Town of SHELBURNE

Community Preservation Committee

MINUTES

 Regular Meeting ~ Aug 5, 2025

A duly posted meeting of the Shelburne Community Preservation Committee was held at the Fire Station meeting room, Little Mohawk Rd, on Tuesday, Aug 5, 2025.

Present: Carolyn Wheeler

Will Flanders

 Joan LaPierre

 John MacGibbon

 Mary Lou Gallup

 Jen Hale

 (also present, new member not yet sworn in Phil…)

Administrative Assistant: Susan Durkee

**Opening:** Meeting called to order at 4:07

Status of grant to the school: agreement between will, donna and counsel of the school; select board signed, school district will sign by 8/13. Project underway; now we have a model for when recipient

 is not ….

Welcome to Phil! Welsome back ML! Rec and Conservation have been requested by teryr to send CPC a rep

**Review and approval of any prior minutes:** motion to approve, seconded; 4 yeas, 2 abstentions

**Check in on action plan items/Reports by subcommittees on work accomplished**

Revision of pre-application and application

* In pre-application just a date change to reflect this year’s deadlines.
* Instructions and application form edited for brevity: tried to make it clearer and more concise; took out unhelpful numbering system; tried to get rid of acronyms; changed the spacing to keep like things together on one page. Last year there was a request to have the form online. Susan will check with Mik tomorrow about whether this can happen and will email his response to the group. Add instructions for submitting an online fillable form if one is created and posted.
* In application form, added questions regarding risk and project manager qualification. Regarding risk: is wording “likely obstacles” or “possible obstacles” or “reasonably anticipated obstacles” better to use? Add the word “might” instead of “would” What about risk to others or the town? Should that be added? Maybe that’s about liability instead of risk. Last year, risk question was “what are the risks to the town for approving the project?” That’s a question for CPC to answer when reviewing applications, not for applicants. Example: BSE playground. If someone gets hurt while using the playground the school district is liable. But if the school district assumes liability can they then restrict access? That’s not an issue for this project (considered a community resource) but it is possible. Maybe that needs to be a stipulation – every approved project must be accessible by town residents. Another risk item: What if the main organizers of a project dropped out? Might be part of CPC due diligence when ranking application to ask about it. Jen suggests adding “What could go wrong?”
* Edited to make the application instructions very clear. Moved the chart, eligibility guidelines to the end, the time line simplified; Will suggests the submission of documents date wrong, and last paragraph of instructions before submission of documents it says “congratulation” best to cut that word; confusing. “If project is approved” “second sentence about where money is coming from not necessary; fair to assume applicants will know where the money comes from. ML saw it as a statement that to get the money there are requirements – not just a grant handed over. In the CPC plan this info is included – how the process goes and how you get the money. John thinks maybe cut that whole paragraph. Jen thinks reiteration of funding is helpful. Take out first two sentences and merge second and third paragraph. Will thinks leave it all and take out just congrats.
* Last item: in deadline for submissions 3rd para – projects with more than one funding source are more like to be approved - “may be” or “are?” Consensus it should say “are.” Deadlines: Discussion about how long to give applicants between pre-application submission and the formal application. The regular CPC meeting is the third Tuesday so if the deadline is 11/14 this gives applicants 6 weeks. November meeting will be on the 18th All members agreed on that. Purpose of 11/18 meeting is to start reviewing applications and to map out meetings with applicants. Post announcement of the deadlines in recorder. All members approve changes. SUSAN WILL POST in Two Town News on Aug 21 and in the Recorder what the deadlines are. Will CPC meet before the public hearing, at 6:00 instead of meeting on Aug 19? All in agreement members agree to forego Aug 19 meeting and to meet at 6pm on the 26th.

