



Planning Department

**TOWN OF ACTON**  
472 Main Street  
Acton, Massachusetts 01720  
Telephone (978) 264-9636  
Fax (978) 264-9630  
planning@acton-ma.gov

**MEMORANDUM**

**To:** Community Preservation Committee **Date:** January 10, 2012

**From:** Roland Bartl, AICP, Planning Director *R. B.*

**Subject: 2012 Recapture of Unspent Previous Years' Project Appropriations**

To formalize the recapture of prior year project funds (as done in previous years), I recommend that the Community Preservation Committee vote to direct the Town Finance Department to move the remaining account balances from the following prior year projects to the general Community Preservation Fund balance. See also attached back-up sheets.

Account	Project	Year	Category	Remaining Balance	Notes
0108 #22D-4/06	AHA – Rental Housing Planning & Feasibility Study	2006	CH	\$3,787.50	This project is completed. \$2,687.50 had been returned from this project in 2010 after AHA confirmation of project closure. The balance appearing now for closure from an outstanding purchase that has since been cancelled. The 2006 CH spending remains above 10%.
0130 #32J-4/07	Archeol. Recon. Survey	2007	HP	\$528.00	This project is completed. This brings to 2007 HP spending to 9.96%, or \$527.62 below the minimum req. 10% threshold. <b><u>Make-up needed for 2007 HP spending: \$527.62 set-aside.</u></b>
0142 #32J-4/08	Elm Street Playground	2008	R	\$75,000.00	This project has not commenced within the Charter time frame. There is no minimum spending requirement.
0139 #32G-4/08	Theater III Window Restoration	2008	HP	\$4,517.00	This project is completed. The 2008 HP spending remains above 10%.
<b>Total Recapture Amount</b>				<b>\$83,832.50</b>	

CH – Community Housing      HP – Historic Preservation      OS – Open Space      R - Recreation



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Checking for statutory minimum spending requirement:

**2006 – Community Housing:**

Original appropriations for CH		\$220,000.00
Min. 10% CH appropriation requirement	-	<u>\$114,167.00</u>
Original CH appropriation above 10% min.		\$105,833.00
2010 recapture amount	-	\$ 2,687.50
2012 recapture amount	-	<u>\$ 3,787.50</u>
Remaining HP appropriation above 10% min.		\$ 99,358.00

- ▶ The 2006 CH appropriation remains above 10% after recapture. There is no need to create a set-aside fund.

**2007 – Historic Preservation:**

Original appropriation for HP		\$131,334.00
Min. 10% HP appropriation requirement	-	<u>\$130,833.62</u>
Original HP appropriation above 10% min.		\$ 500.38
2011 recapture amt. (momentary deficit)	-	<u>\$ 40,500.00</u> (\$ 39,999.62)
2011 set-aside & make-up re-appropriation	+	<u>\$ 40,000.00</u>
Remaining HP appropriation above 10%		\$ 0.38
2012 recapture amount	-	<u>\$ 528.00</u>
Resulting HP appropriation below 10% min.		(\$ 527.62)

- ▶ The 2007 HP appropriation falls below 10% after recapture. **A \$527.62 set-aside is required.**

**2008 – Historic Preservation:**

Original appropriations for HP		\$372,984.00
Min. 10% HP appropriation requirement	-	<u>\$137,242.30</u>
Original HP appropriation above 10% min.		\$235,741.70
2010 recapture amount	-	\$ 34,913.40
2012 recapture amount	-	<u>\$ 4,517.00</u>
Remaining HP appropriation above 10% min.		\$196,311.30

- ▶ The 2008 HP appropriation remains above 10% after recapture. There is no need to create a set-aside fund.

