

## Community Preservation Committee

Oct 16, 2025

Meeting called to order at 7:03 PM

The meeting was held remotely.

Members Present: Matteo Pangallo, Rita Farrell, Allen Hanson, Henry Geddes, Elaine Puleo  
Beth Willson

Members Absent: Clif Read

Public. Tom Siefert, Susan Millinger, Mark Elis, Mariah Kurtz (Franklin Regional Council of Governments)

1. Review and vote on minutes of September 25, 2025 meeting  
Farrell moved to approve, Geddes second  
Farrell aye, Puleo abstain, Wilson abstain, Geddes aye, Hanson aye, Pangallo aye  
Motion passes
2. Public hearing to gather public comments relevant to the CPC's annual review and update of Shutesbury's Community Preservation Plan. The current version of the Plan is available at [https://www.shutesbury.org/community\\_preservation](https://www.shutesbury.org/community_preservation).

Tom Siefert – are members appointed on the fiscal or calendar year? Answer: Fiscal  
Motion to close public hearing: Moved by Willson, seconded by Geddes  
Motion approved unanimously

3. Discussion and vote on update to Community Preservation Plan, Determination of Eligibility form, and Application form

Pangallo updated the plan, determination of eligibility form and application form  
Motion: Farrell, second Geddes  
Motion approved unanimously

4. Discussion with Mariah Kurtz (Franklin Regional Council of Governments) on hiring a regional affordable housing coordinator

FRCOG conducted a regional survey in January 2025 and found a great need for affordable housing. Mariah Kurtz was hired by FRCOG 10 months ago to work on the issue to help with housing needs partnering small towns with CPA funds as a shared housing coordinator. Thrive grant – rural economic development and housing – research and create a housing coordination service - \$10,000 to work on housing coordination services (funded through June 2027) to leverage CPA housing funds. Would need a contract agreement to use her services – Shutesbury, Leverett and Shelbourne.

We only have \$55,450 in our CPC housing fund. Mariah is asking for \$5,000 from us for her services to help us move forward creatively (Housing Coordination Services). Farrell – let's make sure this is an eligible cost. Mariah will check with the state to be

sure that this is an eligible CPA cost. This wouldn't take place until the next fiscal year for us because it must go before town meeting.

5. Unanticipated business

Geddes – met with Buildings Committee about the Guideboard – it won't be returned until next year due to delays in repair. The committee had suggestions for the pad that it will be placed on.

Adjourn - Motion to adjourn by Puleo, Geddes second

Wilson aye, Hanson aye, Farrell aye, Geddes aye, Puleo aye, Pangallo aye

Motion passes

Meeting adjourned at 7:53pm

**Shutesbury Community Preservation Committee  
Proposed Calendar for FY2026**

October 16, 2025	Public hearing about Community Preservation Plan Meeting to update Community Preservation Plan, DoEs, and Application
October 17, 2025	Town-wide & all-committee emails and press release inviting applications
November 20, 2025	Meeting to address questions from potential DoE submitters
December 8, 2025	Deadline for DoEs
December 18, 2025	Meeting to discuss and vote on DoEs
January 15, 2026	Meeting to address questions from potential applicants
February 9, 2026	Deadline for Applications
February 19, 2026	Meeting to ask questions of Applicants
March 19, 2026	Meeting to discuss and vote on Applications
April 2, 2026	Meeting to draft and vote on warrant articles
May 7, 2026	Meeting to draft and vote on grant agreements