

11/2/09
13

Christine Joyce

From: Corey York
Sent: Wednesday, October 28, 2009 10:54 AM
To: Manager Department
Cc: Engineering Department
Subject: Private Way Plowing Petitions - 2009-2010

Attached is a copy of the IDC from the Engineering Department for the Annual Private Way Plowing Program. The final list of private ways to be plowed by the Town and the associated fee are to be voted by the BOS at their meeting on November 2nd.

We received two signed Private Way Plowing Agreements from Heron View & Wyndcliff Drive. These private ways have participated in the program in the past.

We also calculated the Town's cost to plow and chemically treat the roads. Attached to this IDC is a cost analysis for this upcoming winter season. It is our recommendation that the Town raise the fee from \$1.85 per foot to \$1.95 per foot. One of the conditions of the agreements is that "there may be additional charges reasonably assessed by the Town if conditions warrant."

Let me know if you need any additional information.

Thank you
Corey



TOWN OF ACTON
472 Main Street
Acton, Massachusetts, 01720
Telephone (978) 264-9628
Fax (978) 264-9630

Engineering Department

INTERDEPARTMENTAL COMMUNICATION

Date: October 28, 2009

To: Steven Ledoux, Town Manager

From: Engineering Department

Subject: Private Way Plowing Petitions - 2009-10 Winter Season

We have received signed Private Way Plowing Agreements from the following private ways:

Heron View-	\$ 932.10
Wyndcliff Drive-	\$2,437.50

These private ways have participated in the program in the past.

To determine the fee to be charged we calculated a cost per foot to plow and chemically treat our public roads on a per foot basis and applied that per foot cost to the private ways. Attached to this IDC is a cost analysis for this upcoming winter season. It is our recommendation that the Town raise the fee from \$1.85 per foot to \$1.95 per foot. We believe this rate is sufficient to cover the costs for plowing/treating the private ways for the upcoming winter. One of the conditions of the agreements is that "there may be additional charges reasonably assessed by the Town if conditions warrant."

We request the Board of Selectmen vote to approve this list of private ways to be plowed during the upcoming winter season.

**TOWN OF ACTON
INTERDEPARTMENTAL COMMUNICATION**

Date: September 28, 2009

To: Steve Ledoux, Town Manager

From: Engineering Department
Bruce M. Stamski, P.E., Town Engineer/Director of Public Works

Re: Private way plowing petitions 2009-2010 winter season

We anticipate receiving private way plowing petitions from the two private ways that participated in the program last year; Heron View and Wyndcliffe Drive. We may receive additional applications prior to the October 23 deadline. Private drives have to meet certain standards to be accepted into the program (i.e. have a turnaround for our plows).

To determine the fee to be charged we have calculated a cost per foot to plow and chemically treat our public roads on a per foot basis and applied that per foot cost to the private ways. Attached to this IDC is a cost analysis for this upcoming winter season. It is my recommendation that we raise the fee from \$1.85 per foot to \$1.95 per foot. We believe this rate is sufficient to cover the costs for plowing/treating the private ways for the upcoming winter. One of the conditions of the agreements is that "there may be additional charges reasonably assessed by the Town if conditions warrant."

The petitions received will be presented to the Selectmen at the 11/2/09 meeting. This memo is to present the anticipated increase in fees to you and the Selectmen prior to the hearing date.

PRIVATE WAY PLOWING COST ANALYSIS FOR 2009-2010

We charged \$1.85 per foot of private way last year. The charge was determined by calculating what it cost to plow/ chemically treat our 105 miles of public roads on a per foot basis.

Based on last years expenditures plus anticipated fuel increases

FY09 monies spent on snow and ice budget	\$658,004
¾ of the highway staff time for 4 months with benefits 824,376 x 4/12 x .75 x 1.4	\$288,532
Vehicles- 24 pieces of equipment average replacement cost \$75,000 10 year life 75% of 4 month use	\$ 45,000
Vehicle maintenance budget \$93,602 x 4/12 x .75	\$ 23,401
Uniforms \$12,600 x 4/12 x .75	\$ 3,150
Fuel - diesel 27,200gal @ \$2.30 + gas 850gal @ 1.75	<u>\$ 64,048</u>
Total	\$1,082,135

Cost per foot 1,082,135 / 105 / 5280 = \$1.952 per foot use **\$1.95/foot**

The two private ways that we plowed last year

		2007-2008	2008-2009	2009-2010
Heron View	478 feet	\$717.00	\$884.00	\$932.10
Wyndcliffe Drive	1250 feet	\$1875.00	\$2313.00	\$2437.50

Private Way Plowing Agreement

The undersigned being all the owners and abutters served by the private way known as Wyndcliff Drive (the "Private Way") and the Town of Acton (the "Town") enter into this agreement effective for the 2009 – 2010 winter season.