Attachments

Correspondences regarding remaining fund balances:

A. Items recommended for recapture.

12/09/2011 14:20  
lkrause

TOWN OF ACTON / ACTON PUBLIC SCHOOLS  
YTD BUDGET REPORT

clean-up for Lisa!

return balances to  
CPF (mother's help)

PG 1  
glytdbud

FOR 2012 06

	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
0104 #17L-4/05 TOA ADMINISTRATIVE	53,717	0	53,717	53,716.50	.00	0	100.0%
0105 #22A-4/06 OPEN SPACE	230,000	-230,000	0	.00	.00	.00	.0%
0106 #22B-4/06 28 WILLOW&214 CENTR	160,000	0	160,000	160,000.00	.00	.00	100.0%
0108 #22D-4/06 REN HOUSING PLAN FEA	25,000	0	25,000	21,212.50	.00	3,787.50	84.9%
0109 #22E-4/06 BASKETBALL ELM ST	20,000	0	20,000	20,000.00	.00	.00	100.0%
0110 #22F-4/06 LEARY FIELD WOODPATH	25,000	0	25,000	25,000.00	.00	.00	100.0%
0111 #22G-4/06 NEW GATES PLAYGROUND	16,000	0	16,000	16,000.00	.00	.00	100.0%
0112 #22H-4/06 HABITAT FOR HUMANITY	35,000	0	35,000	35,000.00	.00	.00	100.0%
0113 #22I-4/06 JONTAV ROOF GUTTER	41,000	0	41,000	41,000.00	.00	.00	100.0%
0114 #22J-4/06 STONE CHAMBER RESTOR	20,000	0	20,000	19,935.99	64.01	.00	100.0%
0115 #22K-4/06 BRUCE FREEMAN DESIGN	175,000	0	175,000	149,108.36	.00	25,891.64	85.2%
0116 #22L-4/06 FITZGERALD PIANO RES	18,000	0	18,000	18,000.00	.00	.00	100.0%
0117 #22M-4/06 SCHOOL ST TWIN FIELD	69,000	0	69,000	.00	.00	69,000.00	.0%
0118 #22N-4/06 TOWN HALL SLATE ROOF	65,470	0	65,470	65,470.00	.00	.00	100.0%
0119 #22O-4/06 ARBORETUM ACCESS TRA	24,000	0	24,000	24,000.00	.00	.00	100.0%
0120 #22P-4/06 TOA ADMINISTRATIVE	57,083	0	57,083	57,083.40	.00	.00	100.0%
0121 #32A-4/07 OPEN SPACE	0	0	0	.00	.00	.00	.0%

this was a Housing auth. fo that was  
cancelled in 6/30/11

OK - Back to CPF.

**From:** Doug Halley  
**Sent:** Thursday, January 05, 2012 11:12 AM  
**To:** Roland Bartl  
**Subject:** RE: CPA Project - Archeological Reconnaissance Survey

The \$528 can be turned back.

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**From:** Roland Bartl  
**Sent:** Thursday, January 05, 2012 10:56 AM  
**To:** Doug Halley  
**Subject:** FW: CPA Project - Archeological Reconnaissance Survey

[Please advise by tomorrow - thanks](#)

Roland Bartl, AICP  
Planning Director  
472 Main Street  
Acton, MA 01720  
(978) 929-6631

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**From:** Roland Bartl  
**Sent:** Monday, December 12, 2011 11:34 AM  
**To:** Doug Halley  
**Cc:** Community Preservation Committee  
**Subject:** CPA Project - Archeological Reconnaissance Survey

Dear Doug:

In 2007 Town Meeting appropriated \$35,000 of CPA funding for:

**"Communitywide Archaeological Reconnaissance Survey**

This recommended appropriation will fund a community-wide archaeological reconnaissance survey to identify the patterns of prehistoric and Colonial occupation and activities in Acton, and to determine known and probable locations of archaeological resources associated with those patterns. Under the project, the Town would engage professional expertise in this field of science to undertake the survey. The project goal is to identify areas in Acton that most likely have archaeological sensitivities so that the Town can achieve more effective protection of significant archaeological resources. Deliverables will be an archaeological sensitivity map for prehistoric and historic sensitive areas with a guide for nonprofessionals to use the map; a survey report in accordance with the Secretary of the Interior standards; and management recommendations for the protection of identified resources and sensitive areas."

As of today the account shows a remaining balance of \$528.00, unchanged from the previous year.

Please advise me by January 6, 2012 if the project is completed, in which case the remaining balance will be returned to the general CPA fund to support new projects.

