



**TOWN OF SHREWSBURY**  
**Richard D. Carney Municipal Office Building**  
**100 Maple Avenue**  
**Shrewsbury, Massachusetts 01545-5338**

**MEMORANDUM**

TO: Shrewsbury Town Meeting Members  
FROM: Christopher McGoldrick, Director of Planning and Economic Development  
SUBJECT: Community Preservation Committee Recommendations, May 15, 2023 ATM  
Articles 35, 36, 37, 38, 39, 40, 41, 42, 43, 44  
DATE: May 5, 2023

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*The Community Preservation Committee (CPC) is recommending passage of ten Town Meeting Articles. Article 35 is the Committee's budget article which allocates the revenues to their respective reserve accounts while the remaining nine articles are in support of funding projects which have been deemed eligible and reviewed by the CPC. Additional information in regards to any specific article can be provided upon request to [planning@shrewsburyma.gov](mailto:planning@shrewsburyma.gov).*

**INTRODUCTION**

The Community Preservation Committee (CPC) is excited to recommend 9 project proposals for Town Meeting to consider. In this first ever round of CPA project funding proposals the CPC received 13 proposals from community organizations, residents, and town departments. After reviewing their proposals to check for eligibility under M.G.L. Chapter 44B (Community Preservation Act), the eligible proposals went forward through a public hearing and the CPC deliberated to arrive at their recommendations for Town Meeting. The CPC uses the Community Preservation Plan (CP Plan) as the foundational document for understanding the community preservation needs, resources, and possibilities which culminate into goals the committee established. Proposals were evaluated for their alignment to the stated goals, financial impact, and prioritization. In this first slate of recommended projects, the CPC sought to be less restrictive with prioritization as a way to provide Shrewsbury residents with immediate benefits while balancing the need to reserve funds for future projects.

**ROLE OF THE CPC**

**Key Responsibilities**

1) Develop and Update Community Preservation Plan

The Community Preservation Plan is a guide for CPC's priorities and decision-making regarding project proposals. It also defines an application process that outlines how the CPC will solicit, review, and recommend proposals. The Community Preservation Plan is

a “living document” which will be reviewed and updated annually to reflect changing goals and/or needs in Shrewsbury.

In order to assess and update Shrewsbury’s community needs, goals and resources regarding community housing, historic preservation, open space and recreation, the CPC will solicit feedback from Town commissions, boards, committees, and community organizations. The CPC is also required to hold at least one public hearing annually to gain input from the general public.

## 2) Review and Recommend CPA Projects

The CPC accepts project proposals annually from eligible applicants and conducts a thorough vetting of each proposal in open public meetings. After completing its due diligence, CPC members vote to recommend or not to recommend a project for approval by Town Meeting. CPC’s recommendations for projects that will be sent to Town Meeting shall include specific dollar amounts of CPA funding as well as the specific funding source for the appropriation. Project recommendations are presented to Town Meeting, which then votes to approve, reduce, or reject the CPC’s project funding proposals.

## 3) Keep Records and Prepare an Annual Budget

CPC keeps records of all its meetings, proposals, project recommendations, and decisions.

CPC is responsible for submitting a year-end budget report as well as a budget request to Town Meeting detailing the annual allocation of CPA revenue for the specific reserve funds — (1) Open Space and Recreation, (2) Community Housing, (3) Historic Preservation, (4) an Administrative fund, and (5) Budgeted Reserve fund.

## **Guiding Principles and Priorities**

The CPC will prioritize projects that are collectively consistent with the community’s needs and values. These projects, whether large or small, will be accessible and provide maximum benefits to the community to enhance the Town’s quality of life. CPC aims to always respect environmentally sound principles and give thought to the long-term usefulness and maintenance needs of a project. Advice and support from Town boards, commissions, departments, community groups, and other interested parties will be welcomed. Needs previously identified in major town planning documents will guide the choice of projects, as will adherence to generally recognized design principles, such as ADA compliance and similar guidelines. The CPC will prioritize projects that use CPA funding strategically. CPC members recognize that the value of CPA projects can be increased by the use of additional public or private funds, donations of time, materials, or expertise, or other cost-saving measures. Time-sensitive projects will be given special consideration if they give an opportunity to address long-standing or urgent public needs. CPC projects should demonstrate feasibility regarding project management and the capability of the project team. Budgets and timelines should be reasonable and realistic, and include a long-term maintenance plan and related budget. Finally, CPC projects should serve as examples

of the kind of transformative change that will enhance the look and function of town spaces and result in an improved quality of life.

