CPC

Town of SHELBURNE

Community Preservation Committee

MINUTES

Regular Meeting ~ July 1, 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 1, 2025.

Present: Carolyn Wheeler

Will Flanders

Joan LaPierre

John MacGibbon

Absent: Jen Hale

Administrative Assistant: Susan Durkee

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

* The meeting is recorded
* Susan Durkee has been officially hired by the town as CPC clerk

**Review and approval of any prior minutes**

* One correction to the minutes: the proposal for the bulletin board at Conwell Gym was for two bulletin boards; motion to adopt the corrected minutes; motion seconded; 4 in favor, 0 opposed; motion passes unanimously.

**Issues related to BSE Playground Project**

* In hindsight, the school district should have been included in the application so that rather than give the money to the PTO the money would be given to the school district because the school district owns the land where the project will be done and will be responsible for it. So, going forward, CPC needs to make sure that the applicants for projects own or are legally responsible to the land/site where funded projects will happen.
* The school district has complicated rules for receiving donations (in this case the grant to build the playground) and the town has complicated rules for making donations (giving the district CPC money). Will is in conversation with the school district, the town accountant and the town auditor (who is also the auditor for the school district) to help move this forward.
* The school committee is moving forward with the plan to consolidate schools onto one campus and thus, the new playground at BSE is low priority. Question: could the playground be built up at Mohawk in anticipation of the elementary programs moving there, either now or be delayed until it can be built there?
* The project was passed at town meeting and presumably must continue forward as is and not clear what could or would have to happen to change it in any way. As is, the school district, if they get the money from the town, will do the project. A short discussion about the plan to consolidate schools. Any school mergers won’t happen for several years and the playground needs fixing now.

**PR for funded projects: purchase of banners and signage; media plan for ground-breakings**

* Banners vs signs: Susan advocates for banners only; heavier duty to last, 2x6 with pockets. They are hung for the duration of the project whereas signs are less durable and the affordable ones are plastic. Carolyn feels good about the quality of the banner for the ag committee that came from Staples. Need to get an invoice from Terry, in the name of the town and between Terry and Staples we can figure it out. “Your CPA dollars at Work!” web address at the bottom to lead folks to more information White with black text
* John makes point that lots of people may not really know what the CPA and CPC is – Two Town News article for July 21 and for the Recorder. When the project starts, funded groups are supposed to ask the press to come to advertise what we do. Maybe we send a note to funded groups to remind them to do this

Motion that the CPC gets 5 banners from staples, 2x6 with grommets and pole pockets. Seconded. Yes – 4; No – 0 Unanimous. Motion passes.

Susan will follow up and get these ordered; will follow up with funded groups about PR.

**Review of last year’s application process**

* generate list of edits; revise the scoring rubric
* review application project and CPC plan. Who will do this? 2-person Subcommittees might be most efficient way to do this. Not all CPC members are here to weigh in – should we wait until they are all present?
* Will thinks he has the edit-able drafts. Scoring needs work.
* Susan will call the Montague folks to find out about how to make a live application online, and to organize the CPC page to have all the information we want on these.
* Do we want to have something on there about having folks look for other sources of money before applying for CPA funds – the housing and rec committee projects were rejected because there was other funding available.
* There’s a difference between the CPC plan and the application process. In the plan we need to intergrate decisions we made, such as not funding projects when town money is available to pay for them. On the pre-application we can add the question; “Is there other town money available?”
* We wondered if the questions we have on the application are the appropriate questions. Members go over the questions and they seem good.
* We were going to add a question about any risks associated with the project. Also, want to add to the pre-application form: “Is the applicant also the owner of the property/site where the project will take place?” And to make clear that an individual private owner can’t be funded for projects

Work for summer

* to go over prelim and final application and the CPC plan. Joan couldn’t find CPC plan on the town website; John says you have to google it. This summer, Susan will organize everything on the website for CPC on the CPC page and that should help make things obvious and easier to find. Susan will call the Montague folks to find out about how to make a live application oline, and to organize the CPC page to have all the information we want people to easily access
* We are required to have one public hearing per year so maybe do this in August. Need to look at last years time line and see if/how it might change. Every town with CPCs has to have a plan that is made public. Brief conversation about how to find it. Terry has offered to have a training in using the website if there are enough people interested. Montague Webworks will teach individuals how to make changes;

**2025 CPC Plan – potential projects**

* Jen and Will have volunteered to be a subcommittee to explore how CPC might work on affordable housing. They are thinking that next year we take 25k to hire someone to analyze/evaluate where in Shelburne housing could go, including vacant lots and potential for subdivision Example: the posada building has septic problems; how might these problems be addressed to allow for housing?
* John asks what about outside the village? Doing it outside the village begs a well and septic system. They mention Dragon Hill – extremely expensive. Talked to Kurtz about that. Can state CPA staff help identify who the consultants might be? So the CPC proposes the project and it will go before town meeting next year.
* Joan went to a meeting on May 15 to learn about how other towns are using CPA money and FRCOG was one . Given how difficult it is to do affordable housing in town a consultant would be a good first step.
* In other towns, abandoned or disused buildings can be converted to housing. Not much if any of that here. There’s one down on Brook Rd where photographic supplies used to be made – that’s the kind of option we might explore.We have a cluster zoning by law that can be used. Very flexible – don’t have acreage or frontage with cluster zoning – 1 acre parcels needed for septic systems. Will worked on a project for a client where they put in 3 duplexes on a lot. These kinds of projects could be developed for purchase and renting.

**Public Comments** ­– none

**Next Meeting date and agenda items**

* Next meetings: July 15 4pm
* Agenda Items: working on setting up subcommittees, report on getting the playground paid for; report from Jen and Will on their affordable housing proposal.

**Closing the Meeting**

Motion to adjourn; seconded; unanimous. Meeting adjourned at 5:22.

Respectfully submitted by Susan Durkee