Your reply from last year to the same inquiry is attached.

If the project is not completed, and you wish to maintain the account, please provide for the Community Preservation Committee's consideration a brief summary on the status of the project documenting why the account should remain open, including the recent progress made and the anticipated completion date.

Thank you

Roland Bartl, AICP  
Planning Director  
472 Main Street  
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(978) 929-6631

**From:** Roland Bartl  
**Sent:** Tuesday, December 13, 2011 6:08 PM  
**To:** Tom Tidman  
**Cc:** Catherine Fochtman; Steve Ledoux  
**Subject:** RE: CPA Project - Elm Street Playground

The funds have really ran past their 3-year limit under the Town Charter. My memory is foggy on the matter. In the weeks leading up to the 2011 ATM this appropriation was discussed along with the NARA Pavilion. Unlike with the pavilion, where a somewhat grounded argument was made that the project had commenced and the funds were carried forward on these grounds, I do not remember a similarly cogent case having being made for the Elm St. Playground. So, maybe it is just time to close down the fund on the account of the expired appropriation per Charter; the 2008 appropriation for this did expire one month after the 2011 Town Meeting (appropriations are good for 37 months if not commenced).

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**From:** Tom Tidman  
**Sent:** Tuesday, December 13, 2011 4:56 PM  
**To:** Roland Bartl  
**Subject:** RE: CPA Project - Elm Street Playground

I was thinking of the absolute best use of the Elm Street playground CPA funds, besides a standard playground, two options came to mind (i) a spray ground, and (ii) a dog park....

By the way, are the funds still available???

**From:** Roland Bartl  
**Sent:** Tuesday, December 13, 2011 3:55 PM  
**To:** Tom Tidman  
**Cc:** Catherine Fochtman  
**Subject:** RE: CPA Project - Elm Street Playground

nice try (I assume in jest).  
A playground is a playground.

Roland Bartl, AICP  
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**From:** Tom Tidman  
**Sent:** Tuesday, December 13, 2011 2:33 PM  
**To:** Roland Bartl  
**Cc:** Catherine Fochtman  
**Subject:** Re: CPA Project - Elm Street Playground

Let's discuss a slight modification for the use of these funds; should we consider a dog park at the Elm Street site?

On Dec 12, 2011, at 11:34 AM, "Roland Bartl" <[rbartl@acton-ma.gov](mailto:rbartl@acton-ma.gov)> wrote:

Dear Tom and Cathy:

In 2008 Town Meeting appropriated \$75,000 of CPA funding for:

**"J. Elm Street Playground**

This recommended appropriation will help fund the creation of a brand new Elm Street playground facility located behind the existing tennis courts with a total estimated cost of \$85,000. It will completely replace an existing older facility that is no longer safe for use. The playground will be accessible for persons with disabilities, and feature a picnic pavilion, separate toddler and 6-11 year old play areas, a sandbox, environmentally friendly materials, and loose rubber surfaces. There is strong citizen support for this project with a private \$10,000 pledge from the Acton residents."

As of today the account shows as a balance the original appropriation: \$75,000. Last year, discussions on this project revolved around whether or not this project had outlived it's 3-year appropriation limit. While not without doubt and ambiguity, it was then determined that efforts made to advance the project had begun the project, even though no monies have been spent from the account.

Please advise me by January 6, 2012 if the project is completed or discontinued, in which case the remaining balance will be returned to the general CPA fund to support new projects.

If the project is not completed, and you wish to maintain the account, please provide for the Community Preservation Committee's consideration a brief summary on the status of the project documenting why the account should remain open, including the recent progress made and the anticipated completion date.

Thank you

Roland Bartl, AICP  
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**From:** Tom Wachtell [mailto:wachtell@facilitations.com]  
**Sent:** Friday, December 16, 2011 11:21 AM  
**To:** Roland Bartl  
**Subject:** RE: CPA Project - Theater III Window Restoration

Hi Roland

The window project is finished so I guess we have to say its not needed. Is there any way it can be added to our current project? If not, its yours!!!

