

***TOWN OF SHUTESBURY, MA***

**COMMUNITY PRESERVATION COMMITTEE**

**COMMUNITY PRESERVATION PLAN**

December 2010  
Revised: October 2011  
Revised: October 2012  
Revised: October 2013  
Revised: October 2014

TOWN OF SHUTESBURY, MA  
COMMUNITY PRESERVATION COMMITTEE

**COMMUNITY PRESERVATION PLAN**

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**Acknowledgments**

The Community Preservation Committee consulted with Town Boards, Committees and citizens at large in formulating this plan. Over the past several years, residents and town officials, with broad community input, have developed plans and bylaws to guide Shutesbury’s development toward a shared vision. The Community Preservation Committee has drawn upon that important work in creating this plan. In particular, we have relied extensively on the Shutesbury’s 2004 Master Plan. The Community Preservation Committee members deeply appreciate and acknowledge the good work done by those who contributed to the foundation that supports this plan.

## **Introduction**

The Community Preservation Act (CPA) was passed by the State Legislature in Chapter 267 of the Acts of 2000 and is designed to help Massachusetts' cities and towns preserve and plan for their communities' futures and to raise funds to accomplish their Historic Preservation, Open Space, Recreation, and Community Housing goals. The CPA statute has been amended several times since, most recently in July 2012 with the passage of H 4200. (See [www.communitypreservation.org/](http://www.communitypreservation.org/) for more information).

Shutesbury adopted the CPA at its May 2008 Annual Town Meeting and approved the Town bylaw establishing a Community Preservation Committee (CPC) in November 2008. The CPA authorizes the Town to levy a 1.5% surcharge on property tax bills to raise funds to address our Historic Preservation, Open Space, Recreation, and Community Housing needs. In doing so, Shutesbury became eligible to receive state funds that match a percentage of the funds raised locally each year. Shutesbury elected to exempt from the surcharge the first \$100,000 of assessed value of each property's assessment.

Spending of CPA-generated funds is approved by Town Meeting. The CPC reviews and then recommends projects to be funded, and voters at Town Meeting, or a Special Town Meeting, for requests that require an immediate response, then accept, or reject the funding for the projects recommended. The sole requirement is that at least 10% of the Town's community preservation funds be allocated to projects in each of the following areas: Historic Preservation, Open Space, and Community Housing.

Shutesbury's Community Preservation Plan was developed, and revised annually, with input from the relevant Town boards, committees and residents at-large. This input informed the CPC's study of the Town's needs, possibilities and resources regarding community preservation. The CPC review included a preliminary evaluation of historic preservation, open space and community housing opportunities in Town. Community Preservation Plans from other communities were also reviewed.

Based on information gathered from this collaborative process, the CPC developed and annually revises this Community Preservation Plan (CPC) to help the Town make the "highest and best use" of CPA funds. This plan provides the Town's current profile, goals and evaluation criteria for Historic Preservation, Open Space, Recreation, and Community Housing. These will be used to evaluate proposed projects, although they are not binding upon the CPC.

The CPC seeks to maximize the impact of Shutesbury's limited CPA funds. Therefore, preferred projects creatively leverage and supplement CPA funding with other non-entitlement resources, as well as with funding from other public and private sources. All recommendations for CPA funding must be consistent with Chart 1: "Community Preservation Fund Allowable Spending Purposes" from the MA Department of Revenue.

The CPC approval process has two steps. The first step, obtaining a preliminary Determination of Eligibility, is described in Appendix A. The second step, the Community Preservation Application, is in Appendix B.

	<b>Open Space</b>	<b>Historic</b>	<b>Recreation</b>	<b>Housing</b>
<b>Acquire</b>	Yes	Yes	Yes	Yes
<b>Create</b>	Yes	No	Yes	Yes
<b>Preserve</b>	Yes	Yes	Yes	Yes
<b>Support</b>	No	No	No	Yes
<b>Rehabilitate and/or Restore</b>	Yes, if acquired or created with CPA funds	Yes	Yes ( <u>new 7/8/2012</u> )	Yes, if acquired or created with CPA funds

**CHART 1**

The chart above demonstrates the allowable uses of CPA funds in each of the CPA project categories: open space, recreation, housing, and historic preservation. This chart is critical for determining whether a proposed project is eligible for CPA funding.

