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

RECEIVED
JAN 8 2015
BY

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

Applicant Name:	Shutesbury Conservation Commission
Applicant Organization:	Shutesbury Conservation Commission
Address:	43 Old Orchard Rd; SCC: Town Hall, Shutesbury
Contact Person:	Penny Jaques
Phone:	(H) 545-0928; SCC (259-3792)
E-Mail:	pjaques@verizon.net

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** X

Total Project Cost	CPA Funds Requested	Matching Contribution	Match Percent of total
$5,250	$4,100	$1,500	18%

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

Assessor's Map Number	B	Assessor's Lot/Parcel Number	Z679
Deed Book Number	107	Deed Page Number	42

Attach separate sheet if more than one lot/parcel/deed book/deed page number.

NOTE: a map of the site is attached

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.**

See attached two-page description

2. **Goals**

a. What are the goals of the proposed project?

The goals of this project are two-fold:
1) To provide opportunities for passive and active recreation for Town residents on Town conservation land, particularly those who do not live on the lake. All other Town conservation areas are unimproved natural areas.
2) To demonstrate good stewardship of a lake front conservation area through educational signage and appropriate plantings of native shrubs and trees.

b. Who will benefit and why?

The proposed project will serve a wide variety of town residents, including those with some mobility limitations. It expands the public places where people can launch canoes and kayaks (not allowed at the State Beach and Park. The canoe/kayak launch will create a destination for Town residents who borrow one of the library kayaks (based at the Old Town Beach). Additionally, the project will encourage use of an unused Town conservation property.

c. How will success be measured?

Success will be measured through anecdotal observation.

3. Community Preservation Committee Criteria

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

General Criteria in the Community Preservation Plan: This project meets 8 of the 12 criteria - it is feasible, serves multiple community needs and populations, preserves (and enhances) town-owned assets, has additional sources of funding, has a plan for maintenance, has community support and, we are confident, will have a positive impact on the community.

Criteria for Recreation Projects, the project meets all 4 goals. It will be free and open to all residents, will expand recreational opportunities, and will promote use of land that the Town already owns. With the installation of a path to the lakeshore and picnic table, it will be accessible by wheelchair (making the site fully accessible to people with mobility limitations is beyond the scope of this project, but could be addressed in a future one).

Open Space Project Criteria: Although this project does not fall within an Open Space Project, it does nevertheless meet a number of the listed criteria. The reduction of lawn and addition of plantings will enhance biodiversity and further protect the lake. Creation of a canoe/kayak launch and installing a picnic table will provide opportunities for recreation. Signage will offer environmental education on the value of protecting the lake and will provide natural history information. With its location on Lake Wyola, the site is a key in the Open Space & Recreation Plan.

4. Community Need

a. How does the community benefit from this project?

For a modest investment, a new recreation site will be created for Town residents, providing a quiet alternative to the Lake Wyola State Beach and the Old Town Beach. The 2006 Open Space Plan showed that Shutesbury residents want more recreational opportunities. Without parking available, the site has not been accessible. This project complements the CPC project being submitted by Hilton and Antonellis to enhance the Old Town Beach and will benefit the library's kayak borrowing program.

This property, as described by Stone in her letter of support, is an unknown gem. For those who don't know its location, the site is at the north end of the lake at the beginning of Merrill Drive (a map showing the location is attached). The site offers shoreline access to the lake for kayaks or canoes; it is a nice place to sit, read and enjoy the view; and there is room for other passive recreation such as picnicking. The site is open and flat – all work will be done so as to maintain easy access to the lakeshore and enhance the lovely view of the lake.

Prior to acquisition by the Commission, all trees on this previously wooded parcel were cut, the site was seeded and is now entirely lawn. Years ago, a bridge connected from the shore to the small island in the cove. More recently, the Commission planted a small number of shrubs along the shoreline. The lake ecosystem will benefit from the planting of additional native, low-maintenance shrubs, trees, and perennials and will serve as a demonstration for lake residents. The proposed plantings will protect fish, create wildlife habitat, prevent runoff, minimize erosion, and improve water quality.

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)

The 2006 Open Space Plan showed that Shutesbury residents want more recreational opportunities. Goal #2 of the soon-to-be-completed new Open Space and Recreation Plan is to "Enhance and Increase Recreational Opportunities in Shutesbury for its Residents". One of the stated Actions is to "Encourage communication and cooperation between the Recreation, Open Space and Community Preservation Committees and Conservation Commission on recreation ideas". This is an ideal project to meet that goal.

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.

Letters of support from the Open Space Committee and the Old Town Beach Committee are attached.