For more information about the Community Preservation Committee or to get involved, visit our website at <https://www.shrewsburyma.gov/1001/Community-Preservation-Committee>

## **FY23 COMMUNITY PRESERVATION GOALS**

The Committee updates its plan and adjusts goals annually. In FY22, feedback was solicited from local boards and an advertised public hearing was held. Through the Community Preservation Plan update, the following goals were developed that went into effect for FY23.

### **Open Space Goals**

- Protect additional open space by identifying and prioritizing parcels of interest so the town can develop a long-term plan and act quickly as needed.
- Provide safe and easy public access to open spaces.
- Increase connectivity between open space properties, neighborhoods and parcels.
- Preserve and improve water quality in streams, ponds, and Lake Quinsigamond by purchasing land for watershed protection.

### **Recreation Goals**

- Preserve, improve, and develop safe recreational opportunities.
- Improve access and connectivity to existing and future sites.
- Preserve and improve recreational opportunities on existing waterways.

### **Historic Preservation Goals**

- Preserve and restore historic artifacts, documents, monuments, and cemeteries.
- Encourage reuse and rehabilitation of historic buildings and support preservation of privately owned historic resources that demonstrate appropriate public benefit as required by law.

### **Community Housing Goals**

- Create more community housing including for the elderly and disabled, as well as for young adults to help Shrewsbury residents remain in Shrewsbury.
- Support programs to provide grants, loans, rental assistance, security deposits, or interest rate write downs to individuals and families that are eligible for community housing.
- Strive to meet the 10% Subsidized Housing Inventory (SHI) requirement for affordable housing.

## **ARTICLE 35 (FY24 Allocations)**

In accordance with M.G.L. 44B (Community Preservation Act), a minimum of 10% of the annual CPA revenue must be spent or allocated to each of three categories: a) open space and recreation, b) community housing, and c) historic preservation. Up to 5% of annual revenue can be spent on operating expenses of the CPC and clerical or administrative staff. The remaining 65% may be spent or allocated to any one or combination of the three CPA-eligible funding categories at the discretion of the Community Preservation Committee and subject to the approval of the town. The CPC chose to use the required minimum allocations in order to provide the maximum flexibility with funding projects across all the community preservation categories.