Thanks - Have a good Holiday

Regards - Tom

**From:** Roland Bartl [mailto:rbartl@acton-ma.gov]  
**Sent:** Monday, December 12, 2011 11:34 AM  
**To:** 'Tom Wachtell'  
**Cc:** Community Preservation Committee; 'Richard Grossman'; Pam Furnace At Home  
**Subject:** CPA Project - Theater III Window Restoration

Dear Tom:

In 2008 Town Meeting appropriated \$46,000 of CPA funding for:

**"G. Theater III Window Restoration"**

The Acton Community Center, Inc. (Theater III) has applied for CPA funding to restore sixteen large original windows in their community theater building at 250 Central Street in West Acton. The building is the former Universalist Church built in 1868. It is situated in the West Acton Local Historic District. Payments under this appropriation shall be subject to the following conditions:

- Issuance by the Acton Historic District Commission of a Certificate of Appropriateness or Determination of Non-Applicability for the proposed window restorations.
- Conveyance to the Town and recording of a historic preservation restriction on the Theater III building at 250 Central Street that is in form and substance acceptable to the Community Preservation Committee and Town Counsel.
- The historic preservation restriction shall be perpetual to the extent permitted by law, subject to review after casualty damage or destruction.
- Payments shall be made after completion of window restoration work, and inspection by the Historic District Commission or their agent certifying that the completed work meets the terms of the Certificate of Appropriateness (if applicable) and of the Secretary of the Interior's Standards for the Treatment of Historic Properties."

As of today the account shows a remaining balance of \$4,517.00, unchanged from the previous year. If I recall correctly, you had inquired with the CPC during the past year if these funds could be used for additional window work that was not within the original project scope. The CPC did not feel that this would have been a proper use of the funds. Therefore, I conclude that the remaining balance will no longer be needed.

Please confirm to me by January 6, 2012 that the project is completed, and that the remaining balance can be returned to the general CPA fund to support new projects.

If for any reason the project is not completed, and you wish to maintain the account, please provide for the Community Preservation Committee's consideration a brief summary on the status of the project documenting why the account should remain open, including the recent progress made and the anticipated completion date.

Thank you

Roland Bartl, AICP  
 Planning Director  
 472 Main Street  
 Acton, MA 01720  
 (978) 929-6631

Other project inquiries:

1.

From: kelley@actonhousing.net [<mailto:kelley@actonhousing.net>]  
Sent: Friday, December 09, 2011 6:08 PM  
To: Roland Bartl  
Subject: Re: CPA Project - AHA Capital Fund

Roland

This money will be fully expended in the Spring. We have a septic replacement project at Windsor Green. Doug Hailey has been out from the Town and is familiar. I will be using the remaining balance from both Capital awards and some State resources as well.

Kelley

>From: Roland Bartl <rbartl@acton-ma.gov>  
>Date: Fri Dec 09 16:09:28 CST 2011  
>To: Kelley Cronin <kelley@actonhousing.net>  
>Cc: Community Preservation Committee <cpc@acton-ma.gov>  
>Subject: CPA Project - AHA Capital Fund

>From: Roland Bartl  
>Sent: Friday, January 28, 2011 7:20 PM  
>To: Kelley Cronin  
>Cc: Community Preservation Committee  
>Subject: CPA Project - Acton Housing Authority Support Services

>  
>Dear Kelley:

>  
>In 2007 Town Meeting appropriated \$64,000 of CPA funding for:

>  
>"D. Capital Fund for the Acton Housing Authority The Acton Housing

>Authority owns and maintains 142 low-income housing units for families, elderly, and persons with disabilities. Most of them were built in the 1980's and have reached the age when preservation work becomes necessary. This fund will provide the Housing Authority with needed capital to replace heating systems, roofs, gutters, windows, and doors, to install smoke eliminator equipment, and to do similar types of projects. The Housing Authority, in its project proposal, had identified other capital needs: structural work and various retrofits to improve accessibility for persons with disabilities, an energy audit, and heating system upgrades. However, they were deemed not eligible under the Act as currently written. The recommended appropriation for this project is limited for spending on the eligible preservation work projects specifically listed herein. Any work project not listed that the Housing Authority may wish to undertake shall be vetted by the Town for funding eligibility under the Act before any funds from this appropriation are committed to it."