6. **Budget**

Budget Summary

Total Project Cost	CPA Funds Requested	Other Funds Total	Other Funds: % of Total
$5,250	$4,100	$1,150	22%

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	NA	$250	$250
Equipment *Picnic table, signs*	$700	$300	$1,000
Supplies	NA	NA	NA
Contractual *Fence*	$700	$300	$1,000
Construction *Parking area*	$2,000	0	$2,000
Other *Trees, shrubs, perennials*	$700	$300	$1,000
TOTAL	$4,100	$1,150	$5,250

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 Conservation Commission	Signage	$300	Cash
Janice Stone	Preparation of Notice of Intent	$250	In-kind
Town gardeners	Donation of plants & volunteer labor	$300	In-kind (plant material and volunteer labor)
Town volunteers	Install fencing	$300	In-kind (volunteer labor)

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.)

Janice Stone has agreed to prepare the Notice of Intent that is required to do work on the bank of Lake Wyola and in the buffer zone (within 100' of the lake). The estimate value is $250.
Volunteers will plant the native trees and shrubs
Volunteers will help with installation of fence

8. **Timeline**

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

Develop site plan: SUMMER 2015
Prepare and submit DEP Notice of Intent: SUMMER 2015
Install Fencing: FALL 2015
Create Parking Area: FALL 2015
Plant native vegetation: FALL 2015 through SPRING 2016
Develop text for signs and arrange for signs to be made: WINTER 2015
Install signs: SPRING 2016
Publicize and conduct inaugural event: EARLY SUMMER 2016

9. **Project Management**

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

Project Manager Name	Penny Jaques
Daytime Phone	413-545-0928
Evening Phone	413-259-1828
Email	pjaques@verizon.net

10. **Maintenance** (Please note IF NOT APPLICABLE TO YOUR PROJECT)

a. If ongoing maintenance is required, who will be responsible for it?

As with other Town Conservation Areas, the Shutesbury Conservation Commission will assume responsibility for maintenance of the site. The project will be designed such that little annual maintenance is required. We will request assistance from the Highway Department to mow three times annually over the growing season. The minimal work needed to maintain the plantings will be carried out by volunteers.

b. How will it be funded?

A small portion (estimated at $100 annually) of the Commission's Bylaw Fee Fund will be set aside for maintenance.

Maintenance Budget

Year one	*Year two*	*Year three*	*Year four*	*Year five*
$100	$100	$100	$100	$100

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.

DOCUMENTATION is attached

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

Attach any applicable engineering plans, architectural drawings, site plans, and any other relevant renderings.

PROJECT DESCRIPTION AND SITE MAP are attached

13. **Other Information**

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

Because this project is within 100' of Lake Wyola, the MA Wetlands Protection Act requires that a Notice of Intent (NOI) be submitted to the Department of Environmental Protection prior to the start of any work. Typically a consultant would be hired to prepare the NOI paperwork. Janice Stone has volunteered to prepare the NOI. In addition to chairing the Town's Open Space Committee, Janice is a Conservation Administrator in Hadley and South Hadley and is particularly well qualified to take on this task.