*Chart adapted from "Recent Developments in Municipal Law", Massachusetts Department of Revenue, October 2012.*

## I. Open Space

CPA funds may be expended for:

*“...the acquisition, creation, and preservation of **open space** and for the rehabilitation or restoration of open space that is acquired or created with CPA funds.”*

### A. Open Space and Natural Resources Profile

The Town of Shutesbury is a rural community in Franklin County with 1,771 residents (2010 US Census), located in the hills on the eastern flank of the Connecticut River valley. The Town encompasses 27 square miles, or 17,188 acres. Shutesbury’s population grew extensively (+286%) from 489 to 1,810 between 1970 and 2000. Between 1971 and 2002 Shutesbury lost 618 acres of forest primarily to an increase in 533 acres of residential development.

Eighty seven percent (87%) of the Town’s land is open space. Forested ridges slope to the east in the eastern part of town. The central and western parts of town consist of rolling wooded hills and flats with interspersed areas of forested and non-forested wetlands. Lake Wyola lies in the northwestern corner of Town. Less than one percent (0.7%) of town land is now devoted to agriculture and 5.3% to residential development. Thirty-seven percent (37%, 6,392 acres) of publicly and privately owned Town land is ‘protected’ with legislative or deed easement restrictions.

The Chapter 61 programs also protect open space in Shutesbury. An additional thirty-five (35%) of Shutesbury's acreage is privately owned, temporarily protected land through enrollment in the State's Chapter 61 programs (page 77, 2012 draft Open Space Plan). Also, the Town has the right of “first refusal” for any enrolled land that becomes available for sale. Several large tracts of land previously enrolled in Chapter 61 programs have since been converted to permanent conservation through permanent easements.

Shutesbury has some of the highest concentrations of contiguous forested lands in Massachusetts and priority is given to protecting this land. The 2006 Open Space survey revealed strong sentiment for maintaining the town’s rural profile - large parcels of healthy contiguous forested lands, unpaved shaded roads, clean air and water - and an appreciation of Lake Wyola as a multi-seasonal recreational resource.

### B. Open Space Goals

Increase permanently protected open space to preserve:

1. Open fields and non-forested lands
2. Woodlands, especially those extending contiguous forested land
3. Areas most significant to watershed, wildlife habitat, and water quality, especially for aquifers and drinking water supplies
4. Wetlands, well zones, agricultural land, water access, and existing open space parcels within developed neighborhoods
5. Scenic vistas, roadside greenbelts, walking trails, and historic areas
6. Natural resources from invasive species

## II. Recreation

CPA funds may be expended for:

*“...the acquisition, creation, preservation, rehabilitation and restoration of land for **recreational** use and for rehabilitation or restoration of land for recreational use.... Recreational use is defined as active or passive. The Act prohibits use of funds to acquire, create or preserve land for a stadium, gymnasium, or similar structure.”*

### A. Recreation Profile

Shutesbury’s large areas of undeveloped land and Lake Wyola provide opportunities for hiking, biking, kayaking, fishing, and other non-infrastructure-dependent outdoor recreational activities. However, Shutesbury has limited recreational infrastructure. The 2006 Open Space Survey Results show that Shutesbury residents want more recreational opportunities along with the social and educational benefits they provide.