WHEREAS, the Town's registered voters at an annual Town election held on April 7, 1986, voted to accept the provisions of M.G.L. Chapter 40, Section 6C, regarding the appropriation of money for the removal of snow and ice from private ways within its limits and open to the public use.

WHEREAS the Town plowed the Private Way under the provisions of M.G.L. Chapter 40, Section 6C, during the 2003 – 2004 winter season.

WHEREAS the Annual Town Meeting since April 2004 has not appropriated funds under M.G.L. Chapter 40, Section 6C, as had been done for several consecutive years in the past;

WHEREAS, M.G.L. Chapter 44, Section 53A, authorizes the Board of Selectmen to accept grants and gifts for particular purposes.

WHEREAS the undersigned owners and abutters of the Private Way request that the Board of Selectmen accept the funds described in this Agreement for the purpose of plowing the Private Way during the 2009 – 2010 winter season as set forth herein.

WHEREAS, the Acton Board of Selectmen has voted to accept such contributions and to continue plowing the Private Way during the 2009 – 2010 winter season;

NOW THEREFORE; for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. The undersigned owners and abutters of the Private Way hereby agree (a) to deposit \$ 2,437.50 with the Town treasurer to be held as a separate account and expended by the Treasurer to plow, salt and sand the Private Way during the 2009 – 2010 winter season, and (b) to allow interest on these funds to be retained by the Town.
2. The Board of Selectmen agrees to accept said funds pursuant to M.G.L. Chapter 44, Section 53A, and to use said funds and any interest thereon to plow, salt and sand the Private Way during the 2009 – 2010 winter season.
3. The undersigned owners and abutters of the Private Way hereby agree to this fee for the 2009 – 2010 winter season with the understanding that there may be additional charges reasonably assessed by the Town if conditions warrant. There will be no refunds. In the event funds remain in the separate account on May 28, 2010, the undersigned owners and abutters of the Private Way hereby agree that these funds shall be transferred to and become part of the Town's general revenues.

4. The undersigned owners and abutters of the Private Way further agree as follows:
 - a. They do on behalf of themselves and their respective heirs, executors, administrators, successors and assigns, release and they shall jointly and severally defend, indemnify and hold harmless the Town, its employees, agents and contractors, from any claim for damage to the Private Way, or any claim for bodily injuries, property damages, or other losses to themselves or to any third party arising out of or relating to the Town's plowing, sanding and salting work under this Agreement, including without limitation any defect in the Private Way caused by the Town, its employees or contractors;
 - b. They shall assume all responsibility for maintenance and repair of the Private Way, whether or not the damage was caused by the Town plows, and all liability for injuries and losses to third parties resulting from defects in the Private Way.
 - c. The plowing of the Private Way by the Town shall not create or impose on the Town any obligation or responsibility for plowing or maintenance of the Private Way in future years.
 - d. For the purposes of M.G.L. c. 84, section 25, the removal of snow or ice from the Private Way shall not constitute a repair of the way.
 - e. The Private Way shall not become a public way by virtue of said plowing, whether by the doctrine of prescription or otherwise. Rather, the Private Way can only become a town way by following the statutory procedure contained in M.G.L. Chapter 82, Section 21 – 24.

5. The Town agrees to plow the Private Way and apply a sand/salt mixture for ice control on said way during the 2009 – 2010 winter season in the same general manner as on public ways of similar size and location. The Town shall determine in its sole discretion when, how and whether it is necessary and appropriate to plow, salt and sand the Private Way, and the undersigned owners and abutters of the Private Way agree that this determination involves a high degree of discretion and judgment in weighing alternatives and making choices and they do accordingly on behalf of themselves and their respective heirs, executors, administrators, successors and assigns, release and forever discharge the Town, its employees, agents and contractors, from any claim for damage or injury arising out of or relating to any action or omission with respect to plowing or failing to plow the Private Way.