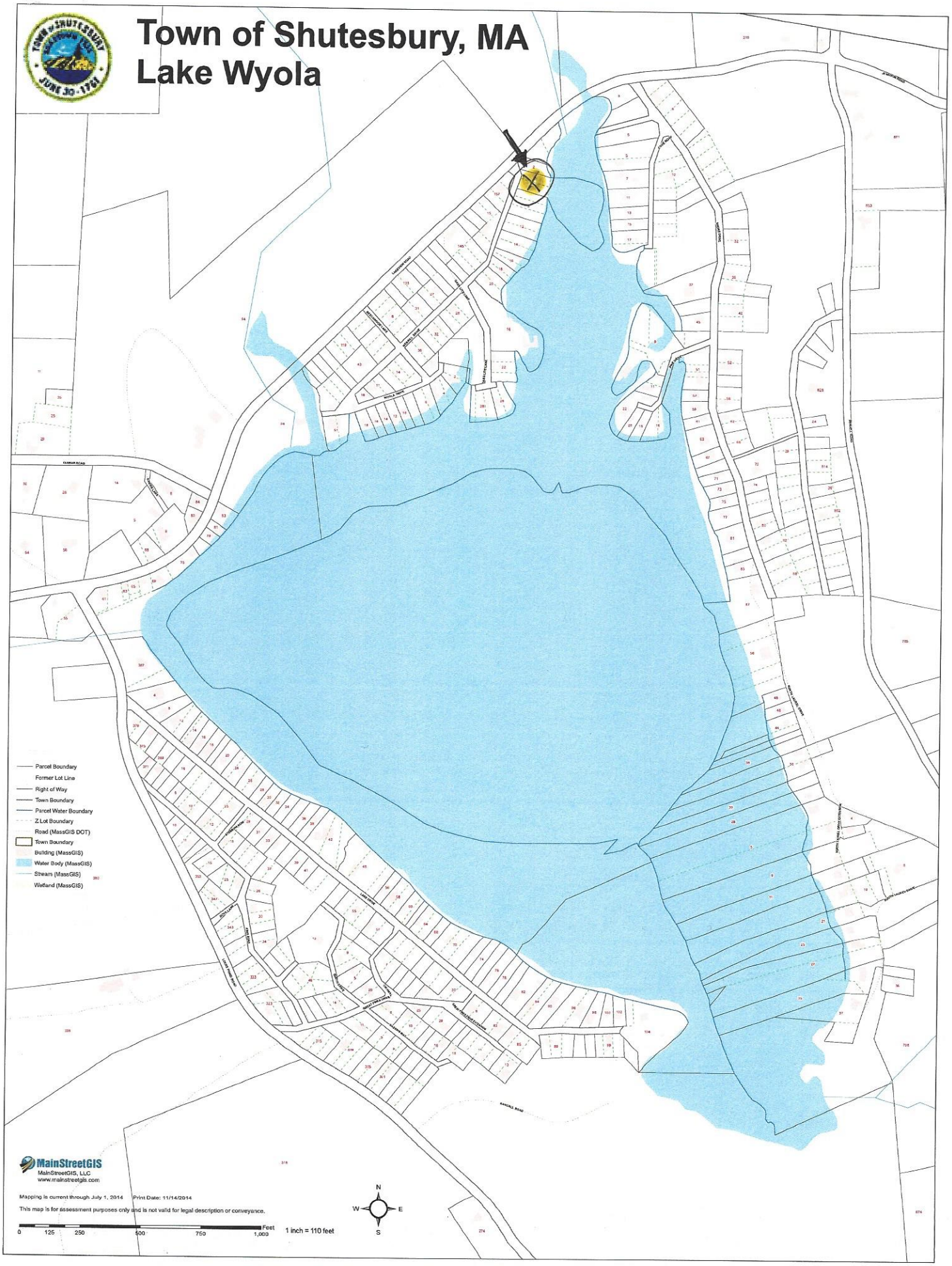
To the best of my knowledge and belief, all data in this application are true and correct. The document has been duly authorized by the individual or governing body of the applicant.

Penny Jaques 8 January 2015

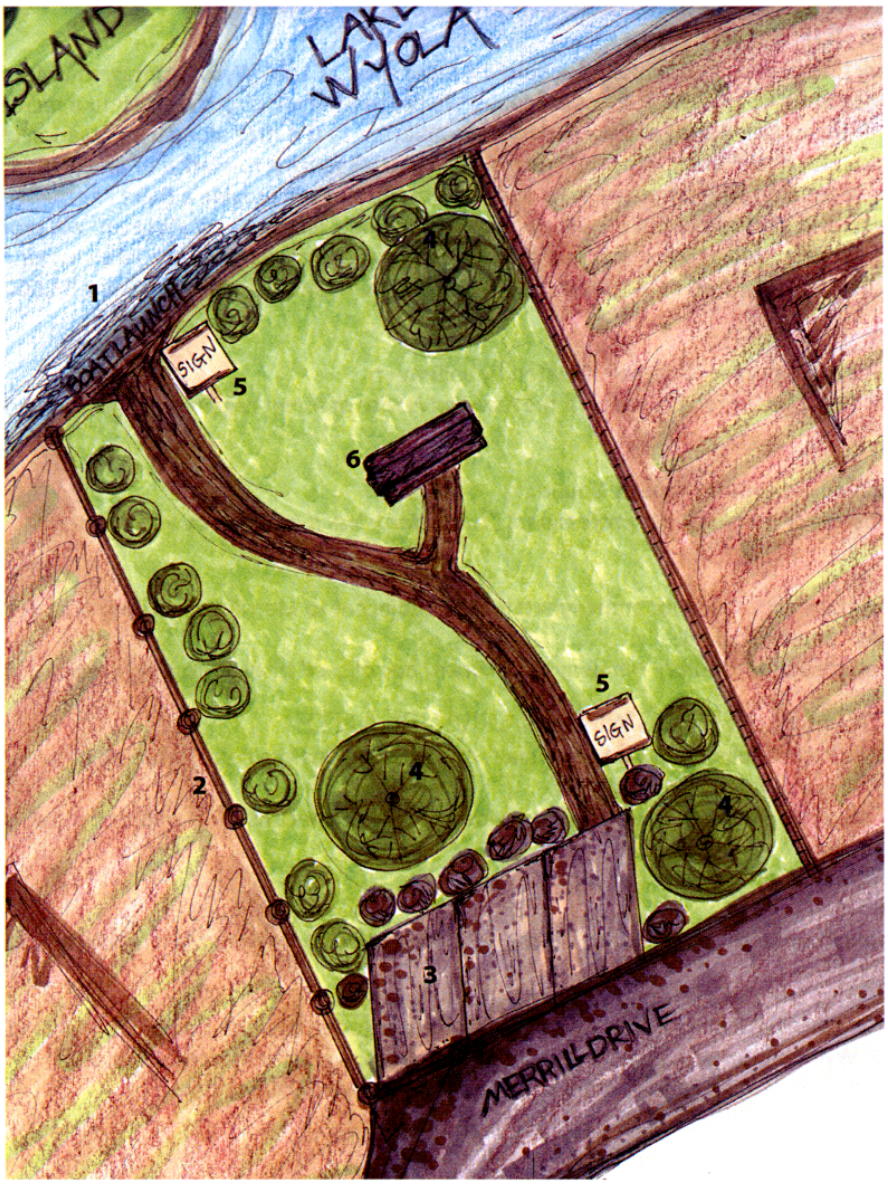
Signature of Authorized Representative Date