Some sites in Shutesbury that offer recreational opportunities include:

- Elementary School - playgrounds, fields and woods
- Fire Station - open field and horseback riding ring
- Lake Wyola
  - State Park, Carroll Holmes Recreation Area
  - Association Beaches and Pavilion
  - Town Boat Launch Ramp and Picnic Area
  - Eastern shore, 1.4 acres of Conservation Commission land
- Morse Hill
- Quabbin’s 5000 acres of watershed lands with trail access
- Robert Frost Trail, Metacomet and Monadnock Trail
- Shutesbury Athletic Club - outdoor facilities
- South Brook Conservation Area
- Town of Amherst-owned Adams Brook Sub-watershed hiking trails
- Town Common
- Town Hall - open field

### D. Recreation Goals

1. To create, rehabilitate or restore recreational infrastructure to provide opportunities for youth and adults
2. To create, rehabilitate or restore a community athletic field
3. To preserve and enhance Lake Wyola for recreational use

### III. Historic Preservation

CPA funds may be expended for:

*“...the acquisition, preservation, rehabilitation and restoration of **historic resources**, where historic resources are defined as a building, structure, vessel, real property, document or artifact that is listed or eligible for listing on the state register of historic places or has been determined by the local Historic Preservation Commission to be significant in the history, archeology, architecture or culture of Shutesbury.”*

#### A. Historic Resources Profile

Shutesbury’s historical resources are fragile and non-renewable. These historical and scenic resources include buildings and sites, archeological sites and artifacts, landscapes, objects and artifacts, and documents and photos. Many of Shutesbury’s natural scenic features are the result of historic human events and activities. Together these irreplaceable historical and natural features provide a scenic backdrop that enhances the quality of everyday life in Shutesbury.

Some historical features of Shutesbury include:

- Albert Baker homestead at 7 Baker Road
- Ames Pond, bog and surrounding land
- Site of the late 19<sup>th</sup>/early 20<sup>th</sup> century Ames Sawmill
- Atkins Reservoir / Amherst Water Company’s 1900 Atkins Pond
- Baker Reservoir
- Sand Hill Road, site of the former Baker sawmill
- West Cemetery Hearse House
- Cemeteries
  - The West Cemetery and Stetson Burying Ground,
  - Pratt Corner burying ground,
  - Hamilton family burying ground, and
  - Lock’s Pond cemetery
- “Hearthstone Hill” and Sirius Community hillside;
- Lake Wyola
- “Meetinghouse Hill” Shutesbury’s highest elevation at 1305 feet;
- Mt. Mineral/Temenos site with an exposed stone with a carving of a figure
- Quabbin watershed - the Massachusetts Historical Commission has records for over seventy prehistoric sites on the state-owned Quabbin Watershed Reservation. A small portion of the Quabbin Watershed Reservation is in Shutesbury.
- Town Common and the surrounding historical private and public buildings
- Shutesbury’s oldest municipal building, the 1829 Old Town Hall, with unique primary source historical municipal records from 1735 to present, statutes dating to the 18<sup>th</sup> century, and artifacts significant to Shutesbury’s past.

## **B. Historic Preservation Goals**

The primary use of CPA funds will be to acquire, preserve, rehabilitate and restore publicly owned historic resources. However, in exceptionally meritorious cases privately owned historic buildings will be considered for community preservation funding albeit with additional evaluation criteria as detailed in Section V.

1. Preserve and protect historical and scenic resources:
  - Buildings and sites
  - Archeological sites and artifacts
  - Landscapes
  - Objects and artifacts
  - Documents and photos
  
2. Preserve and protect town-owned historic buildings:
  - 1829 Old Town Hall
  - West Cemetery Hearse House – funding approved 2013
  - West Schoolhouse – completed 2012
  - 1949 Town Hall
  - Lake Wyola Dam Gatehouse
  - M.N. Spear Memorial Building
  
3. Preserve and protect town-owned non-building structures:
  - Lake Wyola Dam
  - Town Pound
  - Pratt Corner, West and Locks Pond Cemeteries and tombs
  
4. Preserve Shutesbury’s history in various forms:
  - Written word
  - Still and motion photography
  - Audio recordings, including oral interviews



## IV. Community Housing

CPA funds may be expended for:

*“...the acquisition, creation, preservation, and support of **community housing** and for the rehabilitation or restoration of community housing that is acquired or created with CPA funds. Community housing is defined as low and moderate income housing for individuals and families, including low or moderate income senior housing.”*

### A. Community Housing Profile

Although housing in Shutesbury is affordable for many, some residents have housing costs that are unaffordable or have other unmet housing needs. Residents of low or moderate incomes can be burdened by their housing costs.

