

## **Community Preservation Committee**

September 29, 2022

Meeting called to order at 7:01M

Present: Rita Farrell, Elaine Puleo, Linda Avis Scott, Matteo Pangallo

Members not present: Allen Hanson, Jake Messier, Henry Geddes

### **MINUTES**

1. Review minutes of meeting on 7/14/22 Motion to approve Farrell, second by Scott. Farrell, Scott, Pangallo, aye, Puleo, abstain. Motion passes
2. Scott informs us that she will stay on the committee until her imminent move and she has notified the Conservation Commission that they need a new representative. For all committee representations see our CPC website.
3. Discussion of the currently open projects. Reports are attached to these minutes
4. Marketing the CPC. – Pangallo put information in the Town Newsletter, a town announce will be created, our website will be cleaned up and streamlined. A specific email to all the town boards reminding them of the potential for grants will be sent out.
5. Update the Community Preservation Plan and vote on meeting and due dates for 2022-2023:  
Oct 20 review our forms,  
Nov 17,  
Dec 5 Initial letters of intent due,  
Dec 15 Committee votes on Determination of Eligibility of applications ,  
Jan 19 ?  
Jan 31 Applications due,  
Feb 16 discussion of applications and applicant interviews,  
March 23 Public Hearing  
April 6 committee vote on applications and warrant articles created.  
May 18 review projects that were funded at town meeting and start the process of creating contracts
6. Committee agreed that we would like to both streamline the application and create an online fillable PDF form. We have an admin budget for that. Pangallo will create an updated CPC plan and we will discuss as a committee how we will update the form at our Oct 20 meeting

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

Meeting adjourned at 7:56PM

Next meeting dated Oct 20 7PM

Respectfully submitted by Elaine Puleo

## **Project updates:**

### **1.Top of the Lake CPA Project Update**

**September 1, 2022**

#### **OVERVIEW**

In 2001 the Shutesbury Conservation Commission acquired a small plot of land (0.6 acres) off Merrill Drive for public access to Lake Wyola. The parcel includes the small island across the Cove. Prior to acquisition by the Commission, all trees on this previously wooded parcel were cut and the site was seeded as lawn except for the lake edge which has a shrub border. In 2015 the Conservation Commission submitted a proposal to the Shutesbury Community Preservation Committee (CPC) to create a low-impact canoe/kayak boat launch and pocket park on the property.

#### **Progress Timeline**

##### **COMPLETED TASKS**

- May 2016: Funding approved at Annual Town Meeting.  
NOTE: A contentious abutter to the east slowed progress on the project.
- December 2019: Notice of Intent for work within 100' buffer zone of Lake Wyola submitted to Shutesbury Conservation Commission
- January of 2020: Order of Conditions issued by Conservation Commission. Work within buffer zone must be completed within 3 years.
- Fall 2020: Stone steps and large rock for canoe/kayak launch installed by Town Highway Department
- Spring 2021: Fence along east boundary installed
- Late Spring 2021: Native Shrubs planted along fence line by volunteers. Native sedges planted on bank where stone steps were installed to stabilize the site.  
*See photo of volunteers*
- Summer of 2021: Town Highway Department assumed responsibility for mowing the grassy portion of the site. A no-mow zone is established along the shrub line at the lake edge.
- Summer 2022: Two Parking Spaces installed by Town Highway Department. Large rocks placed around parking area to prevent vehicles from driving onto the site.
- Summer of 2022: Native Plants Garden planted by volunteers.
- Summer 2022: Draft of language for Top of Lake Park sign presented to Conservation Commission, Selectboard and Police Chief for review.  
*See attached sign mock-up*

##### **OUTSTANDING TASKS**

- Fall 2022: Install 3' wide wood chip path from parking spaces to stone steps at the boat launch and, if sufficient funds remain, purchase a picnic table for the site.
- Fall 2022: Order TOP OF THE LAKE sign. Install at parking area.
- Fall 2002 or Spring 2023: Grand Opening of Top of the Lake Conservation Area will be celebrated.

