

Town of Shutesbury Community Preservation Committee

FY 2026 Determination of Eligibility

Submit to: cpc@shutesbury.org by December 8, 2025

This Determination of Eligibility form must be submitted to the CPC no later than December 8, 2025 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 18 to answer questions about their proposals and for the vote on the Determination of Eligibility.

Project Name: Regional Affordable Housing Coordinator

Applicant Organization: Shutesbury Community Preservation Committee

Address: 1 Cooleyville Road, Shutesbury MA 01072

Contact Person: Matteo Pangallo (Chair, CPC)

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** ☐
- **Community Housing** ☒
- **Recreation** ☐

Briefly describe how your project will meet the eligibility criteria (as described in the chart on page 4 of the Shutesbury Community Preservation Plan):

The Regional Affordable Housing Coordinator will support the Town's efforts to acquire or create new community housing resources and will support the Town's efforts to develop and provide community housing programs.

Anticipated Total Cost of Project: \$15,000

Amount of CPA Funds Requested: \$5,000

Anticipated Other Funds:

Source of Funds	Amount of Funds
MA grant to FRCOG	\$10,000

Briefly describe your project's expected results:

These funds will be used to partner with Leverett and Shelburne Falls to hire FRCOG for regional affordable housing coordination services through a shared services agreement. FRCOG has been awarded a \$10,000 grant by the MA Executive Office of Housing and Livability to augment the staff time devoted to this work and the partner towns can buy in for a portion of the assigned staffer's time in the amount of \$5,000 for approximately 74 hours through the end of FY27. This work would be invoiced on a quarterly basis. By working with FRCOG, the towns will avoid the overhead costs associated with hiring and employing the AHC. This implements, in part, the recommendations of the "Feasibility of a Regional Housing Coordinator for Franklin County" study conducted by FRCOG in December 2016. Specific duties of the AHC may include:

Task 1: Administration

- A. Provide support for CPCs and Affordable Housing Trusts (CPA funded). Attend meetings/sends report emails on a quarterly basis or as needed to keep members informed of work being done.
- B. Provide support for Housing Committees (generally funded). Attend meetings/sends report emails on a quarterly basis or as needed to keep members informed of work being done (generally funded).
- C. Assist the municipality in creating or streamlining forms, applications, and guidance documents to increase efficiency in applying for CPA funding.
- D. Invoice the municipality for work completed on a quarterly basis.

Task 2: Advocacy & Education (No tasks in this section will be funded by CPA)

- A. Track legislation related to housing and advocate for funding sources that will benefit small, rural communities.
- B. Attend informational seminars/workshops and state/regional meetings as necessary and reports back on information and resources shared and learned.
- C. Assist in preparing and/or reviewing proposed bylaw amendments and amendments to specific Board's rules and regulations, especially those recommended in Housing Production Plans.

Task 3: Planning

- A. Assist with identifying grants available for technical assistance, creation of housing related plans, or other similar work. Assist with writing of grants.
- B. Work with local officials to identify housing needs and opportunities and short-term strategies to address them.
- C. Develop and execute housing-related public educational programs, events, and resource guides.
- D. Develop relationships with local developers, service providers, lenders, and agencies to understand current market limitations and programs to be utilized.

Task 4: Housing Production/Development

- A. Create and/or implement local programs such as rental assistance, buy-down, and creation of Municipal Affordable Housing Trust Fund or a corresponding five-year action plan.
- B. Engage in preliminary site feasibility including overall GIS analysis, zoning analysis, and similar high-level analysis. Connect interested parties to the appropriate expert professionals for further due diligence if desired.

Task 5: Community Engagement/Resources

- A. Respond to questions and requests for information from the public and other town departments. Provide guidance and technical assistance as necessary.
- B. Develop community engagement tools specific to CPA projects such as online surveys, forms, informational material, developer guidance, website copy text, and similar.

C. Facilitate public outreach activities and coordinate with housing stakeholders at municipal level to encourage support for community housing (generally funded).

D. Contribute to project or organization social media platforms, websites, newsletters, and informational material.

E. Serve as liaison to residents or developers looking for assistance with finding, preserving, funding, or creating new affordable housing in town. Make referrals to other agencies who can assist if the town or FRCOG does not offer the services or information requested (generally funded).

Typed name of authorized representative as signature: Matteo Pangallo

Date: December 2, 2025