Affordable housing opportunities are limited for low and moderate-income families or seniors who would like to live in Shutesbury. There is limited availability of affordable rentals or housing for first-time homebuyers. Some senior residents would like to move out of their homes but remain in Shutesbury in apartments or condominiums.

The Shutesbury housing market has fluctuated considerably in the past 10 years. The median sales price for a single-family home in Shutesbury during 2010 was \$235,000, compared to \$157,750 in 2000. There was a decrease in the median sales price of nearly 10% from 2007-2009, followed by a 6.33% increase in 2010.

### B. Community Housing Goals

The Town wants to encourage any residential development that is affordable, sustainable and compatible with the vision for Shutesbury's future. Shutesbury is committed to increasing affordable housing with a goal of creating opportunities for current residents to continue to reside within the community. There is need for more diverse housing stock to support a healthy and economically diverse community.

## **V. Evaluation Criteria**

The CPC Evaluation Criteria were developed in consultation with the relevant Town boards, committees, and residents at-large. The CPC also reviewed related criteria from other Community Preservation Act communities. With information gathered from this collaborative process the CPC established its Evaluation Criteria to help the Town prioritize its use of CPA funds.

Proposals submitted to the CPC will be evaluated under two sets of criteria. The first will be general criteria and the second will be project-type specific criteria (i.e. - Open Space, Historic Preservation, Recreation, and Community Housing).

The CPC uses a five step process to evaluate applications: scoring, ranking, public hearings, CPC discussion, and voting. Using the scoring criteria presented below, the CPC will determine whether the application addresses the specific criteria as follows: (1) not applicable, (2) fails to meet, (3) meets, or (4) exceeds. In the case of competing applications, the sum total of the application scores will be used to rank them. Information from the scoring process, the public hearing on the application(s), and the goals of the CPC committee as expressed earlier in this document plays a significant role in the committee's discussion and subsequent vote. The goal of the CPC is to fund those applications that afford the most benefit to the town while making best use of the limited funding available.

### **1. General Criteria**

- a. Financially and administratively feasible
- b. Require immediate attention
- c. Serve a currently under-served population
- d. Serve multiple community needs and populations
- e. Help with the preservation of town owned assets
- f. Involve the acquisition of threatened resources
- g. Have other sources of funding and a payment schedule
- h. Promote the use of local contractors when possible
- i. Have a means of support for maintenance and upkeep
- j. Have community support
- k. Provide a positive impact to the community
- l. Have support from other Shutesbury town board(s) or committee(s)

## **2. Specific Criteria for Open Space Projects**

Permanently preserve, protect and conserve Shutesbury's natural resources, including clean air, wildlife habitat including areas that are of local significance for biodiversity.

- a. Contribute to the permanent conservation of Shutesbury's lands and aquatic resources
- b. Contribute to the permanent protection of lands currently enrolled with the Commonwealth of Massachusetts 61, 61A and 61B
- c. Protect lands for which universal access is envisioned
- d. Provide opportunities for passive recreation and environmental education
- e. Protect or enhance wildlife corridors
- f. Provide connections between existing trails or create trail linkages
- g. Preserve scenic views that border a town road
- h. Protect drinking water quantity and quality
- i. Preserve important surface water bodies including wetlands, vernal pools, or riparian zones
- j. Preserve primary or secondary priority parcels listed in the Shutesbury Open Space and Recreation Plan
- k. Preserve historic significance such as old foundations, stonewalls, old roads, trails, cart paths, or scenic vistas

## **3. Specific Criteria for Historic Preservation Projects**

- a. Historical/cultural significance to the Town
- b. Protect, preserve, enhance, restore and/or rehabilitate historic buildings, cemeteries, archeological sites and artifacts, historical landscapes, objects, and/or historical documents and photos
- c. Proposed work meets the U.S. Department of the Interior's Standards for Rehabilitation
- 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, preserve, enhance, restore and/or rehabilitate Town-owned properties, features, artifacts, documents, or resources of historical significance
- g. Protect, preserve, enhance, restore and/or rehabilitate the historic function of a property or site