>As of today the account shows a remaining balance of \$14,675.23. There has not been much recent activity on this account recently.

>Please advise me by January 6, 2012 if the project is completed, in which case the remaining balance will be returned to the general CPA fund to support new projects.

>If the project is not completed, and you wish to maintain the account, please provide for the Community Preservation Committee's consideration a brief summary on the status of the project documenting why the account should remain open, including the recent progress made and the anticipated completion date.

>  
>Thank you

>  
>  
>  
>  
>Roland Bartl, AICP  
>Planning Director  
>472 Main Street  
>Acton, MA 01720  
>(978) 929-6631

From: Kelley Cronin [<mailto:kelley@actonhousing.net>]  
Sent: Thursday, January 05, 2012 7:55 AM  
To: Roland Bartl  
Subject: RE: CPA Project - AHA Support Services

Roland

We have been using these resources primarily to provide support services to our seniors and families. We are continuing to use these funds and I have several invoices to submit for reimbursement. We continue to work with the Eliot Center to conduct outreach and support to our residents and we also have a person who provides family support. A new specific need that we did not have when we applied for these funds is the ability to communicate services to our seniors who do not speak English as a primary language. We have hired translators for many meetings to communicate the support services available through the Council on Aging, Acton Public Health Nurses, transportation, etc. I would like to submit those services for reimbursement as well.

I would like to have those funds available through Calendar year 2013 when I anticipate we will have used all the money. I meet regularly and coordinate services for our residents with the Council on Aging and the Town Social Worker (the position did not exist when we first applied) and I am hoping to meet with them in the next couple weeks so we can talk about the most effective way to spend these resources over the next two years.

Please let me know if you would like additional information.

Kelley

-----Original Message-----

From: Roland Bartl [<mailto:rbartl@acton-ma.gov>]  
Sent: Friday, December 09, 2011 5:10 PM  
To: Kelley Cronin  
Cc: Community Preservation Committee  
Subject: CPA Project - AHA Support Services

Dear Kelley:

In 2007 Town Meeting appropriated \$35,000 of CPA funding for:

"Funding Support Services for the Acton Housing Authority his appropriation will supplement for a two-year period Federal funds that the Acton Housing Authority receives to run support services and programs for its tenants. These services include support to seniors to help them maintain their independent living arrangement, and to provide help with depression, mental illness, Alzheimer's or dementia; and support to low-income families and individuals to help them break their cycle of poverty, improve their employability, and become economically self-sufficient. This appropriation will also fund a two year pilot program with the Elliot Community Health Center to support the work of a mental health clinician. The mental health clinician will assess the service needs of the Acton Housing Authority tenants and will help them obtain insurance coverage for their health care needs."

As of today the account shows a remaining balance of \$22,100.25. There has not been much recent activity on this account.

Please advise me by February 7 if the project is completed, in which case the remaining balance will be returned to the general CPA fund to support new projects.

If the project is not completed, and you wish to maintain the account, please provide a brief summary on the status of the project including the recent progress made and anticipated completion date.

Thank you

Roland Bartl, AICP  
Planning Director  
472 Main Street  
Acton, MA 01720  
(978) 929-6631

3

**From:** Robert Craig  
**Sent:** Tuesday, January 03, 2012 10:38 AM  
**To:** Roland Bartl  
**Cc:** Kevin Lyons  
**Subject:** RE: CPA Project - **Antique Fire Apparatus**

Good morning Roland,

As I have verbally indicated, the remaining funds have been planned for use to re-plate the front bumpers of these two antique engines. The bumpers have been removed and replaced with temporary wooden bumpers. The delay at this point is in finding a facility that can handle the length of the front bumper tubing in their plating tank. We are still searching and awaiting word back on a couple of possible vendors. Therefore, I would request that this funding remain in place to complete as much of this project as possible. Thank you.