Executed as a Sealed Instrument on the dates indicated below:

ROBERT CHEN
(Printed Names)

Robert Chen
(Signatures) Dated: 10/11/, 2009 2 Wyndcliff Drive

Mary Haller
(Printed Names)

Mary Hall
(Signatures) Dated: 10/11, 2009 5 Wyndcliff Drive

Amaro Laria
(Printed Names)

Amaro Laria
(Signatures) Dated: 10-10, 2009 8 Wyndcliff Drive

(Printed Names)

(Signatures) Dated _____, 2009 9 Wyndcliff Drive

(Printed Names)

(Signatures) Dated _____, 2009 11 Wyndcliff Drive

KATHRYN LAGUNOWICH
(Printed Names)

Kathryn Lagunowich
(Signatures) Dated 10/10, 2009 13 Wyndcliff Drive

ROBERT BATS
(Printed Names)

Robert Bats
(Signatures) Dated 10-10-, 2009 14 Wyndcliff Drive

NIJAN DATAR

(Printed Names)

[Signature]

(Signatures)

Dated 10-7-, 2009

15 Wyndcliff Drive

RAUF BERGER

(Printed Names)

[Signature]

(Signatures)

Dated 10-10-, 2009

16 Wyndcliff Drive

Linda Moreno

(Printed Names)

[Signature]

(Signatures)

Dated 10/14/09, 2009

17 Wyndcliff Drive

FRANK FOLEY

(Printed Name)

[Signature]

(Signatures)

Dated 10/10/09, 2009

18 Wyndcliff Drive

The Town of Acton
Acting by and through its Town Manager:

Steven L. Ledoux

Dated: _____, 2009

NOTE: This agreement must be signed by all owners and residents on the Private Way with the exception of condominiums where the duly authorized Village Manager, Board of Directors, President of the Association, etc. can sign on behalf of all the unit owners provided that the condominium bylaws or vote of the unit owners has granted that individual such authority. Evidence to this effect should be included with this agreement. The private way must meet the criteria outlined below and plans and/or sketches may be included with the agreement to assist the Selectmen in determining compliance:

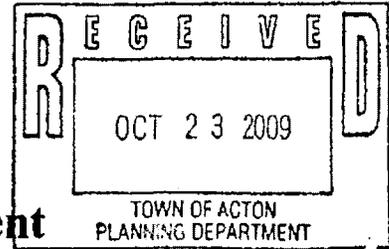
1. The Private Way must be at least twelve (12) feet wide.
2. The Private Way must have an adequate turnaround so that plow trucks do not have to back out. (The Highway Superintendent will determine the adequacy of the turnaround).
3. The Private Way must be paved and free of ruts and pot holes.
4. The Private Way must be open to the public with no gate or signs controlling access. (The general public must have free and unrestricted access).
5. The Private Way must serve a minimum of three (3) residences.
6. The maximum grade of the Private Way is not to exceed 10% (10 feet of rise in 100 feet of length).
7. The Private Way is not to have sharp curves or obstructions that restrict truck movements in the opinion of the Highway Superintendent.
8. The way must be plowable with standard snow removal equipment used by the Town, and sufficient space must be available along the way for snow storage.
9. Construction of the way must be completed to Town standards in effect at the time the plan of the way was approved and there can be no restrictions or conditions of record that preclude Town plowing, salting or sanding. Partially completed subdivision roads will not be considered.
10. There can be no restriction by the Conservation Commission on the use of salt as a deicing agent.
11. Evidence must be furnished that the existing storm drainage system has been properly maintained and is in good working condition. This includes cleaning sand from catchbasins, sumps and detention/retention basins and insuring pipe lines and outfalls are unobstructed. The catchbasins should have a sump that is about 2.5 feet below the bottom of the outlet pipe. The water level in the catchbasin is maintained by the outlet pipe. The sediment in the catchbasin should not exceed a depth of twelve (12) inches as determined by probing the catchbasin with a stick. If the stick hits the sediment within eighteen (18) inches

of the water level, more than twelve (12) inches of sediment has accumulated and the sump needs to be cleaned. Evidence of storm drainage maintenance may consist of, but not be limited to, items such as invoices from contractors for the work or a signed letter from the property manager certifying that the work has been completed.

