Town of SHELBURNE

Community Preservation Committee

MINUTES

Special Meeting ~ March 25, 2025

A duly posted meeting of the Shelburne Community Preservation Committee was held at the Fire Station meeting room, Little Mohawk Rd, on Tuesday, March 25, 2025.

Present: Carolyn Wheeler

Will Flanders

Edith Bingham

Joan LaPierre

John MacGibbon

Jennifer Hale

Absent: Susie Berger

Administrative Assistant: Susan Durkee

Guests: Madison Schofield, Greenfield Recorder

The meeting was called to order at 4:08 p.m. by Chair Will Flanders. The meeting was recorded.

Motion to approve minutes from March 11 meeting; motion approved unanimously

The meeting was called specifically to formally vote on decisions for how to use the CPA money for this funding cycle in anticipation of warrants being presented for a vote at Town Meeting.

**Proposal to repair sidewalk**

Motion to not fund this project; seconded. The reason for this is that the sidewalk in need of repair is on private land.

Vote: Those in favor to not fund -5; those opposed – 0; 1 abstention

Motion passed

**Proposal to rehab house on Mechanic St**

Motion not to fund this project; seconded. The reason for this is that there are other funds available from the town.

Vote: those in favor to deny funding – 6 ; opposed – 0

Motion passed unanimously

**Proposal to develop lots on Main St**

Motion not to fund; seconded. The reason is the same as for the Mechanic St Project – other funding is available

Vote: those in favor to deny funding – 6; those in favor – 0

Motion passed unanimously

**Proposal to repair pickleball courts**

Motion to fund this project; seconded

Reason for denying funding for this project is that there are recreation funds available for this

Vote: those in favor – 0; those opposed – 6

Motion not passed.

**Proposal for a pickleball shade structure**

Motion to fund this project; seconded

Reason for denying funding for this project is that there are recreation funds available for this

Vote: those in favor – 0; those opposed – 6

Motion not passed

**Proposal to construct a bulletin board at Conwell Gym**

Motion to fund this project; seconded

There are funds available through the recreation committee but those funds, and town funds as well, are primarily to maintain facilities and grounds; the bulletin board is an added structure and one that will be very good for the community; information about what is happening at the gym/schedule of use of the facilities will be posted where people can easily see it.

Vote: Those in favor – 6; those opposed – 0

Motion passed unanimously

**Proposal to rebuild Buckland Shelburne Elementary school playgrounds, Phase 1**

Motion to fully fund; seconded

This is a community resource and the group initiating it has secured other funding, as well, and have demonstrated that they have the leadership and energy to see it through. Also, given recent injuries, the need for repairs is a pressing issue.

Vote: Those in favor – 6; those opposed – 0

Motion passes unanimously

**Proposal to complete work at Hill Cemetery**

Motion to fund; seconded

This is the oldest cemetery in town and is town-owned. The $8,000 requested will complete work that has already been started.

Vote: Those in favor – 6; those opposed – 0

Motion passed unanimously

**Proposal to complete installation of elevator at Arms Library**

Motion to fund; seconded

The 45K requested will finish the elevator installation and make the library fully accessible. The funds come out of the historical preservation account as an upgrade to an historical building. Will is working with the town accountant to track which pot of money is used for funded projects.

Vote: Those in favor – 6; those opposed – 0

Motion passed unanimously

**Policy proposals**

Proposal to adopt a policy that will require all recipients of CPA money to do the following: schedule a news event when projects begin (for example: a ground-breaking with local reporters attending); display a banner with a message that publicizes CPA funding of the project – “Your CPA dollars at work!” – that kind of thing. A reusable yard sign or sandwich board that is project specific could also be displayed at the site for the duration of the project. The granting of CPA funds would be paired with an obligation to promote the CPA involvement. Susan will research cost of both a banner and signs and present options at the next meeting.

Motion to adopt this policy; seconded

Vote: those in favor – 6; those opposed – 0

Moton passed unanimously

Proposal to adopt a policy that no CPA money can be used for projects for which there is other town funding available and that this be included in the application form. That will encourage future applicants to investigate whether there are town funds available for their projects before applying to CPC

Motion to adopt this policy; seconded

Vote: those in favor – 6; those opposed – 0

Moton passed unanimously

**Letters to applicants**

Suggestion made that all applicants receive letters informing them about the status of their applications. Those applicants whose projects have been recommended for funding will get a letter stating that their projects will be presented for a vote to fund at Town Meeting, and if approved, applicants are advised to meet with Terry to find out next steps. Applicants whose projects were not recommended for funding will get a letter with a brief explanation of why not funded.

**Committee Membership update**

Mary Lou resigned from the Recreation Committee and therefore is no longer the Rec Committee rep to CPC. A new rep from the Rec Committee will likely be joining; not sure who that will be. Mary Lou might be persuaded to continue with CPC as an At Large member.

**Summer Work for CPC**

* Work on revision to CPC plan that explains the mission and work of CPC
* Redesign scoring rubric that includes a better defined and clearer requirement for a risk assessment
* CPC can initiate projects; a subcommittee of 3 members can begin an effort to initiate affordable housing projects by learning about what other towns have done, finding out what Franklin County Housing Authority has done and is planning to do, learning about whet FRCOG is doing and tapping Stuart’s expertise and the resources of the Community Preservation Coalition for ideas.

Further discussion about affordable housing initiatives

Some of the CPC’s administrative funds can be used to hire a consultant to help us figure out what projects are most viable for Shelburne. FRCOG might be able to help with finding consultants.

**Some questions:**

* Can CPC offer incentives for ADU development intended for affordable housing?
* Can CPC pay for perc test and hire contractors to flag wetlands?
* Can CPC do anything to help community business?

Anything CPC spends must go through Town Meeting

No, CPC cannot give funds to support businesses; the CPA money is required to be used for Open Spaces/Recreation, Historical Preservation and Affordable Housing.

**Question from visitor**

How is the funding from CPC allocated?

Answer: The funding is split into accounts, with 10% of available funds for each category – so, 10% must be for open space/recreation, 10% must be for historical preservation, and 10% must be for affordable housing. Additional 5 % for administration; the remaining 65% goes into a general fund.

Any funds not used roll over into the next year’s budget. This year, CPC had 215,000 to spend and granted 154,000, rolling over the remaining 61,000. Final receipts for fiscal budget 2025 will be issued in July.

**Next meeting: Tuesday, May 13 4pm at the fire station on Little Mohawk Rd.**

Motion to adjourn meeting; seconded; Those in favor – 6; 0- opposed

Meeting adjourned at 4:41pm

Minutes submitted by Susan Durkee