Print name: PENNY JAQUES, *on behalf of of the Shutesbury Conservation Commission*

Town of Shutesbury, MA
Lake Wyola



TOP OF THE LAKE
BOAT LAUNCH & NATIVE PLANTINGS



CURRENT STATUS

Prior to acquisiton by the Commission, all of the trees on this previously wooded parcel were cut, the site was seeded and is now entirely lawn. Several years ago, the Conservation Commission planted a small number of shrubs along the shoreline. Large rocks were placed along Merrill Drive to prevent parking on the property.

LOCATION OF IMPROVEMENTS

NOTE: This is a preliminary plan. While all of the components listed below will be part of the project, exact locations may change

1 Kayak/Canoe Launch
2 Fencing
3 Parking
4 Plantings (throughout site)
5 Signage
6 Picnic Table

TOP OF THE LAKE
BOAT LAUNCH & NATIVE PLANTINGS

PROJECT DESCRIPTION

In 2001, the Shutesbury Conservation Commission acquired a small sliver of Lake Wyola frontage on Merrill Drive. To date, the parcel has been unused, as parking is not available. We propose developing the site into a recreation area for town residents, with the installation of a small parking area adjacent to the road along with creation of a canoe/ kayak launch and picnic area. Additionally, we would post signage, install fencing to mark a property boundary, and plant additional native vegetation. The proposed enhancements to the site will provide a quiet alternative away from motorboats for canoeists and kayakers to put in, will complement the new library kayak program, will promote use of an existing open space property and will demonstrate the benefits of native plantings to the lake's water quality and it's wildlife. We estimate that the total cost of our project is $4,500 and the Commission is requesting $3,600 from the CPC.

KAYAK/CANOE LAUNCH

Lauch site will have minimal impact to shoreline. Created by volunteers.
Volunteer labor. Janice Stone has agreed to prepare the required Notice of Intent required by DEP for work on lake bank

FENCING

Post and rail fence installed along east property boundary
Estimate of $1000 for 80 linear feet (includes professional installation); less if installed by volunteers

PARKING

Create stable parking surface with space for approximately 3 cars adjacent to Merrill Rd. Parking area delineated by large rocks (some have already been installed).
Estimate of $2,000 for material; Shutesbury Highway Department has offered to insall parking area

DEMONSTRATION PLANTING WITH NATIVE PLANTS

Plant native, low maintenance shrubs, trees and perennials. Installed and maintained by volunteer gardeners. Planting will demonstrate good stewardship to lake residents:

- Natural lakeshore areas with minimized lawn and impervious surfaces protect fish and wildlife habitat, prevent runoff and minimize erosion
- Shoreline trees and shrubs improve water quality
- Native plants benefit wildlife

Estimate of $1000 for plant material, loan, & mulch. Cost defrayed by donations from town residents & local nurseries

SIGNAGE

Install two informational signs 1) *NEAR PARKING AREA*: rules for usage (open dawn to dusk, etc.) and 2) *CLOSE TO LAKE*: information about Lake Wyola (natural history, benefits of native plants, watershed information, etc.)
Estimate of $600 for two signs. Conservation Commission budget will cover 50% of this cost