12. The road surface must have been swept to remove the sand from the previous winter.

FEE CALCULATION

Private Way	Length	Fee/Foot	Total Fee
Wyndcliff Drive	1250 Ft.	\$ <u>1.95</u>	\$ <u>2,437.50</u>



Private Way Plowing Agreement

The undersigned being all the owners and abutters served by the private way known as Heron View Road (the "Private Way") and the Town of Acton (the "Town") enter into this agreement effective for the 2009 – 2010 winter season.

WHEREAS, the Town's registered voters at an annual Town election held on April 7, 1986, voted to accept the provisions of M.G.L. Chapter 40, Section 6C, regarding the appropriation of money for the removal of snow and ice from private ways within its limits and open to the public use.

WHEREAS the Town plowed the Private Way under the provisions of M.G.L. Chapter 40, Section 6C, during the 2003 – 2004 winter season.

WHEREAS the Annual Town Meeting since April 2004 has not appropriated funds under M.G.L. Chapter 40, Section 6C, as had been done for several consecutive years in the past;

WHEREAS, M.G.L. Chapter 44, Section 53A, authorizes the Board of Selectmen to accept grants and gifts for particular purposes.

WHEREAS the undersigned owners and abutters of the Private Way request that the Board of Selectmen accept the funds described in this Agreement for the purpose of plowing the Private Way during the 2009 – 2010 winter season as set forth herein.

WHEREAS, the Acton Board of Selectmen had voted to accept such contributions and to continue plowing the Private Way during the 2009 – 2010 winter season;

NOW THEREFORE; for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. The undersigned owners and abutters of the Private Way hereby agree (a) to deposit \$ 932.10 with the Town treasurer to be held as a separate account and expended by the Treasurer, to plow, salt and sand the Private Way during the 2009 – 2010 winter season, and (b) to allow interest on these funds to be retained by the Town.
2. The Board of Selectmen agrees to accept said funds pursuant to M.G.L. Chapter 44, Section 53A, and to use said funds and any interest thereon to plow, salt and sand the Private Way during the 2009 – 2010 winter season.
3. The undersigned owners and abutters of the Private Way hereby agree to this fee for the 2009 – 2010 winter season with the understanding that there may be additional charges reasonably assessed by the Town if conditions warrant. There will be no refunds. In the event funds remain in the separate account on May 28, 2010, the undersigned owners and abutters of the Private Way hereby agree that these funds shall be transferred to and become part of the Town's general revenues.

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4. The undersigned owners and abutters of the Private Way further agree as follows:
 - a. They do on behalf of themselves and their respective heirs, executors, administrators, successors and assigns, release and they shall jointly and severally defend, indemnify and hold harmless the Town, its employees, agents and contractors, from any claim for damage to the Private Way, or any claim for bodily injuries, property damages, or other losses to themselves or to any third party arising out of or relating to the Town's plowing, sanding and salting work under this Agreement, including without limitation any defect in the Private Way caused by the Town, its employees or contractors;
 - b. They shall assume all responsibility for maintenance and repair of the Private Way, whether or not the damage was caused by the Town plows, and all liability for injuries and losses to third parties resulting from defects in the Private Way.
 - c. The plowing of the Private Way by the Town shall not create or impose on the Town any obligation or responsibility for plowing or maintenance of the Private Way in future years.
 - d. For the purposes of M.G.L. c. 84, section 25, the removal of snow or ice from the Private Way shall not constitute a repair of the way.
 - e. The Private Way shall not become a public way by virtue of said plowing, whether by the doctrine of prescription or otherwise. Rather, the Private Way can only become a town way by following the statutory procedure contained in M.G.L. Chapter 82, Section 21 – 24.

5. The Town agrees to plow the Private Way and apply a sand/salt mixture for ice control on said way during the 2009 – 2010 winter season in the same general manner as on public ways of similar size and location. The Town shall determine in its sole discretion when, how and whether it is necessary and appropriate to plow, salt and sand the Private Way, and the undersigned owners and abutters of the Private Way agree that this determination involves a high degree of discretion and judgment in weighing alternatives and making choices and they do accordingly on behalf of themselves and their respective heirs, executors, administrators, successors and assigns, release and forever discharge the Town, its employees, agents and contractors, from any claim for damage or injury arising out of or relating to any action or omission with respect to plowing or failing to plow the Private Way.