### Revenues

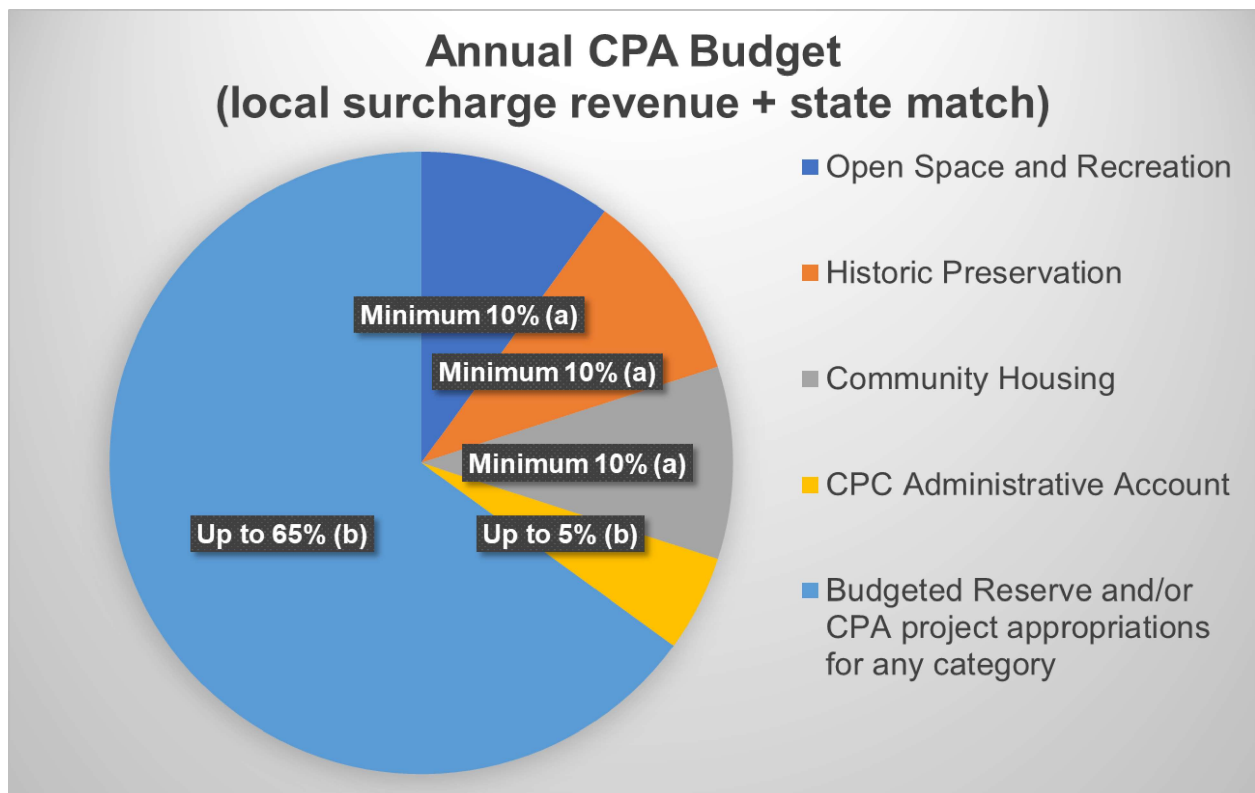
Local CPA tax surcharge receipts (projected).....	\$820,875
State matching funds (projected at 30%).....	<u>\$246,262</u>
Total Revenues.....	\$1,067,137

### Appropriations

FY 2024 estimated revenues (5%) for Committee Administrative Expenses.....	\$53,356
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### Reserves

FY 2024 estimated revenues (10%) for Historic Resources Reserve.....	\$106,713
FY 2024 estimated revenues (10%) for Community Housing Reserve.....	\$106,713
FY 2024 estimated revenues (10%) for Open Space & Recreation Reserve.....	\$106,713
FY 2024 estimated revenues for Budgeted Reserve.....	\$693,642



**Footnotes:** (a) Balance carries forward year-to-year; (b) Unspent funds close to “CPA Fund Balance” account which can be used by any CPA purpose

Administrative funds are used to cover expenses necessary to support the CPC’s statutory responsibilities. The CPC’s administrative funds support the operational expenses of running the committee: such as hiring administrative staff, purchasing equipment, newspaper ads, promotion brochures, or conducting community surveys. Administrative funds can also be used for due diligence consultant review, including land appraisal, environmental assessment review, and

historic preservation construction review. Unused funds from this account at the end of the fiscal year will be transferred to the CPA Fund Balance account.

**ARTICLE 36 (1830 Brick Schoolhouse)**

**Project Description**

This project proposes to appropriate \$65,000 from the Historic Resources Reserve for installation of a highly efficient electric heat pump HVAC system which will serve the first and second floors as well as other weatherization measures throughout the entire building as identified in an energy audit conducted by the Center for EcoTechnology (CET) on December 13, 2022. Installation of these systems will assist in the preservation of this historic structure through improved temperature and humidity control.

**Applicant:** Shrewsbury Electric and Cable Operations

**Co-Applicant:** Department of Public Works

**Amount:**  
\$65,000

**Appropriation Account:**  
Historic Resources Reserve

**CPC Work Type:**  
Preservation

***Recommended by vote of the CPC 9-0***

**ARTICLE 37 (District #5 Schoolhouse)**

**Project Description**

This project proposes to appropriate \$2,000 from the Historic Resources Reserve to conduct a Facility Review by the Institute for Human Centered Design. The Facilities Review will evaluate ADA accessibility and pedestrian infrastructure of the structure itself as well as surrounding routes and parking. The District #5 Schoolhouse was built in 1828, is the oldest schoolhouse in Shrewsbury and is listed on the State Register of Historic Places and National Register of Historic Places.