PICNIC TABLE

Install picnic table near lakeshore
Cost estimate of $400

BUDGET	EST. COST	DONATED	REQUEST TO CPC
Boat launch (NOI preparation)	$0 ($250)	100% donation	$0
Fencing	$1,000	30% donation	$700
Parking	$2,000		$2,000
Plantings	$1,000	30% donation	$700
Signage	$600	50% donation	$300
Picnic table	$400		$400
TOTAL	**$5,250**		**$4,100**

75

ZB 679 – 698 679
698
679

AFFECTED PREMISES
Lots 698, 699 and 679 "Great Pines"
Shutesbury, MA

Quitclaim Deed

MATTHEW E. LaCLAIRE, of 60 Dudleyville Road, Leverett, Massachusetts,

in consideration of **THIRTEEN THOUSAND NINE HUNDRED and 00/100 DOLLARS ($13,900.00)** paid

grant to **SHUTESBURY CONSERVATION COMMISSION**, OF P.O. Box 276, Shutesbury, MA

with **QUITCLAIM COVENANTS**

the land in Shutesbury, Franklin County, Massachusetts, bounded and described as follows:

See attached Exhibit "A"

2001 DEC 14 AM 11:56

Executed as a sealed instrument this 6TH day of December 2001.

MATTHEW E. LaCLAIRE

Commonwealth of Massachusetts

FRANKLIN, ss.

Dated: December 6, 2001

Then personally appeared the above named MATTHEW E. LaCLAIRE and acknowledged the foregoing instrument to be his free act and deed, before me,

Karen M. Greene
Notary Public
My Commission expires: 2/10/06

KAREN M. GREENE NOTARY PUBLIC COMMONWEALTH OF MASSACHUSETTS

EXHIBIT "A"

The land in Shutesbury, Massachusetts, shown as Parcel B and the Island Tract on a plan entitled "Plan of Land in Shutesbury (Franklin Co.) Mass. Surveyed For Shutesbury Conservation Commission" dated May 21, 2001 by Roberge Associates Land Surveying, recorded at Franklin County Registry of Deeds Plan Book 107, Page 42, and more particularly described as follows:

Parcel B

Beginning at an iron pin set in the northwest corner of the property to be conveyed at the intersection of Parcel A; thence S. 59° 32' 27" E a distance of 138 feet, more or less, to an iron pin at the High Water Line of Lake Wyola; thence in a general southwest direction along the High Water Line of Lake Wyola a distance of 60 feet, more or less, to an iron pin at the southeast corner of the parcel being conveyed; thence N. 59° 32' 27" W, a distance of 138.00 feet, more or less, along land now or formerly of Roland Dragon to an iron pipe found at the intersection of Merrill Drive; thence N. 30° 27' 33" E. a distance of 50.00 feet, more or less, along Merrill Drive to an iron pipe; thence N. 08° 14' 25" W. a distance of 12.81 feet, more or less, along Merrill Drive to the place of beginning. Containing 8,200 square feet, more or less.

Island Tract

Being an island connected by a footbridge to Tract "B", beginning at an unmarked point, said point being S. 55° 45' 28" E. approximately 98 feet, more or less, from the northeast corner of Parcel A on said plan; thence in a general easterly direction 26 feet, more or less, along the high water line of Lake Wyola; thence in a general southeasterly direction 21 feet, more or less, along the high water line; thence in a general southerly direction 47 feet, more or less, along the high water line; thence in a general southerly direction 57 feet, more or less, along the high water line; thence in a general southerly direction 91 feet, more or less, along the high water line; thence in a general northwesterly direction 81 feet, more or less, along the high water line to an unmarked point; thence in a general northerly direction 112 feet, more or less, along the high water line; thence in a general northwesterly direction 23 feet, more or less, along the high water line; thence in a general northerly direction 8 feet, more or less, along the high water line; thence in a general northeasterly direction 31 feet, more or less, along the high water line to the place of beginning. Containing 12, 290 square feet, more or less and being the Island Tract on the above referenced plan.

Subject to a utility easement from John W. Watson to American Telephone and Telegraph Company dated October 16, 1917, and recorded in Franklin County Registry of Deeds Book 612, Page 257, if the same are in force and effect.