For historic buildings that are privately owned, the following additional evaluation criteria also apply:

- i. a ‘claw back’ provision if projects are not completed as proposed or if the property is sold
- j. a clearly stated and on-going public purpose
- k. a fully funded project with less than 25% requested from CPA funds
- l. a property ‘lien’ describing public access and use of the property
- m. a ‘phased funding’ schedule for CPA funds to be provided for distinct project components,
- o. a monitoring and oversight plan that utilizes a qualified reviewer, who is independent and free of conflicts of interest with the applicant.

#### **4. Specific Criteria for Community Housing Projects**

- a. Promote the goal of having 10 percent of Shutesbury’s housing stock considered affordable
- b. Ensure long-term affordability for low and moderate income households, currently defined as 100% of area-wide median income
- c. Promote creation of additional housing options that offer current and future residents a wide range of housing choices, including upgrades to existing housing, new production of family and/or senior housing, first time homebuyer support, and supportive housing alternatives
- d. Attract matching funds or grant opportunities to complete construction
- e. Convert market-rate housing to affordable housing
- f. Support new affordable housing that is harmonious with the existing community
- g. Require limited management by the Town of Shutesbury
- h. Promote a socioeconomic environment that encourages a diversity of income, ethnicity, religion
- i. Give priority to local residents, Town employees, and employees of local businesses

#### **5. Specific Criteria for Recreation Projects**

- a. Serve a significant number of residents of all ages, gender, and ability
- b. Expand the range of active and/or passive recreational opportunities available to Shutesbury residents including trail connections, playing fields, play area, open space, and parks
- c. Maximize the utility of land already owned by Shutesbury
- d. Accessible by residents with mobility limitations

## **Appendices**

- A. Application and Approval Process
- B. Determination of Eligibility Form
- C. Community Preservation Application
- D. Community Preservation Committee Members – Fiscal Year 2014
- E. History of Shutesbury Community Preservation Town Meeting Votes

**Appendix A.**  
**Town of Shutesbury**  
**Community Preservation Committee**

**“Community Preservation Committee Application Process Simplified”**

Shutesbury Annual May Town Meeting approves or rejects funding for CPC recommended projects which explains the various deadline dates in the application schedule shown below. This document references the current version of the Town of Shutesbury Community Preservation Plan available on the CPC webpage at [www.shutesbury.org](http://www.shutesbury.org)

**Application Schedule:**

November 30 or Before:

Submit Determination of Eligibility Form

(The CPC will get back to you very quickly with their response)

December 31 or Before:

If Determined Eligible, Submit Application for Funding

January through March:

CPC reviews proposals

A public hearing for proposed projects is held in March; comments from interested persons are solicited.

Town Meeting (First Saturday in May):

CPC recommended proposals are on the Warrant

**Points to Consider:**

For a proposal to be considered by the CPC, applications should include endorsements, in the form of letters of support, from Town boards and/or community groups.

Applications for projects for Town owned properties must demonstrate support from the Town departments or committees responsible for the property, site, or building.

Depending on the size of the project, it is recommended that the applicant demonstrate external monetary support from relevant Town, State, Federal, and/or Private sources.

**Determining Eligibility** - see the current version of the Shutesbury Community Preservation Plan

Consult the Allowable Use Chart to determine if a project is eligible under State Law.

Sections 1 - 4 elaborate on the four areas of eligibility.

Section 5 describes Shutesbury’s refinements on the allowable uses under State Law.

If you have any questions about eligibility or allowable use, contact the CPC Chairperson or come to a meeting to ask your questions. All of our meetings are open the public.

## 2015 Application and Approval Process

The Town of Shutesbury's Community Preservation Committee (CPC) is pleased to announce the availability of Community Preservation Act (CPA) funds during fiscal year 2015. The funds available for distribution for eligible projects are based on a 1.5% surcharge on property taxes, excluding the first \$100,000 in property value, and a state match.

