Town of SHELBURNE

Community Preservation Committee

**DRAFT** MINUTES

 Regular Meeting ~ July 15, 2025

A duly posted meeting of the Shelburne Community Preservation Committee was held at the Fire Station meeting room, Little Mohawk Rd, on Tuesday, July 15, 2025.

Present: Will Flanders

 Carolyn Wheeler

 John McGibbon

 Joan LaPierre

Absent: Mary Lou Gallup

 Jen Hale

Meeting convenes at 4:14

**Opening by & report of Chair of the Meeting**

Report on resolution for BES Playground project funding: last week will reached out to chad clark, town auditor, who says we need to create an agreement between town and school district; the agreement sayd the town is making a grant to the school district and then the school district is responsible. Donna MacNichol will create the inter-agency agreement.

* Motion that we formally reassign the grant from the PTO to the school district; seconded; motion carries unanimously.
* Motion to authorize Will to work with town counsel to create the agreement transfer the funds to the school district; seconded; motion carries unanimously

**Review and approval of any prior minutes**

John appreciated the quality of the minutes, Carolyn as well. One typo to fix; motion to approve the minutes; seconded; motion passes unanimously.

**Set up subcommittees**

* review CPC plan (CPC plan on website)Joan got a copy from the Open Space Committee;
* review CPC application process (what did we learn, what needs to change, scoring rubric and something about risks) some discussion about this, but will be the work of the subcommittee will create a draft addressing these things and the CPC will vote; Carolyn asks if it’s a conflict for her to be on the committee to review applications if she’ll be applying; Will says no, but she cannot vote when her application is being considered.
* affordable housing proposal

Will and Jen: CPC affordable housing proposal

Joan and Carolyn: CPC Plan

John and Mary Lou: CPC application

Miscellaneous items:

Susan will do the following:

* Write a blurb for two town news to publicize public hearing and the application opening/due date; Public hearing is to solicit ideas about what folks think we need in town and roll out the new application process.
* Make an action plan template and share with group
* Meet with Terry to get public meeting on the town calendar; also to identify way to have recreation, historical and conservation committee members appointed.
* Add Mary Lou back to email list

John: reach out to the historical society? – temporarily defunct; museum isn’t open and not functional.

Carolyn: would it be appropriate to make a donation to the firehouse for use of the building? Not clear whether the firehouse is owned by the town or the fire district. Can ask John Taylor what the norm is

**Update on banners**

Susan met with folks at Staples and followed up with a Staples designer; waiting for a quote to take to Terry for a P.O. Will take a week to get them.

BSE folks emailed announcing they’ve started their project and asked for a banner to display.

**Report from Jen and Will on their affordable housing proposal**

Will and Jen met with woman from FRCOG affordable housing team; nothing has happened since the last meeting to move this forward. No rush to do this; don’t need to do it until September.

Question about the proposal (obtain 25k to hire a consultant to identify and evaluate potential properties for affordable housing development) as described by Will: how did they arrive at a cost of 25K? Will says: the amount is arbitrary in that it isn’t based on research into what consultants might cost; just a guess but will revise amount up or down when drafting final draft of proposal.

**Public Comments** ­

John Taylor briefly attends the meeting to suggest a future project: the fire tower on Mt Massamont is a recreational and historic structure and funds are needed to preserve it. Still used as a fire tower, used by highway dept. Who owns it? Town owns the structure and a 1’ apron around it. Shelburne State Forest owns the rest, abutting Davenports and Goulds. John will talk with forest warden about whether it’s possible to get a proposal ready for this year’s cycle.

**Next Meeting date and agenda items**

Aug 5 – cancel July 29; check in on the action plan and hopefully adopt the final CPC plan for the year and approve the revisions to both the application and the application process.

**Upcoming dates/deadlines**

* Aug 26: Public hearing motion to have a public hearing this date, 7pm, at town hall; seconded; motion carries unanimously. Public hearing needs two posting in paper, at least three weeks ahead of time.
* Sept 2: application on website
* Sept 15: pre applications due

**Closing the Meeting**

Motion to adjourn seconded unanimous Meeting adjourned at 5:06