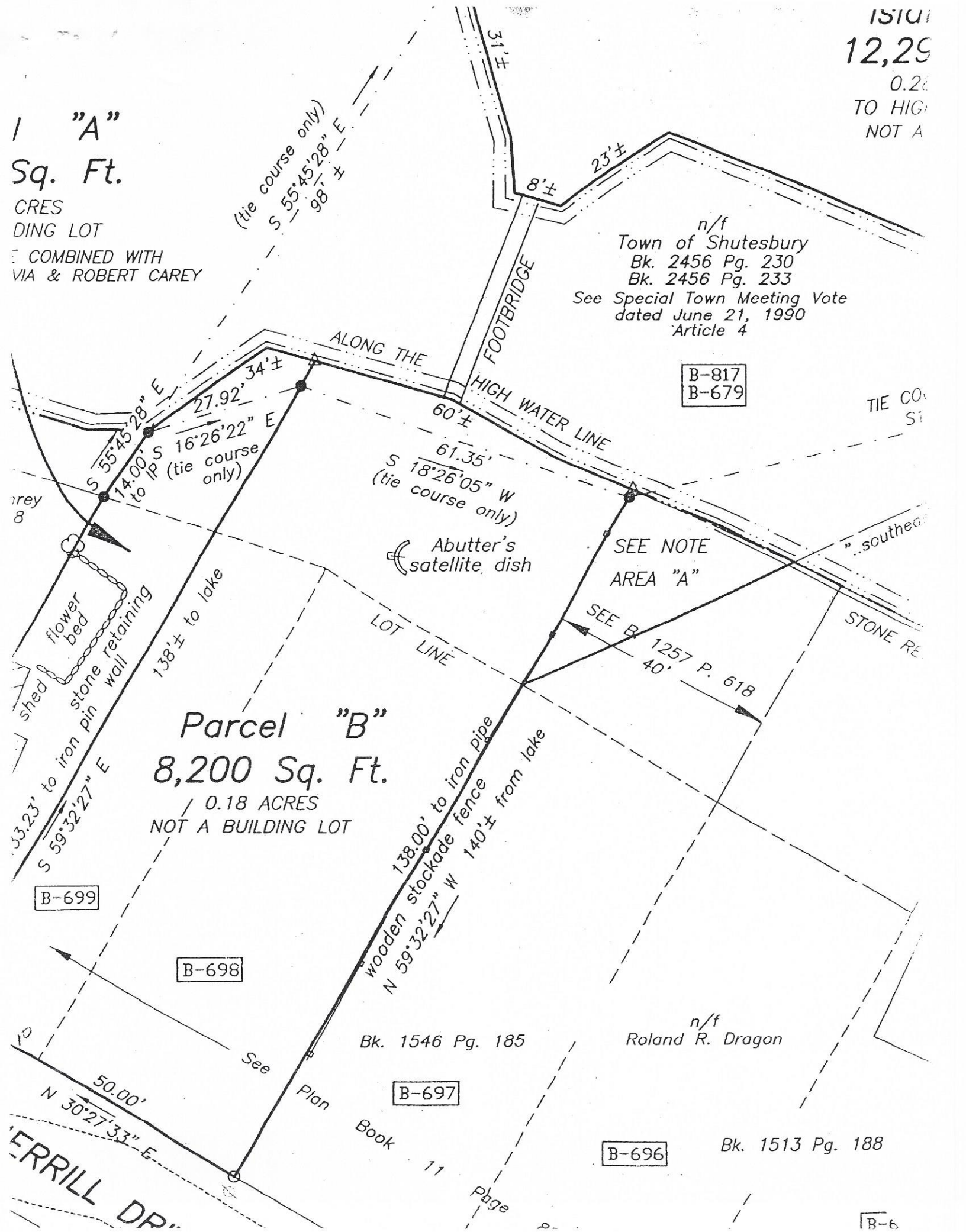
Subject to a utility easement from J. Wesley Watson and Paul H. Henley and Gertrude D. Henley to Gardner Electric Light Company dated September 3, 1937 and recorded in said Registry in Book 820, Page 318, if the same are in force and effect.