CPC plan

* Edited to make it current: changed committee member names, added info about last year’s projects and amount given, but not sure where that should go – in the intro? As its own section?
* Discussion about how to represent the financial picture: create a graph showing money coming in and money spent? Explaining how the funds flow is hard to understand. A graph perhaps easier than written explanation. Suggestion to put the financial picture and a synopsis of past projects each in a separate section.To fully grasp how much we have is to talk to dara town accountant. Complicated because they was money came in fy 24 and mone that came in fy 25 and now that’s happening again. Dara can give that info; we make the graph. This is an update yearly, so what is necessary and what drops off as we go along? ML: separate section about the money and also a synopsis of funded projects.
* Need an ongoing spreadsheet to track the money we have not spent in specific categories. CPC granted money to open space and recreation and also granted historic preservation funds but none for housing. Important to track that. Might be good to find out how other towns have done it. Dara is accountant for Whately; Will volunteers to ask how they do it; see how Greenfield does it. Better to be more transparent than not, while not being confusing. Consistency key.
* Not sure why there is a bit about environmental justice (linked to housing and rec) Jen says it needs to be in there. Bottom page 5 - hazards warning: just need to leave it as is for consistency of definition across various committees where is shows up.
* Page 10 – mission – “peaceful and beautiful farming community” but there is very little farming – change to agricultural? Or simply use “rural” Surcharge amount stays the same; Susan and Will can meet with Dara and edit that section of the plan (pg 13) Put all the financial info at the same spot.
* When do we find out how much money we have to grant going ahead? Dara will tell us, but not a simple calculation as tax revenue shifts and is collected multiple times in the year. By end of January, the amount in the pot should be pretty clear.
* Maybe take all the money stuff out of plan and have a page on our webpage that outlines the financial stuff. Include use of graphs that show when funds come in and when the final tally is calculated. Two graphs: how it went last year and projection for this year.
* The CPC plan should not have a lot of specific details that necessitate extensive revisions each year as dates, and finances change. Basically, The plan should include the mission statement and how CPC works. CPA requires us to have a plan. Think about whose using it. the CPC plan is the overview – buckets, mission, etc..
* Need to post the plan on the website each year - find out from Stuart at the Coalition if its best practice to post past plans. The calendar can be made more general.
* There isn’t a place that describes what happens if a project is not completed within a specified time frame, that if a project isn’t finished the remaining money comes back – what’s the process? How long do grantees have to complete projects and is there an appeal process if they hit that deadline? Maybe three years is the mandatory limit unless extended by the committee. (pg 15 in the plan.)
* page 17 – description of core habitat left out Dragon Brook. Caroly and Joan added things required with approval: posting a banner, having a publicity event. Project execution and completion also needs to be added. Require media event; ground-breaking event, ribbon-cutting etc…

CPC Housing proposal

* Will and Jen met with Mariah Kurtz at FRCOG - she’s trying to create a housing coordinator position to help with housing-related items and issues. Towns have created a housing trust, and she wanted to know if we want to be part of that effort.
* CPC didn’t fund the housing-related proposals in the spring because the town had a housing fund that could be used for those projects but that didn’t happen. Moriah was a housing planner and the CPC could initiate a project that could pay her to help . A housing trust is one idea; as a regional coordinator she can help us set up a housing trust for Shelburne which has a separate board – CPC appropriates money and that board would implement projects that do not need a town vote. The housing trust board manages the funds that come its way. She could help us figure out feasibility of housing trust. Jen supports this idea; Will does not.
* More general guidance and organizational support is needed: Stuart suggested hiring a consultant. If we do this, need to get town meeting to approve and then put out an rfp. Suggestion that there would be more transparency and oversight if the selectboard hired the consultant and applied to CPC for the money. Maybe CPC role is best as supporting rather than creating projects.
* Housing authority was disbanded because it merged with Franklin Reg Housing Authority – There is still town money set aside for housing; one thing CPC can do is go talk to selectboard and get on the agenda and ask them if they plan to spend their money on housing but the town can’t spend that money without going to town meeting. Conversation back again to the idea that an analysis of affordable housing options in town. CPC doesn’t want to spend money on housing if there are town funds for it. Worth continuing to talk with Moriah and what it would cost to have her help us and what she could/couldn’t do. And how it might/might not be helpful. That could go to the selectboard.

**Renew membership in CPA Coalition**: motion to renew; seconded; vote - unanimous approval.

**CPC Membership:** Motion to appoint Phil; seconded; unanimously approved

Will wants to acknowledge the effectiveness of our solutions and the good work of the committee.

Susan gives update on ordering of banners; they should arrive this week and she will deliver them to grant recipients

Motion to adjourn; seconded; unanimous approval. Adjourned at 6:03pm