Bob

Robert C. Craig  
Interim Fire Chief  
Acton Fire Department  
978-929-7414  
978-266-2885(FAX)

**From:** Roland Bartl  
**Sent:** Thursday, December 29, 2011 9:24 PM  
**To:** Robert Craig  
**Cc:** Kevin Lyons  
**Subject:** FW: CPA Project - Antique Fire Apparatus

Hi, Bob:  
[Just a reminder that I need a reply from you to share with the CPC.](#)

Roland Bartl, AICP  
Planning Director  
472 Main Street  
Acton, MA 01720  
(978) 929-6631

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**From:** Roland Bartl  
**Sent:** Friday, December 09, 2011 5:10 PM  
**To:** Robert Craig  
**Cc:** Community Preservation Committee  
**Subject:** CPA Project - Antique Fire Apparatus

Dear Bob:

In 2005 Town Meeting appropriated \$20,000 of CPA funding for:

**"Antique Fire Apparatus Restoration"**

The Town of Acton owns two antique Reo Fire Apparatus. The Town bought them new in 1936 and kept them in service until 1973. Only one of them is presently operable. Both need restoration work. This recommended appropriation will rebuild one of the gasoline engines; repair brakes, transmissions, and front ends; replace tires; and fund repairs or replacements for chrome parts, paint, upholstery, and some detail work. The total estimated project cost is \$35,000. Additional funding is being provided by Acton firefighters (\$6,000) and other private donations, and much of the labor is also provided by Acton firefighters. When completed, both antique apparatus will be functional for use in public historical education, school programs, parades, weddings, and similar events and functions."

As of today the account shows a remaining balance of \$3,243.10. This figure has changed very little in recent years.

Your reply from last year to the same inquiry is attached.

Please advise me by January 6, 2012 if the project is completed, in which case the remaining balance will be returned to the general CPA fund to support new projects.

If the project is not completed, and you wish to maintain the account, please provide for the Community Preservation Committee's consideration a brief summary on the status of the project documenting why the account should remain open, including the recent progress made and the anticipated completion date.

Thank you

Roland Bartl, AICP  
Planning Director  
472 Main Street  
Acton, MA 01720  
(978) 929-6631

From: kelley@actonhousing.net [<mailto:kelley@actonhousing.net>]  
 Sent: Tuesday, January 03, 2012 9:03 AM  
 To: Roland Bartl  
 Subject: Re: FW: CPA Project - **Capital Fund for the AHA**

Roland

The Acton Housing Authority will be using this money early spring of 2012 for the replacement of our Septic Pump Chamber and Septic Tank at 68 Windsor Avenue. Doug Halley has been out and inspected these tanks and agrees they need to be replaced. We are waiting for the winter months to be over to begin the construction. The engineering and design work is almost complete and we will be submitting reimbursement for that portion of the project soon. We will use the remaining balance of this fund for that project by 7/1/2012.

Thank you,  
 Kelley

>From: Roland Bartl <rbartl@acton-ma.gov>  
 >Date: Thu Dec 29 20:26:30 CST 2011  
 >To: Kelley Cronin <kelley@actonhousing.net>  
 >Subject: FW: CPA Project - Capital Fund for the AHA  
 >Hi, Kelley:  
 >Just a reminder that I need a reply from you to share with the CPC.  
 >Roland Bartl, AICP  
 >Planning Director  
 >472 Main Street  
 >Acton, MA 01720  
 >(978) 929-6631

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>From: Roland Bartl  
 >Sent: Monday, December 12, 2011 3:57 PM  
 >To: Kelley Cronin  
 >Cc: Community Preservation Committee  
 >Subject: CPA Project - Capital Fund for the AHA

Dear Kelley:

In 2009 Town Meeting appropriated \$150,000 of CPA funding for:

"I. Capital Fund, Acton Housing Authority The Acton Housing Authority owns and maintains 142 low-income housing units for families, the elderly, and persons with disabilities. Most of them were built in the 1980's and have reached the age when preservation work becomes necessary. This fund will support the Housing Authority with needed capital to perform such preservation work. High on the need list are roof replacements and significant structural restoration work on decks/porches at the 68 Windsor Avenue complex. The Housing Authority has received capital funding from Community Preservation funds in previous years to replace heating systems, roofs, gutters, windows, and doors, to install smoke eliminator equipment, and to do similar types of projects. The Housing Authority has other capital needs related to building maintenance work and upgrades that are not eligible under the Community Preservation Act as currently written. The recommended \$150,000 appropriation is limited for spending on preservation work projects. Any work project that the Housing Authority may wish to undertake shall be vetted by the Town for funding eligibility under the Act before any funds from this appropriation are committed to it."