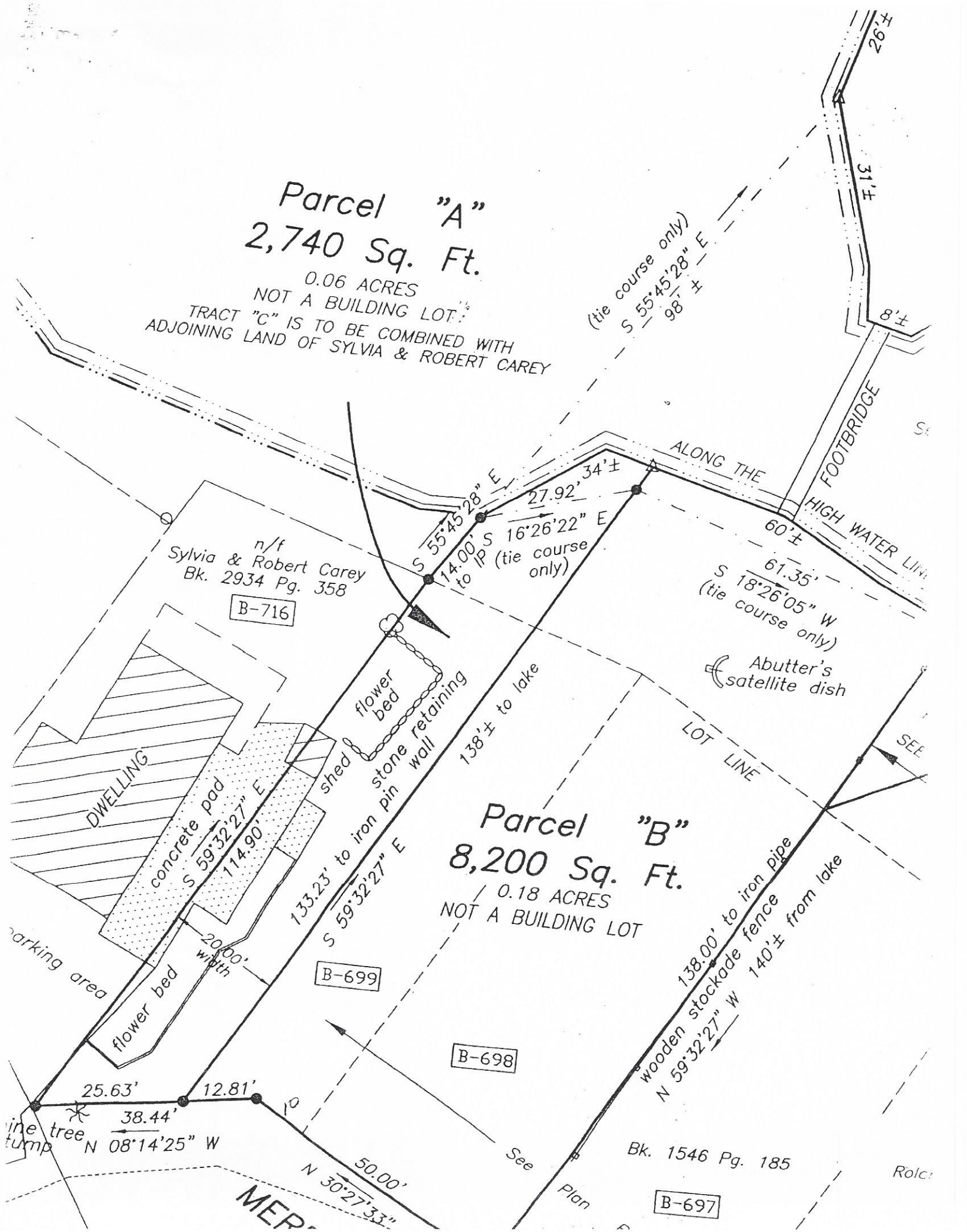
Subject to a utility easement from Glon K. Watson, Ruth H. Watson, Clarence W. Brett and Verdi W. Brett to New England Telephone & Telegraph Co. dated April 9, 1948 and recorded in said Registry in Book 912, Page 390, if the same are in force and effect.

Subject to the rights, if any, of the property owners abutting Lake Wyola to the waters of the lake and the bed thereof, also boating and fishing rights of the property owners abutting Lake Wyola or the stream of water leading thereto or therefrom.

Being a portion of the premises conveyed to Matthew E. LaClaire by deed of Deborah J. LaClaire dated June 27, 2000 and recorded in the Franklin County Registry of Deeds in Book 3664, Page 90.

ATTEST: FRANKLIN COUNTY, MASS. H. Peter Wood, Register


"A"
Sq. Ft.
CRES
DING LOT
COMBINED WITH
VIA & ROBERT CAREY
12,29
0.2
TO HIG
NOT A
31'±
23'±
8'±
(tie course only)
S 55°45'28" E
98' ±
n/f
Town of Shutesbury
Bk. 2456 Pg. 230
Bk. 2456 Pg. 233
See Special Town Meeting Vote
dated June 21, 1990
Article 4
FOOTBRIDGE
ALONG THE
HIGH WATER LINE
B-817
B-679
TIE CO
S 55°45'28" E
34'±
27.92'
S 16°26'22" E
14.00' S 16°26'22" E to IP (tie course only)
60'±
61.35'
S 18°26'05" W
(tie course only)
Abutter's satellite dish
SEE NOTE
AREA "A"
southea
STONE RE
flower bed
stone retaining wall
shed
138'± to lake
LOT LINE
SEE B 1257 P. 618
40'
Parcel "B"
8,200 Sq. Ft.
0.18 ACRES
NOT A BUILDING LOT
33.23' to iron pin
S 59°32'27" E
138.00' to iron pipe
wooden stockade fence
N 59°32'27" W 140'± from lake
B-699
B-698
n/f
Roland R. Dragon
Bk. 1546 Pg. 185
See Plan Book 11 Page
B-697
50.00'
N 30°27'33" E
B-696
Bk. 1513 Pg. 188
ERRILL DR
B-6