**Applicant:** Shrewsbury Historical Society

**Co-Applicant:** Department of Public Works

**Amount:**  
\$2,000

**Appropriation Account:**  
Historic Resources Reserve

**CPC Work Type:**  
Preservation

***Recommended by vote of the CPC 9-0***

**ARTICLE 38 (Prospect Park Pergola Restoration)**

**Project Description**

This project proposes to appropriate \$85,500 from the Historic Resources Reserve Account to conduct a Site and Structural Assessment of the Prospect Park Pergola which is over 100 years old. The site and structural assessment will be conducted by a Certified Landscape Architect with experience in Historic Preservation. The scope of the assessment will focus on restoration of the pergola, site access and use as community gathering space. Project deliverables will

include the site and structural assessment, design specifications, recommendations, and assistance in preparing bid documents.

**Applicant:** Friends of Prospect Park

**Co-Applicant:** Shrewsbury Parks Division

**Amount:**  
\$85,500

**Appropriation Account:**  
Historic Resources Reserve

**CPC Work Type:**  
Restoration

*Recommended by vote of the CPC 9-0*

**ARTICLE 39 (Mt. View Cemetery Historic Gravestones)**

**Project Description**

This project proposes to appropriate \$5,500 from the Historic Resources Reserve Account to conduct an Inventory and Assessment of historic gravestones located in the southeast corner of the Mt. View Cemetery, Sections 1-9. The cemetery is located in the Shrewsbury Historic District and is designated on the State Register of Historic Places and National Register of Historic Places. The Inventory and Assessment will review the current condition of historic gravestones, some of which date to the 1730's, and prioritize their specific needs for restoration and preservation in accordance with the practices of the United States National Parks Service.

**Applicant:** Shrewsbury Historical Society

**Co-Applicant:** Shrewsbury Parks Division

**Amount:**  
\$5,500

**Appropriation Account:**  
Historic Resources Reserve

**CPC Work Type:**  
Preservation

*Recommended by vote of the CPC 9-0*

**ARTICLE 40 (Arrowwood Park)**

**Project Description**

This project proposes to appropriate \$40,000 from the Open Space and Recreation Reserve Account for design services for restoration of the playground equipment at Arrowwood Park. The project will redesign the existing playground equipment and surface to provide an improved playground design meeting modern design and safety standards. This park currently serves a large portion of the community, however the current condition deters significant use.

**Applicant:** Jenna McCann

**Co-Applicant:** Department of Public Works

**Amount:**  
\$40,000

**Appropriation Account:**  
Open Space and Recreation Reserve

**CPC Work Type:**  
Rehabilitation

*Recommended by vote of the CPC 9-0*

**ARTICLE 41 (Townwide Playground Assessment)**

**Project Description**

This project proposes to appropriate \$70,000 from the Open Space and Recreation Reserve Account for design services for restoration of the playground at Edgemere Park as well as a town wide assessment of the nine (9) Town parks and six (6) school parks.

Many of the playgrounds were built as part of subdivision construction or fundraising done by school PTO groups. The majority of the playgrounds do not have accessible surfaces or modern safety surfaces. The playgrounds do get a lot of use and are typically 15 to 30 plus years old. Play for children is essential for their development of social and motor skills. Designing a new playground at Edgemere Park will align with the Parks Division goals for continuing to improve recreation areas for our community.

**Applicant:** Department of Public Works

**Co-Applicant:** N/A

**Amount:**

\$70,000

**Appropriation Account:**

Open Space and Recreation Reserve

**CPC Work Type:**

Rehabilitation

***Recommended by vote of the CPC 9-0***

**ARTICLE 42 (Dean Park Basketball Courts)**

**Project Description**

This project proposes to appropriate \$375,000 from the Community Preservation Reserve Account for reconstruction of the existing basketball courts. The Town's 2018 Master Plan indicated the basketball courts were in poor condition and needed to be rebuilt. The courts currently have deep cracks, backboards which need to be upgraded, and fences which are worn. The fenced in courts will also need to have a sidewalk added to make it more accessible. This project will rebuild the three (3) basketball courts, two (2) of which are fenced in.