### Application Process

**1. Determination of Eligibility (DoE)** The purpose of this initial document is to introduce your proposal to the CPC so it can determine the project's eligibility and offer guidance. The CPC will rely on the CPA Allowable Uses Chart in determining eligibility (see Chart 1, page 4). Interested applicants shall complete the one-page Determination of Eligibility form and forward one copy to Chair of CPC, Shutesbury Town Hall, P.O. Box 276, Shutesbury, MA 01072. The application timetable described below is for applications requesting funds for approval at the Annual Town Meeting in May. **If the requested funds are for a project that must be approved with urgency, then applications may be submitted at any time. A Special Town Meeting is required to approve such applications.** If an application is submitted that requires an urgent response, then the CPC Chair, Donald Fletcher ([cpc@Shutesbury.org](mailto:cpc@Shutesbury.org)) should be contacted.

**Deadline:** Submit the DoE form anytime, but no later than November 30 for the next annual Town Meeting.

**2. Application for Funding** If the CPC determines that your proposal is eligible, you must complete the Application for Funding. The CPC will review the Application according to the Evaluation Criteria. The CPC will invite you to present your proposal at a regularly scheduled meeting.

**Deadline:** December 31st for consideration at annual Town Meeting.

**3. Review Process** The CPC will review all applications at a regularly scheduled meeting. Projects will be evaluated and prioritized using the Evaluation Criteria. It is anticipated that the vote to recommend will be taken at the CPC's March meeting to place projects on the annual Town Meeting warrant.

**4. Town Meeting Approval** Each project must be approved at a Town Meeting. Town Meeting can approve, or reject recommended funding amounts for a project by majority vote. The CPA requires two-thirds majority vote for bonded projects and eminent domain proceedings.

**5. Project Implementation** Funds for approved projects and procedures for requesting payment will be available as determined by the Town Administrator and are subject to the satisfaction of any conditions or procedures established by the CPC.

# Appendix B.

## Town of Shutesbury Community Preservation Committee

### Determination of Eligibility

#### Submit 8 copies to:

Community Preservation Committee  
Shutesbury Town Hall  
P.O. Box 276  
Shutesbury, Massachusetts 01072  
Email: [cpc@Shutesbury.org](mailto:cpc@Shutesbury.org)

This preliminary Determination of Eligibility form must be submitted to the CPC no later than November 30<sup>th</sup> for the project to be included on the warrant at the next annual Town Meeting. A preliminary Determination of Eligibility form may be submitted at any time for a request for CPA funds that must be approved with urgency. If recommended for approval by the CPC, these applications will require that a Special Town Meeting for approval.

**Applicant Name:**

**Applicant Organization:**

**Address:**

**Contact Person:**

**Phone:**

**E-Mail:**

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

- **Open Space**
- **Historic Preservation**
- **Community Housing**
- **Recreation**

**Amount Requested:**

**Briefly describe your project's expected result:**

**Signature of authorized representative:**

**Date:**



# Appendix C.

## Town of Shutesbury Community Preservation Committee

### Application for Community Preservation Funding

**Submit 8 copies to:**

Community Preservation Committee  
Shutesbury Town Hall  
P.O. Box 276  
Shutesbury, Massachusetts 01072  
Email: [cpc@Shutesbury.org](mailto:cpc@Shutesbury.org)

**Instructions to Applicant:** *Please complete all sections of the application. If a particular section is not applicable, please note that.*

**Applicant Name:**

**Applicant Organization:**

**Address:**

**Contact Person:**

**Phone:**

**E-Mail:**

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

- **Open Space**
- **Historic Preservation**
- **Community Housing**
- **Recreation**

Total Project Cost	CPA Funds Requested	Matching Contribution	Match Percent of total
\$	\$	\$	%

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

Assessor's Map Number		Assessor's Lot/Parcel Number	
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 MUST be answered.***
- 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.**

**2. Goals:**

a. What are the goals of the proposed project?

b. Who will benefit and why?

c. How will success be measured?

