

Community Preservation Committee

October 20, 2022

Meeting called to order at 7:01PM

Present: Rita Farrell, Elaine Puleo, Linda Avis Scott, Matteo Pangallo, Henry Geddes, Allen Hanson

Members not present: Jake Messier

MINUTES

1. Review minutes of meeting on 9/29/22 Motion to approve Farrell, second by Avis Scott. Farrell aye, Avis Scott aye, Pangallo aye, Puleo aye, Hanson aye and Geddes aye. Motion passes unanimously.
2. Review updated website – one comment is to put a few pictures on the face page especially ones with people (with their permission of course). Otherwise, the committee thanked Matteo for his work.
3. Review and vote on updated Community Preservation Plan – did not create a form fillable application for the forms in the Plan. Note to change the dates for the updating of the Open Space plan in 3 different places.
Motion to accept updated plan with the Open Space date changes- Puleo moved, Geddes second. Vote: Farrell aye, Puleo aye, Scott aye, Pangallo aye, Geddes aye, Hanson aye. The motion passes unanimously.
4. Review and vote on Determination of Eligibility and Application form – changed to make these form fillable documents. Scott suggested we change the question ordering by putting the question “Briefly describe how your project will meet the eligibility criteria...” to being placed directly after CPA Category designation. It was also suggested that we have a plain text version on the website along with having it form fillable. Moved the question concerning who will benefit from the project from under Heading 2 Goals to Heading 4 Community Need.
Motion to accept the new version of the DOE for CPA funds – motion moved by Farrell and seconded by Scott. Hanson aye, Farrell aye, Scott aye, Geddes aye, Pangallo aye, Puleo aye. Motion passed unanimously.
Discussion of the full Application - Replace Applicant name with Project Name on the cover page of the application. No other changes.
Vote to accept the Application with the changes presented and the above mentioned change. Motion moved by Farrell, seconded by Scott. Pangallo aye, Farrell aye, Scott aye, Geddes aye, Hanson aye, Puleo aye. Motion passed unanimously.
5. Matteo will create a town announce email and an email to all board chairs about bringing forward CPA projects
6. Items for next meeting – update on projects and discuss projects that have not been completed.

See supporting documents attached to these minutes

Motion to adjourn – Farrell motioned Hanson seconded. Pangallo aye, Farrell aye, Scott aye, Puleo aye, Hanson aye, Geddes aye.

Meeting adjourned at 7:43PM

Next meeting dated Nov 17, 2022 7PM

Respectfully submitted by Elaine Puleo

**Town of Shutesbury
Community Preservation Committee
FY2023 Determination of Eligibility**

Submit 1 paper copy to:

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

Submit 1 electronic copy to:

cpc@shutesbury.org

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

Applicant Name:

Applicant Organization:

Address:

Contact Person:

Phone:

Email:

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

- Open Space
- Historic Preservation
- Community Housing
- Recreation

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:

Briefly describe how your project will meet the eligibility criteria described in the Shutesbury *Community Preservation Plan* (available at shutesbury.org/community_preservation):

Signature of authorized representative: _____ Date:

**Town of Shutesbury
Community Preservation Committee
FY2023 Application for Community Preservation Funding**

Submit 1 paper copy to:

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

Submit 1 electronic copy to:

cpc@shutesbury.org

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

Applicant Name:

Applicant Organization:

Address:

Contact Person:

Phone:

Email:

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

- Open Space
- Historic Preservation
- Community Housing
- Recreation

Total project cost	CPA funds requested	Matching Contribution	Match Percent of total
\$	\$	\$	%

If appropriate for your project, attach a copy of the Assessor's Map(s) with the project parcel outlined. Attach a separate sheet if more than one lot/parcel/deed book/deed page number is relevant to the proposed project.

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

PROJECT DESCRIPTION

- All of the following sections MUST be completed.
- Applications will be returned if all relevant requested information is not provided.
- Attach to this document any supporting materials and exhibits as necessary.
- Refer to Shutesbury's *Community Preservation Plan* in completing this application. The *Community Preservation Plan* is updated annually and available at shutesbury.org/community_preservation.

1. Describe the project:

2. Goals

a. What are the goals of the proposed project?

b. How will success be measured?

3. Community Preservation Criteria

a. How does the project fulfill the General and Specific Evaluation Criteria described on pages 10–12 of Shutesbury’s *Community Preservation Plan*?

4. Community Need

a. How does the community benefit from this project?

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

5. Community Support

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

6. Budget

Budget Summary:

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

Budget Details:

Please provide as much detail as possible and leave any category blank if not applicable to your project. *Equipment* are items with a useful life expectancy of more than one year. *Supplies* are items with a useful life of less than one year.

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

	CPA FUNDS	OTHER FUNDS	TOTAL
Personnel	\$	\$	\$
Equipment	\$	\$	\$
Supplies	\$	\$	\$
Contractual	\$	\$	\$

Construction	\$	\$	\$
Other	\$	\$	\$
TOTAL	\$	\$	\$

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Other Funding:

Identify the amount of other (that is, non-CPA) funds for this project, including private, federal, state, or local government, or any other sources, including in-kind contributions (that is, contributions of goods, services, or property, including donated equipment, buildings, land, or supplies). Attach commitment letters from any organization, body, or individual providing a financial contribution to the project.

Organization	Item	Amount/Value	Type (cash, in-kind, etc.)
		\$	
		\$	
		\$	
		\$	
		\$	

For any in-kind contributions identified above, describe how the value of the contribution was derived.

7. Timeline

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

8. Project Management

Project Manager Contact Information (if other than the applicant):

Name:

Business/Organization:

Mailing address:

Daytime phone:

Evening phone:

Email:

9. Maintenance

- a. Will your project require maintenance or upkeep in the future? Yes
- b. If ongoing maintenance is required, who will be responsible for it?

- c. If ongoing maintenance is required, how will it be funded?

Maintenance Budget

Year one	Year two	Year three	Year four	Year five
\$	\$	\$	\$	\$

10. Site Documentation

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

11. Project Documentation

Attach any applicable engineering plans, architectural drawings, site plans, and other relevant renderings that illustrate the proposed project.

12. Other Information

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

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

Signature of Authorized Representative

Date

Print name: