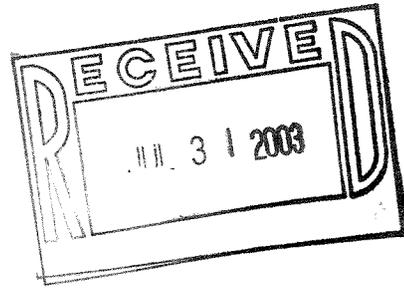


July 29, 2003

Acton Board of Selectmen
472 Main Street
Acton MA 01720



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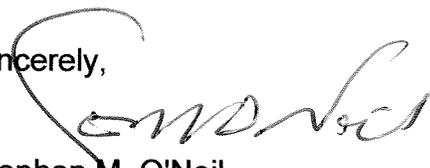
RE: Donation

I would like to share my architectural design expertise with the Town of Acton and donate sketches/renderings of buildings that could be constructed on two parcels of land that resemble property in the East Acton Village (EAV) zoning district. The purpose of the sketches is to assist the East Acton Village Planning Committee (EAVPC) in visualizing the effect of different design guidelines and density requirements they are considering as part of the EAV planning process.

If design services were to be contracted to produce sketches of this type, it would cost the town several thousands of dollars.

I am pleased to be able to help in any way I can. If you have any questions, feel free to contact me at 508-224-4333. Thank you.

Sincerely,



Stephen M. O'Neil
O'Neil Design
38 Bonney Briar Drive
Plymouth, MA 02360