

Old Town Beach Improvement Project Committee
CPC Application – Narrative and Budget Overview

This proposal aims to make some alterations to the former town beach to convert it into a small waterfront park. The site is presently used informally by residents and others, and by the library, which will continue to keep kayaks there for loan. While this project relies on volunteer labor, it is hard to predict the number of volunteers that will be involved and the number of hours each will donate. Consequently, volunteer labor is not shown as a dollar amount in the budgets except where professional services have been volunteered.

Because the committee intends to ask Town Meeting to name the proposed park in honor of the later William Elliott, matching funds in the form of donations are being collected.

There are three aspects to the proposal:

1. Installation of a gazebo. The committee has selected a 10-foot diameter octagonal gazebo from Kloter Farms of Ellington, CT, as the best option for price, durability, and customer service. The structure is of western red cedar, without no cupola, door, or screening. Four of the panels are left completely open, without railings; the other four panels, necessary for structural support, have built-in benches. The ground under the gazebo will be leveled and a pad of crushed stone approximately four inches deep laid down for Kloter’s installation of the gazebo.

Two large rocks presently stand at the head of the path to the site. The Town Highway Department has agreed to move the rocks to allow the gazebo, and possibly the crushed stone, to be trucked in. The site has been visited by Mr. Kloter, who has determined that delivery of the gazebo is feasible without cutting down trees. If it is not feasible to truck in the stone, it will be wheelbarrowed in by hand using volunteer labor.

Budget: gazebo, delivered	\$4,475
stone	<u>\$200</u>
	\$4,675 cash
gazebo deposit	\$250 in-kind
site preparation	\$250 in-kind
TOTAL GAZEBO BUDGET:	\$5,175

2. Installation of two-tier raised garden beds. Both gardens and gazebo will require permitting by the Conservation Commission. The intention is to clear some brush that has grown in since the Conservation Commission ceased to maintain the area as a swimming beach (c. 2000) and to plant native shrubs and perennials in raised beds, minimizing the risk of erosion. Soil removed in the process of leveling the ground under the gazebo will be used in the raised beds.

Budget: timbers and hardware	\$243
plants and compost	\$700
hay bales/silt fence	<u>\$300</u>
	\$1,243 cash
plants and compost	\$300 in-kind
site preparation	\$250 in-kind
TOTAL GARDENS BUDGET:	\$1,793

3. Conversion of the existing former bathhouse to a storage shed for furniture, library kayaks, garden tools, and equipment. The building is located more than 100 feet from the lake so will not require permitting by the Conservation Commission. As a bathhouse, it included two privies (now long-

disused) set over a cistern covered by a plywood flap that could be raised to pump out the cistern. The date on which septage was last pumped is unknown but at least fifteen years ago; rain or melt water was pumped out in December 2014. The Town is under order from the Board of Health to decommission the cistern once and for all. The Board of Health, Town Administrator, and Highway Department have agreed that the cistern will be filled with cement in spring 2015.

The building has been inspected by an architect and a contractor, who found it structurally sound but in need of minor repairs to the roof and some of the siding. Budget: structural repairs \$500

locks, keys, and chain \$100

TOTAL SHED BUDGET: \$600 cash

Other expenses: signage \$300

future maintenance account \$1,000

Future maintenance would include replacement of signs; replacement of cedar timbers and plants in gardens; resealing gazebo.

TOTAL OTHER BUDGET: \$1,300 cash

TOTAL PROJECT BUDGET: \$7,818 cash

\$1,050 in-kind

\$8,868

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

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

Applicant Name:

Applicant Organization: Old Town Beach Improvement Project Committee

Address: P.O. Box 216, Shutesbury 01072

Contact Person: Catherine Hilton

Phone: 367 2388

E-Mail: oldtownbeach@Shutesbury.org

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
\$8,868.00	\$5,000	\$3,868	47.62%

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	800
Deed Book Number	1186	Deed Page Number	77

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.