**3. Community Preservation Committee Criteria**

a. How does the project fulfill the General and Specific Evaluation Criteria?

**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? (Such as the Open Space and Recreation Plan, Community Plan, etc)

**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.

**6. Budget**

**Budget Summary**

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

**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			
Other			
<b>TOTAL</b>			

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.)

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.

**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?

b. How will it be funded?

**Maintenance Budget**

<i>Year one</i>	<i>Year two</i>	<i>Year three</i>	<i>Year four</i>	<i>Year five</i>
\$	\$	\$	\$	\$

11. **Site Documentation** (Submit 3 copies only)

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.

12. **Project Documentation** (Submit 3 copies only)

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.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

Print name: \_\_\_\_\_

## **Appendix D.**

### **Town of Shutesbury, MA Community Preservation Committee**

#### **Members - FY 2015**

<b>Members</b>	<b>Representing</b>	<b>Year term ends</b>	<b>Term</b>
Mike Vinskey	Select Board Rep./Parks	2017	3 yr
Donald Fletcher	Community-at-large Rep	2016	3 yr
Linda Scott	Conservation Commission	2015	3 yr
Leslie Bracebridge	Historical Commission	2017	3 yr
Rita Farrell	Community Housing	2015	3 yr
Susan Essig	Open Space Committee	2016	3 yr
Allen Hanson	Finance Committee	2015	3 yr
Vacant	Planning Board	2017	3 yr
Vacant	Recreation	2016	3 yr

## Appendix E.

### Town of Shutesbury, MA Community Preservation Committee

#### History of Shutesbury CPC- recommended Town Warrant Articles

##### **May 2010 Town Meeting**

**Article 9:** A motion was made and seconded to act on the recommendation of the Community Preservation Committee on the fiscal year 2011 budget and reserve for later appropriation the following sums of money from the Community Preservation Fund estimated annual revenues:

Open Space Preservation \$3,500.00; Historic Preservation \$3,500.00; Housing \$3,500.00

As well as appropriate the sum of \$1,750.00 from the Community Preservation Fund estimated annual revenues for all necessary and proper expenses of the Community Preservation Committee for the year, and further to retain unobligated funds as “budgetary reserve.”

**Passed unanimously.**

##### **May 2011 Town Meeting**

**Article 3:** A motion was made and seconded to act on the recommendation of the Community Preservation Committee to transfer the following sums from the Community Preservation Fund Balance: \$896.00 to Open Space (excluding recreational purposes); \$896 to Historic Resources; \$896.00 to Community Housing.

**Passed unanimously.**

**Article 4:** A motion was made and seconded to act on the recommendation of the Community Preservation Committee for the fiscal year 2012 budget, to transfer the following sums of money from the Community Preservation Fund estimated annual revenues: \$4,375.00 to Open Space (excluding recreational purposes); \$4,375.00 to Historic Resources; \$4,375.00 to Community Housing; and \$28,438 to the fiscal year 2012 Community Preservation Fund budgeted reserve.

**Passed unanimously.**

**Article 5:** A motion was made and seconded to appropriate \$2,187 from fiscal year 2012 Community Preservation Fund estimated annual revenues for necessary and proper administrative and operation expenses of the Shutesbury Community Preservation Committee.

**Passed unanimously.**

**Article 6:** A motion was made and seconded to appropriate the sum of \$15,000 from the Community Preservation Fund; and to meet this appropriation, transfer the sum of \$12,378.80 from the Historic Resources account and transfer the sum of \$2,621.20 from the Community Preservation Fund Balance, to rehabilitate the West Schoolhouse as detailed in the Shutesbury Historical Commission’s West Schoolhouse Sills Project proposal, with all the work to comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior’s Standards for Treatment of Historic Properties, said funds to be expended under the direction of the Shutesbury Buildings Committee.

