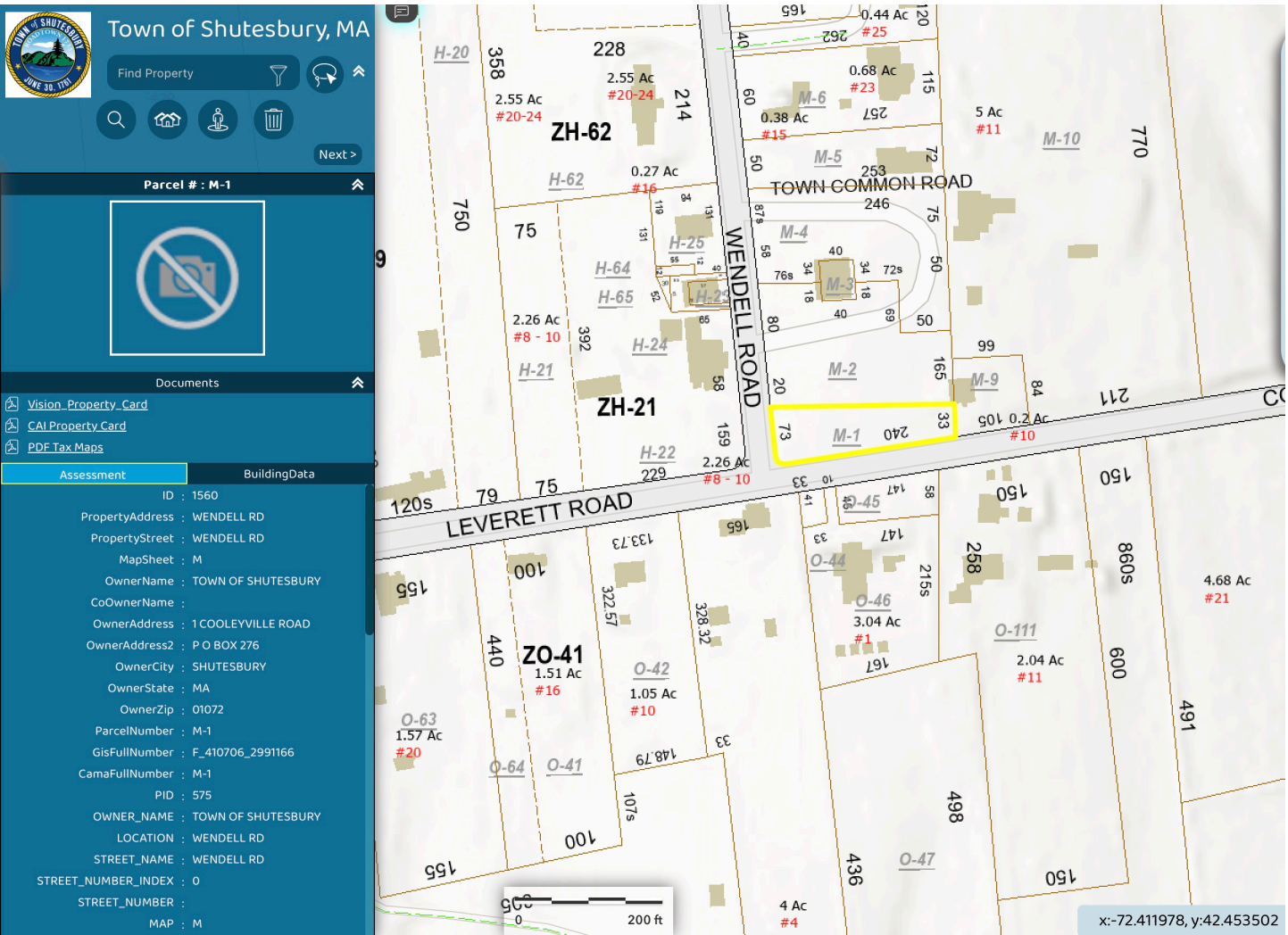
The wood species identification applies only to the individual members sampled; other species may have been used for other members. Neither Eastern white pine nor Eastern hemlock possesses significant natural resistance to rot. Preventing rot requires that the guideboard readily sheds water and dries out soon after getting wet through the use of water-shedding design details and the application and maintenance of the proper paint system.

Contact me with questions at your convenience.

Sincerely,

Stephen Smulski PhD
Consulting wood scientist
453 Wendell Road
Shutesbury MA 01072
413 259-1282
woodsci@crocker.com
www.woodsciencespecialists.com

CC: Peter Mahoney
Matteo Pangallo
Bert Fernandez
Henry Geddes
Shutesbury Historical Commission
Shutesbury Selectboard


Town of Shutesbury, MA
Find Property
Next >
Parcel # : M-1
Documents
Vision_Property_Card
CAI Property Card
PDF Tax Maps
Assessment
BuildingData
ID : 1560
PropertyAddress : WENDELL RD
PropertyStreet : WENDELL RD
MapSheet : M
OwnerName : TOWN OF SHUTESBURY
CoOwnerName :
OwnerAddress : 1 COOLEYVILLE ROAD
OwnerAddress2 : P O BOX 276
OwnerCity : SHUTESBURY
OwnerState : MA
OwnerZip : 01072
ParcelNumber : M-1
GisFullNumber : F_410706_2991166
CamaFullNumber : M-1
PID : 575
OWNER_NAME : TOWN OF SHUTESBURY
LOCATION : WENDELL RD
STREET_NAME : WENDELL RD
STREET_NUMBER_INDEX : 0
STREET_NUMBER :
MAP : M
WENDELL ROAD
TOWN COMMON ROAD
LEVERETT ROAD
ZH-62
ZH-21
ZO-41
M-1
0 200 ft
x:-72.411978, y:42.453502