Create a small waterfront park at the old town beach, now used for the library's kayak loan program, by making these alterations to the site:

1. Install a small gazebo.
2. Clear recently overgrown brush and install native perennial gardens in raised beds.
3. Repurpose the former bathhouse as a storage shed.

2. Goals:

a. What are the goals of the proposed project?

Enhance access to Lake Wyola's recreational features for those who do not own property there. Provide an alternative to the state beach for activities other than swimming.
Encourage greater use of the adjacent South Brook Conservation Area.

b. Who will benefit and why?

At present there are few options for public access to the shoreline: the dam, for fishing and swimming, and the state park, for swimming, sports, and cookouts. The proposed park would create an alternative space, smaller, quieter, and less crowded, for picnicking, resting after hiking or boating, or just enjoying nature.

c. How will success be measured?

The project will be considered successful to the extent that the park attracts diverse daytime use by picknickers, hikers, paddlers, and others. The committee will monitor park use and engage users in informal conversation.

3. Community Preservation Committee Criteria

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

General:

This comparatively inexpensive project (a) will restore a neglected town asset to usefulness (e) by making it possible for more people to enjoy the beauty of Lake Wyola (c, k). The project is widely supported; many individuals have generously offered their time, effort, materials, and money (j, l). The creation of a committee to oversee the park assigns administrative responsibility (a); the maintenance and upkeep require little more than volunteer work, though a budget for future maintenance is included in the proposal (i). Local labor, materials, and products will be used as much as possible (h).

Specific:

We anticipate that the park will be used by people of every age and most abilities, from seniors to preschoolers participating in the library’s nature programs (a); however, ADA compliance is not within the scope of the current project. The park will also create a link between two important active-recreation resources, Lake Wyola and the South Brook Conservation Area (b), maximizing the use of this underused parcel (c).

4. Community Need

a. How does the community benefit from this project?

The community will regain the use of an underused town property; gain an alternative to Lake Wyola State Park for quieter, passive, recreation by individuals and small groups; and benefit from a sheltered area for canoes and kayaks. It is hoped that the project will also attract greater use of the South Brook Conservation Area trails immediately adjacent to the proposed park.

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 Draft Open Space and Recreation Plan of 2012 specifically envisions more locations for safe canoeing and kayaking.

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.

Support has been universally positive. Many volunteers have offered labor and plants for the garden, and private fundraising is ongoing and successful. The Select Board implicitly supported the project by agreeing to appoint the Old Town Beach Improvement Project Committee. Attached is a letter of support from the Conservation Commission, which has control of the site.

6. Budget

Budget Summary

Total Project Cost	CPA Funds Requested	Other Funds Total	Other Funds: % of Total
\$8,868	\$5,000	\$3,868	47.62 %

PLEASE REFER TO ATTACHED DETAILED BUDGET

Budget Details (Please provide as much detail as possible and leave any category blank if not applicable to your project)

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.)
Vlach/volunteers	site work	\$500	in kind
Private donors	plants, soil	\$300	in kind
Private donor	gazebo deposit	\$250	in kind
Private donors	cash (to be raised)	\$2,818	cash

- 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.)

Site work estimate based on hourly rate.

Donated plants and other materials to be assessed at market value.

Gazebo deposit prepaid by private donor.

OTB budget detail.xls						
Sheets		Charts		SmartArt Graphics		WordArt
	A	B	C	D	E	F
1		Total cost	CPC	OTB cash	OTB in kind	
2	Gazebo budget					
3						
4	Gazebo	\$4,675.00	\$4,425.00		\$250.00	
5						
6	Wide load permits	\$50.00	\$50.00			
7						
8	Site preparation	\$250.00			\$250.00	
9						
10	Crushed stone	\$200.00	\$200.00			
11						
12	<i>Total gazebo budget</i>	<i>\$5,175.00</i>	<i>\$4,675.00</i>		<i>\$500.00</i>	
13						
14						
15	Garden budget	Total cost	CPC	OTB cash	OTB in kind	
16						
17	Wood and connectors for raised beds	\$243.00		\$243.00		
18						
19	Plants and compost	\$1,000.00		\$700.00	\$300.00	
20						
21	Site prep	\$250.00			\$250.00	
22						
23	Hay bales/silt fence	\$300.00		\$300.00		
24						
25	<i>Total garden budget</i>	<i>\$1,793.00</i>	<i>\$0.00</i>	<i>\$1,243.00</i>	<i>\$550.00</i>	
26						
27						
28	Shed budget	Total cost	CPC	OTB cash	OTB in kind	
29						
30	Estimated repairs	\$500.00		\$500.00		
31						
32	Lock, keys, chain	\$100.00	\$100.00			
33						
34	<i>Total shed budget</i>	<i>\$600.00</i>	<i>\$100.00</i>	<i>\$500.00</i>		
35						
36	<i>Total signage budget</i>	<i>\$300.00</i>	<i>\$225.00</i>	<i>\$75.00</i>		
37						
38	<i>Total future maintenance budget</i>	<i>\$1,000.00</i>	<i>\$0.00</i>	<i>\$1,000.00</i>		
39						
40	Totals	\$8,868.00	\$5,000.00	\$2,818.00	\$1,050.00	
41						
42		Total cost	CPC	OTB cash	OTB in kind	
43						
44						
45						
46						

8. Timeline

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

The bulk of the project should be completely implemented during the 2015 construction season. A Notice of Intent will be filed in the spring when access to the site is restored, and site preparation for the gazebo and raised beds will begin as soon as the Conservation Commission issues its Order of Conditions. We anticipate that the gazebo will be delivered and placed on site by the manufacturer in the summer. The former bath house will be refurbished before late fall, when boats and equipment will be stored for the winter. Additional plantings will take place over the next few years.

9. Project Management

- a. Project Manager Contact Information (if other than the applicant) **N/A**

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?

In the absence of a Recreation Committee, maintenance of the park is the responsibility of the Old Town Beach Improvement Project Committee. Maintenance itself will be largely done by volunteers under the committee's direction.

- b. How will it be funded?

The work will be done primarily by volunteer labor. The future maintenance funds will reside in the committee budget to be used for supplies or paid labor as needed.

Maintenance Budget *

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

***Specific maintenance costs cannot be determined at this time; hence the proposed establishment of the future maintenance fund.**

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.

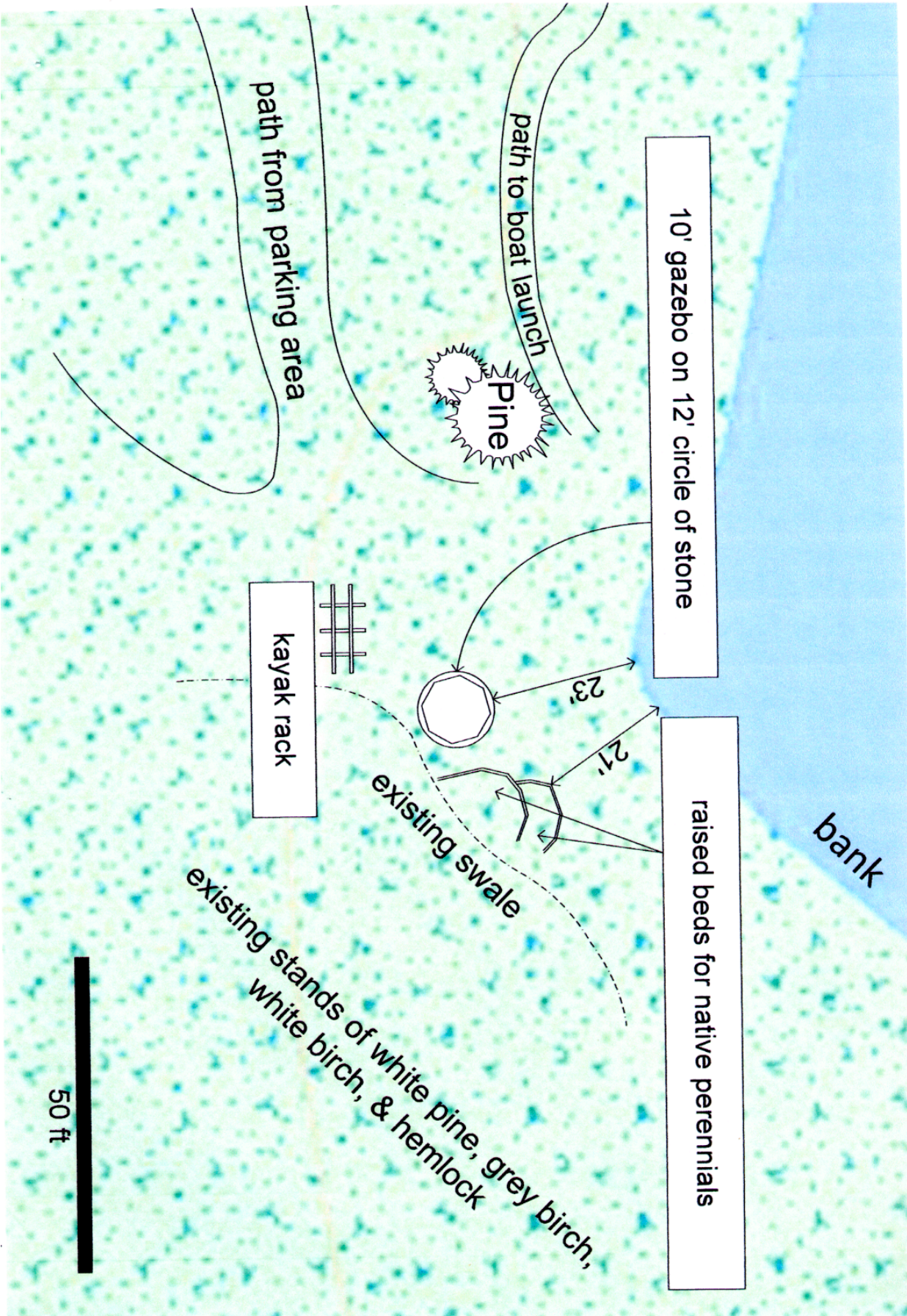
To the best of my knowledge and belief, all data in this application are true and correct. The document has been duly authorized by the individual or governing body of the applicant.

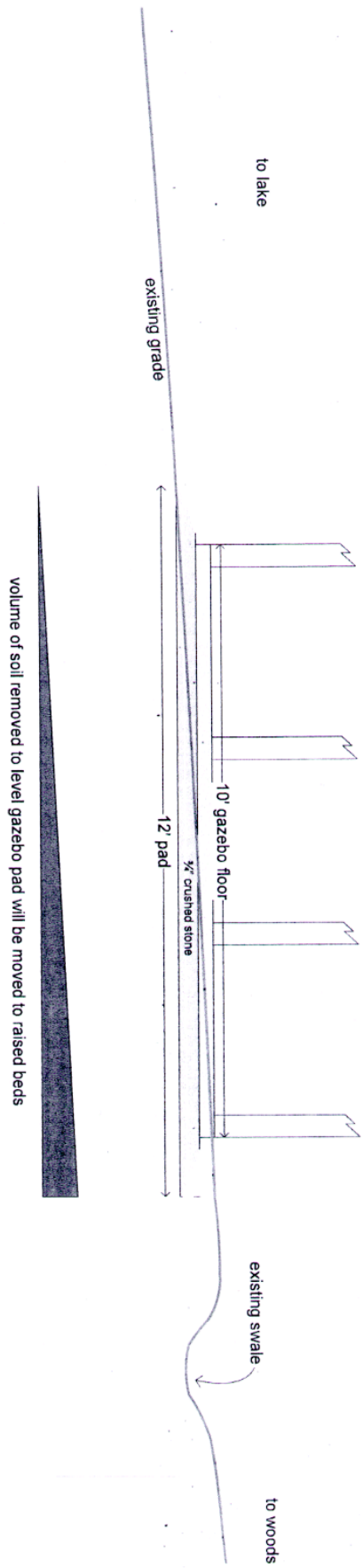
revised 2/24/2015

 Signature of Authorized Representative Date

Catherine Hilton

Print name: _____







216 West Road (Route 83)
 Ellington, CT 06029
 860-871-1048 (Fax) 860-871-1117
 www.kloterfarms.com

PO #:
 Order Date:
 Due Date:

Order Number: 142509

Page: Page 1 of 1

Customer P.O. Number:
 Order Date: 12/29/14

Scheduled Delivery Date:
 Est. Customer Pickup Date:
 Customer Pickup Status: NA
 Doors On: TBD
 Salesperson: RICK P.

Deliver To: Catherine Hilton
5 Kinder Lane
Shutesbury, MA 01072

Mailing Address: (If Different)

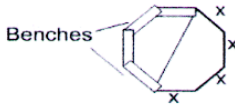
Phone (413) 367-2388 Ext. 0000

Phone (000) 000-0000 Ext. 0000

Phone () - Ext.

Qty	Description	Unit Price	Discount	Extended Price
1	10' Cedar Majestic Gazebo #2 Knotty Cedar	\$4,510.00	\$770.00	\$3,740.00
4510	Clear Wood Finish (Oil Base)	\$0.12	\$45.10	\$496.10
1	No Screens			
1	Standard 2x2 Baluster/Railing			
4510	Standard #2 24" TEAL Western Red Cedar Shingles			
4510	Standard Cedar Floor			
8	Standard Curved Corner Braces			
8	Standard 4x4 Posts			
4	Installed Gazebo Bench(es)	\$110.00		\$440.00
1	Note: No Cupola			
1	Note: No door & less 3 sections			
1	Note: deductions in price			
TOTALS:			\$815.10	\$4,676.10

X= no rails these sections
 (open)



No Cupola. Roof can be
 capped or finial at top.

NOTES: 1/3 Deposit is refundable up to time of setting a delivery date. Deposit will hold the price for 6 months.

Lead time is typically five weeks.

Delivery to: Town of Shutesbury (tax exempt form will be sent).
 Delivery address to follow.

SPRING 2015

<p>Customer agrees with this order as written and assumes full responsibility for their property during delivery. NO CHANGES CAN BE MADE TO THIS ORDER ONCE A DELIVERY DATE IS SET. (initial: _____)</p> <p style="text-align: center;">CUSTOMER APPROVAL</p> <p>Stock - \$250 deposit will hold stock unit for 4 days after which a nonrefundable 1/3 deposit is due or the product will be returned to stock. Orders - \$250 deposit will lock in sale price for 30 days, after which 1/3 deposit is due to hold price for up to 6 months. Construction will not begin until 1/3 deposit is received & delivery date has been set. Kloter Farms will issue a credit slip on any canceled order less a re-stocking fee.</p> <p>*LINE ITEMS MARKED TBD (To Be Determined) MUST BE ADDRESSED BEFORE A DELIVERY DATE CAN BE SET</p> <p style="text-align: center;">Family Owned & Operated</p> <p style="text-align: center;">SATISFACTION GUARANTEED</p> <p style="text-align: center;">SINCE 1980</p>	<p>Delivery Charge \$0.00</p> <p>Subtotal \$4,676.10</p> <p>Sales Tax-MA \$0.00</p> <p>Customer Letter \$0.00</p> <p>Wide Load Permits \$50.00</p> <p>TOTAL \$4,726.10</p> <p>Deposit 12/29/2014 VISA-YARD \$-250.00</p> <p>Balance Due \$4,476.10</p> <p>Deposit</p> <p>Balance Due</p> <p>Deposit</p> <p>Balance Due</p> <p>Deposit</p> <p>Balance Due</p> <p>Deposit</p> <p>Balance Due</p> <p>Deposit</p> <p>Balance Due</p>
	<p style="text-align: center;">We Appreciate Your Business!</p> <p>Payment Info: POD</p>

Printed on: 12/29/2014 12:33:14PM By: Rick P