**Passed unanimously.**

## **May 2012 Town Meeting**

**Article 1.** To see if the Town of Shutesbury will vote to act on the recommendation of the Community Preservation Committee on the fiscal year 2013 budget to transfer the following sums of money from the Community Preservation Fund estimated annual revenues: \$4,500.00 to Open Space (excluding recreational purposes); \$4,500.00 to Historic Resources; \$4,500.00 to Community Housing; and \$29,250 to the FY12 Community Preservation Fund budgeted reserve, or take any action relative thereto.

*(Sponsor: Community Preservation Committee) Finance Committee Recommends*

**Passed unanimously.**

**Article 2.** To see if the Town will vote to appropriate \$ 2,250 from fiscal year 2013 Community Preservation Fund estimated annual revenues for necessary and proper administrative and operation expenses of the Shutesbury Community Preservation Committee, or take any action relative thereto.

*(Sponsor: Community Preservation Committee) Finance Committee Recommends*

**Passed unanimously.**

**Article 3.** To see if the Town will vote to appropriate the sum of \$8,000 from the Community Preservation Fund; and to meet this appropriation, transfer the sum of \$4,375 from the Historic Resources account and transfer the sum of \$3,625 appropriated) from the Community Preservation Fund Balance, to increase the appropriation of \$15,000 by Town Meeting in 2011 to a total of \$23,000 to rehabilitate the West Schoolhouse as detailed in the Shutesbury Historical Commission's West Schoolhouse Sills Project proposal, with all the work to comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for Treatment of Historic Properties, said funds to be expended under the direction of the Shutesbury Building Committee, or take any action thereto.

*(Sponsor: Community Preservation Committee) Finance Committee Recommends*

**Passed unanimously.**

## **May 4, 2013**

**Article 1.** To see if the Town of Shutesbury will vote to act on the recommendation of the Community Preservation Committee on the fiscal year 2014 budget to transfer the following sums of money from the Community Preservation Fund estimated annual revenues: \$5,000 to Open Space (excluding recreational purposes); \$5,000 to Historic Resources; \$5,000 to Community Housing; and \$29,750 to the FY14 Community Preservation Fund budgeted reserve, or take any action relative thereto. *(Sponsor: Community Preservation Committee)*

**Passed unanimously.**

**Article 2.** To see if the Town will vote to appropriate \$ 2,350 from fiscal year 2014 Community Preservation Fund estimated annual revenues for necessary and proper administrative and operation expenses of the Shutesbury Community Preservation Committee, or take any action relative thereto.

*(Sponsor: Community Preservation Committee)*

**Passed unanimously.**

**Article 3.** To see if the Town will vote to appropriate the sum of \$21,650 from the Community Preservation Fund; and to meet this appropriation, transfer \$4,500 from the Historic Resources account and transfer the sum of \$17,150 appropriated from the Community Preservation Fund Balance, to rehabilitate the Cemetery Hearse House as detailed in the Shutesbury Building Committee's Cemetery Hearse House Project proposal, with all the work to comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for



Treatment of Historic Properties, said funds to be expended under the direction of the Shutesbury Building Committee, or take any action thereto. *(Sponsor: Community Preservation Committee)*

**Passed unanimously.**

**May 2014 Town Meeting**

**Article 1.** To see if the Town of Shutesbury will vote to act on the recommendation of the Community Preservation Committee on the fiscal year 2015 budget to transfer the following sums of money from the Community Preservation Fund estimated annual revenues: \$5,000 to Open Space (excluding recreational purposes); \$5,000 to Historic Resources; \$5,000 to Community Housing; and \$29,750 to the FY15 Community Preservation Fund budgeted reserve, or take any action relative thereto. *(Sponsor: Community Preservation Committee)*

*Passed unanimously*

**Article 2.** To see if the Town will vote to appropriate \$ 2,350 from fiscal year 5Community Preservation Fund estimated annual revenues for necessary and proper administrative and operation expenses of the Shutesbury Community Preservation Committee, or take any action relative thereto. *(Sponsor: Community Preservation Committee)*

*Passed unanimously*