Property Location WENDELL RD | Map ID M/ / 1/ / | Bldg Name | State Use 9300
Vision ID 575 | Account # | Bldg # 1 | Sec # 1 of 1 | Card # 1 of 1 | Print Date 7/16/2024 3:59:59 PM

CURRENT OWNER

TOWN OF SHUTESBURY

1 COOLEYVILLE ROAD
P O BOX 276
SHUTESBURY MA 01072

TOPO	UTILITIES	STRT / ROAD	LOCATION
		1 Paved	

SUPPLEMENTAL DATA

Alt Prcl ID	TOWN COMMON	INSULATE	
ARCVIEW	NONE	PLAN BK/	
TIGHT TA		LIEN BK/P	
FOUNDAT		MEMO	
GRADE	NONE	SPECIAL	575
ACRES	.02		
GIS ID	F_410706_2991166	Assoc Pid#	

CURRENT ASSESSMENT

Description	Code	Assessed	Assessed
EXM LAND	9300	16,600	16,600
		Total 16,600	16,600

1122

SHUTESBURY, MA

VISION

RECORD OF OWNERSHIP

RECORD OF OWNERSHIP	BK-VOL/PAGE		SALE DATE	Q/U	V/I	SALE PRICE	VC
TOWN OF SHUTESBURY		0	06-06-1739			0	

PREVIOUS ASSESSMENTS (HISTORY)

Year	Code	Assessed	Year	Code	Assessed V	Year	Code	Assessed
2024	9300	14,400	2023	9300	13,100	2022	9300	10,900
	Total	14,400		Total	13,100		Total	10,900

EXEMPTIONS

Year	Code	Description	Amount
		Total	0.00

OTHER ASSESSMENTS

Code	Description	Number	Amount	Comm Int

This signature acknowledges a visit by a Data Collector or Assessor

ASSESSING NEIGHBORHOOD

Nbhd	Nbhd Name	B	Tracing	Batch
150				

NOTES

APPRAISED VALUE SUMMARY

Appraised Bldg. Value (Card)	0
Appraised Xf (B) Value (Bldg)	0
Appraised Ob (B) Value (Bldg)	0
Appraised Land Value (Bldg)	16,600
Special Land Value	0
Total Appraised Parcel Value	16,600
Valuation Method	C
Total Appraised Parcel Value	16,600

BUILDING PERMIT RECORD

Permit Id	Issue Date	Type	Description	Amount	Insp Date	% Comp	Date Comp	Comments

VISIT / CHANGE HISTORY

Date	Id	Type	Is	Cd	Purpost/Result
07-08-2019	KR			63	Cyclical ext
10-22-1996	17			25	Abate Hearing

LAND LINE VALUATION SECTION

B	Use Code	Description	Zone	Land Type	Land Units		Unit Price	Size Adj	Site Index	Cond.	Nbhd.	Nbhd. Adj	Notes	Location Adjustment	Adj Unit P	Land Value
1	9300	VACANT - SELE	TC		871	SF	23.8	1.00000	5	0.80	150	1.000	P	1.0000	19.04	16,600
		Total Card Land Units			0	AC	Parcel Total Land Area			0					Total Land Value	16,600

Property Location	WENDELL RD		Map ID	M/ / 1/ /		Bldg Name	State Use 9300
Vision ID 575		Account #		Bldg # 1	Sec # 1 of 1	Card # 1 of 1	Print Date

CONSTRUCTION DETAIL

Element	Cd	Description
Style:	99	Vacant Land
Model	00	Vacant
Grade:		
Stories:		
Occupancy		
Exterior Wall 1		
Exterior Wall 2		
Roof Structure:		
Roof Cover		
Interior Wall 1		
Interior Wall 2		
Interior Flr 1		
Interior Flr 2		
Heat Fuel		
Heat Type:		
AC Type:		
Total Bedrooms		
Total Bthrms:		
Total Half Baths		
Total Xtra Fixtrs		
Total Rooms:		
Bath Style:		
Kitchen Style:		

CONSTRUCTION DETAIL (CONTINUED)

Element	Cd	Description

CONDO DATA

Parcel Id		C		Owne	0.0
		B		S	

Adjust Type	Code	Description	Factor%
Condo Flr			
Condo Unit			

COST / MARKET VALUATION

Building Value New	0
Year Built	0
Effective Year Built	0
Depreciation Code	
Remodel Rating	
Year Remodeled	
Depreciation %	
Functional Obsol	0
External Obsol	0
Trend Factor	1
Condition	
Condition %	0
Percent Good	
RCNLD	0
Dep % Ovr	
Dep Ovr Comment	
Misc Imp Ovr	
Misc Imp Ovr Comment	
Cost to Cure Ovr	
Cost to Cure Ovr Comment	

No Sketch

OB - OUTBUILDING & YARD ITEMS(L) / XF - BUILDING EXTRA FEATURES(B)

Code	Description	L/B	Units	Unit Price	Yr Blt	Cond. Cd	% Gd	Grade	Grade Adj.	Appr. Value

BUILDING SUB-AREA SUMMARY SECTION

Code	Description	Living Area	Floor Area	Eff Area	Unit Cost	Undeprec Value
	Ttl Gross Liv / Lease Area	0	0	0		0