##### **ONGOING TASKS:**

- Removal of invasive species: abundant Glossy Buckthorn is present at the lake edge along with some Oriental Bittersweet. Upon approval by the Conservation Commission, this will be accomplished by Conservation Commission members and volunteers.
- Maintenance of plantings: Plantings are designed to require minimum maintenance. This will be accomplished by volunteers.

- Mowing: Highway Department will continue to mow the site. The portion of the lawn closest to the lake will slowly be converted to a meadow. An MOU between the Highway Department and Conservation Commission on frequency and timing of mowing will be developed.

Submitted by Penny Jaques, Project Manager



*Volunteers after planting native shrubs along fence line*

# TOP OF THE LAKE SHUTESBURY CONSERVATION AREA

## CONSERVATION AREA RULES

### OPEN DAWN TO DUSK

CANOEING, KAYAKING, AND PICNICKING ARE PERMITTED

**TO PROTECT THIS BEAUTIFUL SPOT,  
PLEASE OBSERVE THE FOLLOWING RULES:**

**PROHIBITED** *(per Town By-laws)*  
**ALCOHOLIC BEVERAGES • AMPLIFIED MUSIC**  
**FIRES, GRILLS OR COOKING**

**PARKING** Parking spaces are reserved for those utilizing the Top of the Lake Conservation Area **ONLY**. All others will be towed.

**TRASH** Carry out what you bring in. There are no trash cans.

**DOGS** must be leashed or under voice control as per Town By-law. Dog waste must be removed.

**NATIVE WILDFLOWER PLANTINGS** Please don't pick the flowers. This area has been planted with native wildflowers, shrubs, and trees which provide important habitat and food for pollinators, birds, and other wildlife.

Leave flowers for the birds and bees!

Report violations to the Shutesbury Police Department at 413-625-8200  
Emergencies 911

*This town park was created with funds from the Shutesbury Community Preservation Act and is managed by the Shutesbury Conservation Commission*

## **2. Cemetery project:**

The actual part of the project that was funded by the CPA grant back in 2015? was completed in October of 2020. This was a two part project that took a long time to complete. First was the removal of the hazardous trees causing damage and potential future damage. The bid process took some time and then the work had to be scheduled at a time when the ground was frozen but there was not too much snow. The second part, the actual repair, was much harder to write the specifications for and put the project out to bid so that it followed 30B requirements. It was an arduous task but the results were more than worth the effort. In total thirteen (13) large (100+ foot) diseased pine trees were removed from the oldest section of the cemetery, eighteen (18) larger historic gravestones were restored and a workshop for volunteers was held to teach the proper techniques, tools, and materials to use for cleaning and effecting minor repairs to historic (and modern) gravestones.

While all the work that was part of this project was completed, there is still much work to be done in the way of cleaning and repair of many historic gravestones. While many of the smaller stones can and have been addressed by our cemetery groundskeepers and staff, the larger stones are beyond our ability to work on safely. Therefore there are still a lot of stones that need to be restored/repared professionally.

As talked about at our cemetery commissioners meeting last night, we will be approaching the CPC soon about continuing with more restoration projects. Our question to you and the committee is this: Would it be better to ask for a smaller amount such as \$5,000 to \$10,000 a year on a regular basis or asking for a large amount every five years or so? Our feeling is that asking for a smaller amount every year would allow other viable projects to also get funded.

## **3. Cove Dredging:**

Pangallo has tried to find someone who's in charge of this but has not been able to. Initially proposed by Fred Hartwell. He no longer owns a home in town. This was supposed to be matching money from the Lake Wyola Association. CPC money was supposed to be used for planning on the project. Pangallo will contact the Association to let them know that this money is on track for being recouped.

## **4. Old Town Hall:**

Project was led by Bob Groves on the Building Committee. Currently we have a new Building Committee that is doing a complete assessment of the town's buildings. Send this proposal to Stephen Dalmas (chair of the Building Committee) and see if the committee is willing to take this on.