**Applicant:** Department of Public Works

**Co-Applicant:** N/A

**Amount:**

\$375,000

**Appropriation Account:**

Budget Reserve

**CPC Work Type:**

Rehabilitation

***Recommended by vote of the CPC 9-0***

**ARTICLE 43 (Camp Wunnegan Parking)**

**Project Description**

This project proposes to appropriate \$142,000 from the Community Preservation Reserve Account for design and construction of nine (9) standard and one (1) ADA accessible parking spaces at 645 and 645R Grafton Street fka "Camp Wunnegan". This will improve accessibility to

and use of the associated trail systems for more equitable enjoyment by the community. The proposed design also incorporates improved stormwater management systems.

**Applicant:** Shrewsbury Trails Committee  
**Co-Applicant:** Department of Public Works

<b>Amount:</b>	<b>Appropriation Account:</b>	<b>CPC Work Type:</b>
\$142,000	Budget Reserve	Recreation

***Recommended by vote of the CPC 9-0***

**ARTICLE 44 (Open Space Land Acquisition)**

**Project Description**

This project proposes to appropriate \$435,000 from the Fund Balance Account for acquisition for conservation purposes under Chapter 44B, parcels of land located at 443 and 457 Lake Street and 104 Grove Street aka the Howe/Sears Family Farm. The proposed project would be the contribution of half of the funds required to purchase the property with the remaining funds provided via American Rescue Plan Act (ARPA) funds.

With the purchase of this property the Town hopes to create connectivity between current Town owned land to promote passive recreation, such as walking trails, and preserve open and natural space in Town. These parcels help to create connectivity between Lake Street Park all the way to Camp Wunnegan through sidewalks and walking trails. The Town is working to develop a formal trail network throughout the Town and this project contributes to this effort. The Greater Worcester Land Trust has expressed interest in the project and holding the conservation restriction on the property

**Applicant:** Town of Shrewsbury  
**Co-Applicant:** N/A

<b>Amount:</b>	<b>Appropriation Account:</b>	<b>CPC Work Type:</b>
\$435,000	Fund Balance Account	Acquisition

***Recommended by vote of the CPC 7-0***



# **APPENDIX A: Financial Summary**

The below table represents a multi-year review of CPA fund balances.

	<b>FY22 Actual</b>	<b>FY23 Budget</b>	<b>FY24 Proposed*</b>
<b>Community Preservation Act - Revenue</b>			
CPA Local Surcharge (FY24 is projected amount)	\$777,255.60	\$785,982.77	\$820,875.00
State Match (FY24 is projected amount)	\$0.00	\$302,693.00	\$246,262.00
Investment Income	\$525.38	\$0.00	\$0.00
<b>Total Revenue</b>	<b>\$777,780.98</b>	<b>\$1,088,675.77</b>	<b>\$1,067,137.00</b>
<b>Use of Community Preservation Funds</b>			
<b>Annual Administrative Fund (5%)</b>			
Allocated	\$0.00	\$52,310.00	\$53,356.00
Personnel	\$0.00	\$0.00	-
Dues & Membership	\$0.00	(\$2,875.00)	-
Supplies	\$0.00	(\$41.25)	-
<b>Returned to undesignated funds</b>	<b>\$0.00</b>	<b>\$49,393.75</b>	
<b>SPECIFIC RESERVES</b>			
<b>Open Space &amp; Recreation (reserves carry FY to FY)</b>			
Prior FY Balance	\$0.00	\$77,778.09	\$72,399.09
10% New FY Allocation	\$77,778.09	\$104,621.00	\$106,713.00
Open Space Subtotal	\$77,778.09	\$182,399.09	\$179,112.09
<u>Less: Appropriations for</u>			
Art 41 - Playground Assessment		(70,000.00)	
Art 40 - Arrowwood Playground Design		(40,000.00)	
<b>Balance at End of Fiscal Year</b>	<b>\$77,778.09</b>	<b>\$72,399.09</b>	<b>\$179,112.09</b>

