

Community Preservation Committee
At the Shutesbury Town Hall upper level Conference Room
March 21, 2013

Community Preservation Committee (CPC) members present: Chairman and Community at Large Member Donald Fletcher, Select Board/Recreation and Parks Committee Representative Al Springer, Housing Authority Representative Rita Farrell, Conservation Commission Representative Linda Avis Scott, Historical Commission Representative Leslie Bracebridge, and Open Space Committee Representative Susan Essig.
Community members present: Historical Commission Secretary and Town Center Committee Chairman Julie Taylor, Cemetery Commission member Walter R. Tibbetts, Town Buildings Committee member Dale Houle, and Town Administrator Rebecca “Becky” Torres.

Chairman Fletcher opened the Public Hearing at 6 PM, welcomed a motion and second to approve the minutes of the February 14, 2013 meeting. **Unanimously voted to approve the minutes of February 14 as written.**

I. Subjects Discussed:

A. Review of Shutesbury’s Community Preservation Public Hearing regarding the town’s needs, possibilities and resources: Housing Authority Representative Rita Farrell spoke first on her research of ways to use Community Preservation Funds for :

1. Community Preservation funds may be used to provide accessibility for a private home because it creates accessible housing. A deed restriction is then placed on the home. Rita does not know the terms of the deed restriction; perhaps it could “burn-off” over time. The deed restriction would create a big obstacle for people.
2. Community Preservation funds may be used to provide assistance with a down payment on a home for people within the income range. It is administered by a third party (such as the Franklin Regional Housing Authority) and falls under the category of “support” on the Department of Revenue’s Community Preservation Fund Allowable Spending Purposes chart.
3. Pelham and Belchertown are discussing use of Community Housing Community Preservation Funds for Habitat for Humanity funds. Sunderland and Amherst already have done so. When the town does not have public land, the funds can be used for a down payment on the land for Habitat.
4. Community Preservation Funds can be used for rental assistance programs such as an on-going subsidy. The downside is that the subsidy can never be recaptured.

B. A proposal to preserve and protect Shutesbury’s 1840 Hearse House

1. Review of input from Public Hearing:

- The Hearse House is the second oldest town owned building.
- Research indicates that there may be but a ½ dozen hearse houses left in the Commonwealth.
- The Hearse House represents a time preceding funeral homes where care of the deceased included the town’s involvement.
- The building now serves the necessary function of storing cemetery maintenance equipment.
- The building is deteriorating; something needs to be done.

- The building is beautifully documented in the town’s historical records: The 1840 Town Meeting Study Committee of the time described in detail how the building was to be built and finished.
- This is really a unique building.
- The Town owes it to generations to come to preserve it.
- There are offers of donations attached to the project:
 - a. A donor has offered to provide the white oak and pine logs which
 - b. Town Buildings Committee member Jim Aaron has offered to donate sawing the logs at his own sawmill.
 - c. Another donor has offer to remove 5 of the 13 trees that need to come down anyway valued at \$5,000.
- There are so few pre-Civil War town-owned buildings, if it can be saved, it should be saved. Once gone, it is gone forever.
- It contributes to the unique appeal of Shutesbury’s “town center corridor” which runs from the 1842 West Schoolhouse to the 1806 Town Pound on the east.

2. Review final proposal and options under consideration:

- Town Buildings Committee member Dale Houle reviewed previous town building projects relative to correctly “ball-parking” the costs in advance and the quality of the work received by various outside providers.
- Dale reviewed a newly updated and detailed scope of work and estimated cost for the Hearse House project. (Copies at the end of these minutes.)
- Minor decisions concerning such things as replacement of the window, wood or asphalt shingles and the final color will be answered by the Buildings Committee in consultation with other appropriate boards and committees as the project progresses, based on such things as the running costs as affected by donations, whether or not evidence of the original red color is found and any determination of originality and/or functionality of a window.

3. Vote on whether to recommend Community Preservation funding. A motion was made and seconded to recommend to Town Meeting the use of \$21,650.00 of Community Preservation Funds for the purpose of restoration and repairs to Shutesbury’s 1840 Hearse House.

Discussion:

- The request of \$25,000 which has been suggested as needed to restore the building equals \$400/square foot, which is comparable to the per square foot cost for a modern building that comes with a full foundation, heat, plumbing and electrical.
 - a. To build a comparable garage would cost \$20,000 plus the cost of removing the original.
- Why heartwood pine when it will be painted anyway?
 - a. The denser heartwood holds up better and longer against the weather.
- Discussion of the economy of scale with building construction.
- Comparison of this project to the 3 sill replacement project at the West Schoolhouse where the Buildings Committee could not get in underneath the Schoolhouse in advance of the project.