Executed as a Sealed Instrument on the dates indicated below:

Jo-Ann Berken
(Printed Names) JO-ANN BERKEN

[Signature]
(Signatures) Dated: 10-22-09, 2009 2 Heron View Road

DIANE SCHEUER
(Printed Names)

[Signature]
(Signatures) Dated: 10/18, 2009 3 Heron View Road

Jiaxin Wang
(Printed Names)

[Signature]
(Signatures) Dated: 10-22, 2009 4 Heron View Road

Mario + Linda Bianco
(Printed Names)

[Signature] [Signature]
(Signatures) Dated: Oct 18, 2009 5 Heron View Road

Diana Yee + Kenneth Lee
(Printed Names)

[Signature] [Signature]
(Signatures) Dated: 22 Oct., 2009 6 Heron View Road

The Town of Acton
Acting by and through its Town Manager:

Steven L. Ledoux
Dated: _____, 2009

NOTE: This agreement must be signed by all owners and residents on the Private Way with the exception of condominiums where the duly authorized Village Manager, Board of Directors, President of the Association, etc. can sign on behalf of all the unit owners provided that the condominium bylaws or vote of the unit owners has granted that individual such authority. Evidence to this effect should be included with this agreement. The private way must meet the criteria outlined below and plans and/or sketches may be included with the agreement to assist the Selectmen in determining compliance:

1. The Private Way must be at least twelve (12) feet wide.
2. The Private Way must have an adequate turnaround so that plow trucks do not have to back out. (The Highway Superintendent will determine the adequacy of the turnaround).
3. The Private Way must be paved and free of ruts and pot holes.
4. The Private Way must be open to the public with no gate or signs controlling access. (The general public must have free and unrestricted access).
5. The Private Way must serve a minimum of three (3) residences.
6. The maximum grade of the Private Way is not to exceed 10% (10 feet of rise in 100 feet of length).
7. The Private Way is not to have sharp curves or obstructions that restrict truck movements in the opinion of the Highway Superintendent.
8. The way must be plowable with standard snow removal equipment used by the Town, and sufficient space must be available along the way for snow storage.
9. Construction of the way must be completed to Town standards in effect at the time the plan of the way was approved and there can be no restrictions or conditions of record that preclude Town plowing, salting or sanding. Partially completed subdivision roads will not be considered.
10. There can be no restriction by the Conservation Commission on the use of salt as a deicing agent.
11. Evidence must be furnished that the existing storm drainage system has been properly maintained and is in good working condition. This includes cleaning sand from catchbasins, sumps and detention/retention basins and insuring pipe lines and outfalls are unobstructed. The catchbasins should have a sump that is about 2.5 feet below the bottom of the outlet pipe. The water level in the catchbasin is maintained by the outlet pipe. The sediment in the catchbasin should not exceed a depth of twelve (12) inches as determined by probing the

catchbasin with a stick. If the stick hits the sediment within eighteen (18) inches of the water level, more than twelve (12) inches of sediment has accumulated and the sump needs to be cleaned. Evidence of storm drainage maintenance may consist of, but not be limited to, items such as invoices from contractors for the work or a signed letter from the property manager certifying that the work has been completed.

12. The road surface must have been swept to remove the sand from the previous winter.

FEE CALCULATION

Private Way	Length	Fee/Foot	Total Fee
Heron View Road	478 Ft.	\$ <u>1.95</u>	\$ <u>932.10</u>

Legal Notice

Plowing Petitions 2009 – 2010

**Town of Acton
Board of Selectmen**

Residents of Private ways wishing to be considered for plowing by the Town of Acton **for a fee** may pick up blank petition forms from the office of the Town Clerk, Town Hall, Acton, MA. Completed forms are due in the office of the Town Clerk by Monday, October 26, 2009. A final list of private ways to be plowed by the Town and the **associated fee** will be voted by the Board on or about Monday, November 2, 2009. Such plowing will be conducted pursuant to the provisions of M.G.L. Chapter 40, Section 6C.

Late petitions will not be considered.

Acton Board of Selectmen