Parcel "A"
2,740 Sq. Ft.
0.06 ACRES
NOT A BUILDING LOT
TRACT "C" IS TO BE COMBINED WITH
ADJOINING LAND OF SYLVIA & ROBERT CAREY
(tie course only)
S 55°45'28" E
98' ±
26'±
31'±
8'±
FOOTBRIDGE
ALONG THE
HIGH WATER LINE
60'±
S 55°45'28" E
27.92'
34'±
14.00' S 16°26'22" E
to IP (tie course only)
61.35'
S 18°26'05" W
(tie course only)
Abutter's satellite dish
n/f
Sylvia & Robert Carey
Bk. 2934 Pg. 358
B-716
DWELLING
concrete pad
S 59°32'27" E
114.90'
shed
flower bed
stone retaining wall
138'± to lake
LOT LINE
Parcel "B"
8,200 Sq. Ft.
0.18 ACRES
NOT A BUILDING LOT
133.23' to iron pin
S 59°32'27" E
20.00' width
flower bed
B-699
B-698
138.00' to iron pipe
wooden stockade fence
N 59°32'27" W
140'± from lake
25.63'
12.81'
38.44'
N 08°14'25" W
10
50.00'
N 30°27'33"
See Plan
Bk. 1546 Pg. 185
B-697

Shutesbury Open Space Committee

January 5, 2015

Community Preservation Committee
Town Hall
Shutesbury, MA 01072

Dear CPC members,

I write in support of the Conservation Commission's CPC grant application for the Merrill Drive Conservation Area's canoe/kayak launch and other improvements. This property on the north side of Lake Wyola is a little known gem. It offers shoreline access to the Lake for small boats, fishing or swimming; it is a nice place to sit, read and enjoy the view; and there is room for other passive recreation such as picnicking or Frisbee. The proposal to create a canoe/kayak launch area, small parking area and add some fencing, signage and native plantings will make it very attractive, and more visible and accessible for the public. Right now most people probably think it is part of a neighbor's yard, and there is no place to stop and park a car. With these improvements it will be a lovely spot to visit and enjoy the outdoors and Lake area.

This project meets the criteria for Open Space projects because it provides opportunities for passive recreation and environmental education. It meets the criteria for Recreation projects because it can serve a wide variety of people, including those with mobility limitations, expands the public places where people can launch canoes and kayaks (not allowed at the State Beach and Park), and maximizes the utility of the land already owned by the town. All of the town conservation areas are unimproved natural areas. This parcel, already open and grassy, provides an opportunity for easy access and use without having to hike in for a view.

The Open Space Committee has been working on the Shutesbury Open Space and Recreation Plan for (too) many years (finally close to done!). Our Goal # 2 is to "Enhance and Increase Recreational Opportunities in Shutesbury for its Residents". One of the Actions under this goal is "Encourage communication and cooperation between the Recreation, Open Space and Community Preservation Committees and Conservation Commission on recreation ideas". This is an excellent opportunity to start work on that Goal and Action.

While the Open Space Committee has not met recently and been able to discuss this specific proposal, I believe it fits in well with the discussions we have had about how to improve recreational options and access in town, and that the Committee would most likely support it as much as I do. I am glad to see the Conservation Commission propose these improvements to this Conservation Area, giving more of us that do not live around the Lake some free access to it.

Thank you for your consideration of this letter.

Sincerely,

Jamie Stone

Chair, Open Space Committee

Old Town Beach
Improvement Project Committee
P.O. Box 216
Shutesbury, MA 01072
December 31, 2014

Donald Fletcher
Community Preservation Committee
Shutesbury Town Hall

Dear Donald:

At its meeting of December 31, the Old Town Beach Improvement Project Committee voted to support the Conservation Commission's proposal to create a kayak launch on conservation land at Merrill Drive.

These two projects are complementary. Both will make good use of underused town land to provide enhanced access to Lake Wyola for those who do not own property there.

Respectfully,

Catherine Hilton, Secretary-Treasurer