Chairman Fletcher noted that the CPC must vote a specific, precise amount for the project: the Community Preservation Committee **voted to recommend to town meeting the use of \$21,650.00 of Community Preservation Funds for the propose of restoration and repairs to Shutesbury's 1840 Hearse House.**

C. Explore Future Options for Community Housing – see A. above.

II. No other business was brought before the CPC.

III. The next meeting will be April 11 at 6 PM. The agenda will be to develop the wording for the town meeting warrant articles, and preparations for town meeting.

IV. The Community Preservation Committee adjourned at 7:20 PM.

Respectfully submitted,

Leslie Bracebridge
Community Preservation Committee Member

Shutesbury Buildings Committee, Shutesbury, MA
March 20, 2013

To: Shutesbury Historical Commission and the Community Preservation Committee
Cemetery Hearse House, Scope of Work

The Town of Shutesbury owns a historical building on Leverett Road, measuring 10 feet 6 inches wide by 16 feet 6 inches long, which was originally constructed as the Cemetery Hearse House in 1848. This building is in current use as a storage building for the grounds equipment at the Shutesbury Cemetery. It does not have running water or electricity. Since this building has not had many repairs in the last century, extensive work is required.

1. The building sits too low on its footings in relation to the road, which is several feet away. The foundation height needs to be raised 12 to 18 inches to prevent further water damage. Raising the foundation requires the building to be jacked up and shored. The new foundation will be dry laid stone, in the manner of the existing foundation. Any needed repairs to the existing foundation will be completed at this time.
2. The existing concrete floor is poured over the sills. The concrete that covers the sills will have to be cut and removed. The rest of the floor is in acceptable condition and will remain. A new concrete floor, a minimum of 4 inches thick, will be installed over the existing floor.
3. The sills, posts, sheathing (which is installed vertically) and siding on the lower 2 feet are rotten and needs replacing. As there are no intermediate framing members to attach partial sheathing to, new sheathing will need to be installed from the sills to the rafter beams.
4. The existing siding and sheathing will be removed. New siding-grade boards will be installed in the same manner as it was originally built. The sizing and species of wood will be specified by the Buildings Committee.

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5. The roof covering needs to be replaced. The roof is a simple gable with 2 planes, each measuring 7 feet 6 inches by 18 feet or 270 square feet. The roof sheathing has been determined to be free of rot. The cornice will be replaced. A new galvanized steel roof will be installed.
6. The girt over the front doors and the doors themselves will need to be replaced. The existing window will be rebuilt.
7. The entire building will have to be recoated in a color to be determined. The building is currently coated with lead paint and the contractor will be expected to follow all lead paint protocols. All surfaces will be finished with 2 coats.
8. All grades around the building must be established to the satisfaction of the Buildings Committee. Finish landscaping is not a part of this project.
9. All refuse will be removed.
10. The Buildings Committee may decide, as a Contract Change Order, to change the roofing material to yellow cedar shingles. Any bidding contractor will have to show a completed wood shingle roof to be eligible for this project.

Respectfully submitted, Shutesbury Buildings Committee

Shutesbury Buildings Committee, Shutesbury, MA

March 20, 2013

To: Community Preservation Committee

Cemetery Hearse House, Preliminary Estimate

1. Foundation and Slab	\$5,200.00
a. Dry laid stone	
b. 4" Poured concrete slab	
2. Strip building, jack, shore and disposal	\$5,200.00
a. Remove existing siding, sheathing and roofing	
b. Raise building to new height and stabilize	
c. Remove refuse	
3. Post and Beam Framing	\$3,500.00
a. White oak sills on 3 sides	
b. White oak girt over doorway	
c. White oak posts for lower 18"	
4. Sheathing/Siding/Trim/Doors/Window	\$4,500.00
a. 1" thick heart wood pine siding boards	

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b.	½" thick siding liner boards	
c.	1" thick heart wood pine doors and door trim	
d.	A 6 light sash and window frame	
5.	Roofing	\$1,750.00
a.	1" thick heart wood pine cornice	
b.	Galvanized steel roofing – 270 square feet	
6.	Painting	\$1,000.00
a.	2 coats solid acrylic stain – color to be determined	
7.	Misc	\$500.00
8.	Site work	0.00
a.	To be completed by Shutesbury Highway Department	
	Total	\$21,650.00
	Upcharge for Yellow Cedar Tapersaw Wood Roof w/ SS fasteners	\$2,950.00