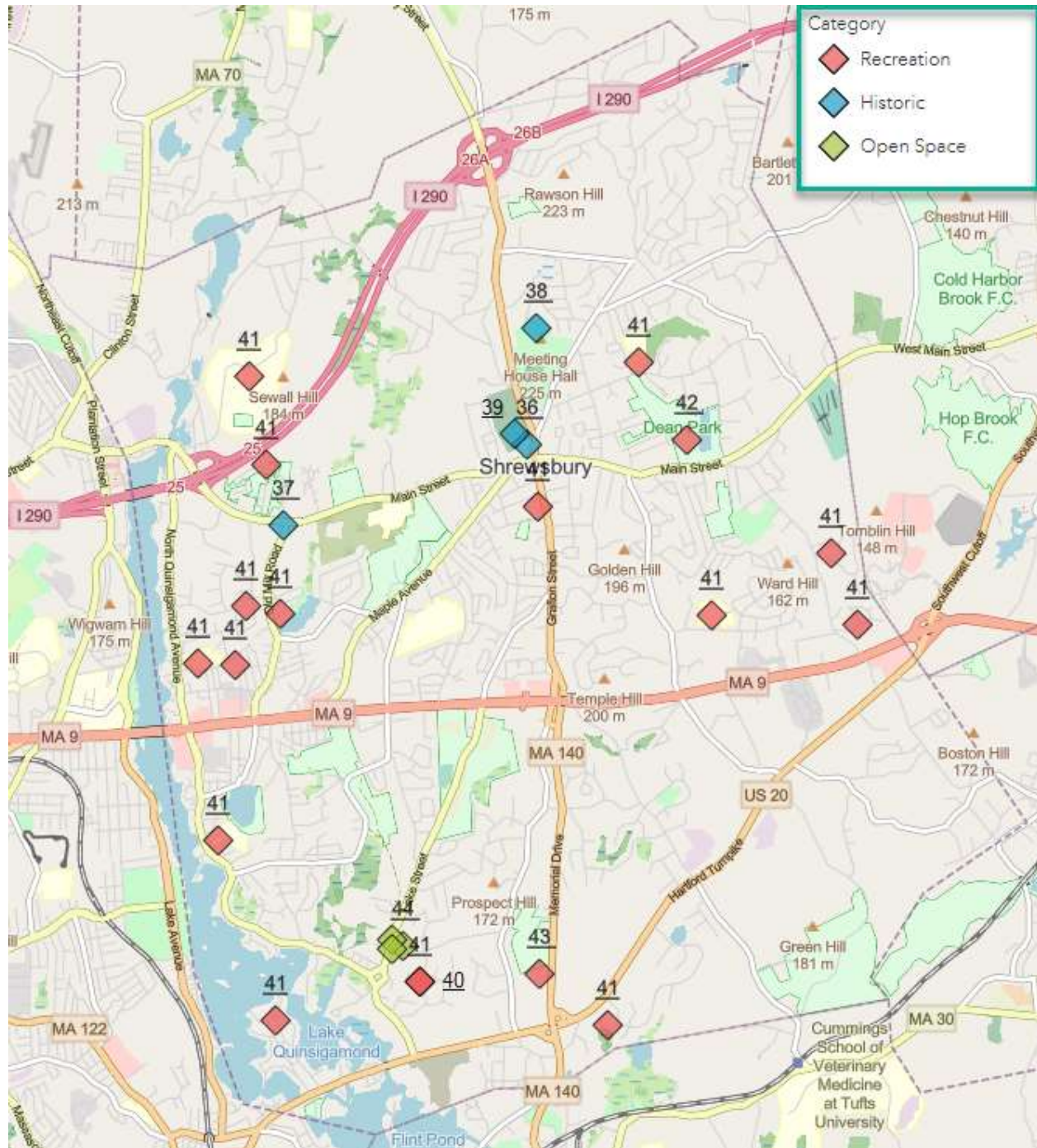
	<b>FY22 Actual</b>	<b>FY23 Budget</b>	<b>FY24 Proposed*</b>
<b>Historic Preservation (reserves carry FY to FY)</b>			
Prior FY Balance	\$0.00	\$77,778.09	\$24,399.09
10% New FY Allocation	\$77,778.09	\$104,621.00	\$106,713.00
Historic Preservation Subtotal	\$77,778.09	\$182,399.09	\$131,112.09
Less: Appropriations for			
Art 36 - 1830 Schoolhouse		(\$65,000.00)	
Art 38 - Prospect Park Pergola		(\$85,500.00)	
Art 37 - District #5 Schoolhouse		(\$2,000.00)	
Art 39 - Gravestone Restoration Assessment		(\$5,500.00)	
<b>Balance at End of Fiscal Year</b>	<b>\$77,778.09</b>	<b>\$24,399.09</b>	<b>\$131,112.09</b>
<b>Community Housing (reserves carry FY to FY)</b>			
Prior FY Balance	\$0.00	\$77,778.09	\$182,399.09
10% New FY Allocation	\$77,778.09	\$104,621.00	\$106,713.00
Community Housing Subtotal	\$77,778.09	\$182,399.09	\$289,112.09
Less: Appropriations for			
None			
<b>Balance at End of Fiscal Year</b>	<b>\$77,778.09</b>	<b>\$182,399.09</b>	<b>\$289,112.09</b>
<b>Budgeted Reserve (Closes at end of FY to Fund Balance)</b>			
65% New FY Allocation	\$544,446.71	\$680,041.00	\$693,642.00
Budgeted Reserve Subtotal	\$544,446.71	\$680,041.00	\$693,642.00
Less: Appropriations for			
Art 42 - Dean Park Basketball Court		(\$375,000.00)	
Art 43 - Camp Wunnegan		(\$142,000.00)	
<b>Balance at End of Fiscal Year</b>	<b>\$544,446.71</b>	<b>\$163,041.00</b>	<b>\$693,642.00</b>

	FY22 Actual	FY23 Budget	FY24 Proposed*
<b>Fund Balance (Undesignated - Any CPA category)</b>			
Prior FY Balance	\$0.00	\$0.00	\$109,446.71
Unexpended Budgeted Reserve Funds		\$544,446.71	\$163,041.00
Unexpended Administrative Funds	\$0.00	\$0.00	\$49,393.75
Fund Balance Subtotal	\$0.00	\$544,446.71	\$321,881.46
Less: Appropriations for			
Art 44 - Lake Street		(\$435,000.00)	
<b>Balance at End of Fiscal Year</b>	<b>\$0.00</b>	<b>\$109,446.71</b>	<b>\$321,881.46</b>
<b>FUND BALANCE</b>			
Total of all balances at the end of FY	\$777,780.98	\$551,684.98	\$1,614,859.73

\*If approved by Town Meeting

## APPENDIX B: Proposed Locations to Benefit from CPA Funding

The following map shows the locations where CPA funding is proposed to be allocated.



Article	Category		Address
36	Historic	1830 Brick Schoolhouse	15 Church Road
37	Historic	District 5 Schoolhouse	2 Old Mill Road
38	Historic	Prospect Park Pergola Restoration	65 Prospect Street
39	Historic	Mt. View Cemetery Historic Gravestones	21 Boylston Street
40	Recreation	Arrowwood Playground	16-40 Arrowwood Drive
41	Recreation	Playground Assessments and Edgemere Playground Restoration	
		a. Arrowwood Park	16-40 Arrowwood Drive
		b. Edgemere Park	33 Robertson Drive
		c. Greylock Park	63-78 Oregon Avenue
		d. Hillando Park	8-20 Hillando Drive
		e. Hills Farm Play area	135 Stoney Hill Road
		f. Ireta Road Play area	46 Ireta Road
		g. Rotary Park	0 Pond View Drive
		h. Toblin Hill Play area	10 Toblin Hill Drive
		i. Ternberry Playground	70 O'Donnell Avenue
		j. Coolidge School	17 Florence Street
		k. Floral Street School	57 Floral Street
		l. Paton School	62 Grafton Street
		j. Spring Street School	121 Spring Street
		k. Parker Road Preschool	15 Parker Road
		l. Little Colonials Preschool	64 Holden Street
42	Recreation	Dean Park Basketball Courts	805 Main Street
43	Recreation	Camp Wunnegan	645 and 645R Grafton Street
44	Open Space	Lake/Grove St Open Space	443 and 457 Lake Street, 104 Grove Street



**APPENDIX C: Article 44 Open Space Land Acquisition Parcels**