>This appropriation was in addition to the 2007 funding for the same general purpose.

>As of today the account shows a remaining balance of \$67,050.

>Please advise me by January 6, 2012 if the project is completed, in which case the remaining balance will be returned to the general CPA fund to support new projects.

>If the project is not completed, and you wish to maintain the account, please provide for the Community Preservation Committee's consideration a brief summary on the status of the project documenting why the account should remain open, including the recent progress made and the anticipated completion date.

>

>Thank you

>Roland Bartl, AICP

**From:** Marcia Rich  
**Sent:** Saturday, December 17, 2011 4:00 PM  
**To:** Roland Bartl  
**Subject:** FW: CPA Project - **Civil War Exhibit - Enhancement**

Hi Roland,

The project is not complete, so I would like to hang on to the money.

We were making good progress until spring 2011, when several people indicated they would be leaving the staff. Between June and November, 8 AML staff members left for an array of reasons, so much of the summer and fall was spent filling positions both internally and externally. When the process was complete, there had been 15 personnel changes.

The audiostations, with recordings, sound effects, etc. are complete and the large sign leading to the exhibit area is done. It has attracted attention and many more people to the exhibit.

We have spent a fair amount of time trying to add a touchscreen computer to replace the one that wasn't working. It's become apparent that the entire library website would have to be redesigned to do so, so we recently reverted to pursuing Plan B, a less 'flashy' set-up.

Some battle scene graphics have been added or enlarged--not sure if there are any more to be done. (I'm covering the children's desk for a meal break as I write this.)

I know we have not added lighting as yet--I think we were waiting on that to see how much some of the other pieces of the project cost (vs. their estimated costs.)

Since the original project was done, we've discovered a couple of text panels which need to be changed as more information has come to light and would like to use a little of the money for that. For example, when the original text was written, we thought that Aaron Jones Fletcher was a Private throughout the war.

Susan Paju has discovered from pension files that he was promoted to Corporal in Feb. 1865.

You had said a while back that if we had any money left, we could use it to produce a nice brochure which could then be placed around the area in places that had other 'tourist brochures.'

Let me know if you have any questions or need any more information.

Thanks for your help on this project.

Marcia

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**From:** Roland Bartl  
**Sent:** Monday, December 12, 2011 3:59 PM  
**To:** Marcia Rich  
**Cc:** Community Preservation Committee  
**Subject:** CPA Project - Civil War Exhibit - Enhancement

Hi, Marcia:

In 2009 Town Meeting appropriated \$8,000 of CPA funding for:

**"C. Civil War Exhibit - Enhancement**

**The Annual Town Meeting in 2005 appropriated \$30,150 of Community Preservation funds "to restore the original Acton Memorial Library building so as to once again allow the display of Civil War era documents and artifacts" that the library had in storage. At that time, the Acton Memorial Library Trustees had committed \$4,000 of additional funding to this project.**

**The exhibit "Not Afraid to Go" opened on Patriots Day 2008 in the original wing of the library. However it is not fully completed.**

**This supplemental \$8,000 appropriation will provide for the following items to the exhibit:**

- **One additional audio station with programming (equipment and narration, recording, sound effects, editing, etc.).**
- **Replacing a failed computer that provides visitors with more in-depth information and databases on Civil War veterans.**
- **Added lighting in two currently under-lit areas of the exhibit.**
- **Enlargement of certain battle picture graphics.**

**Improved signage leading to the exhibit."**

As of today the account shows a remaining balance of \$1,901.73.

Please advise me by January 6, 2012 if the project is completed, in which case the remaining balance will be returned to the general CPA fund to support new projects.

If the project is not completed, and you wish to maintain the account, please provide for the Community Preservation Committee's consideration a brief summary on the status of the project documenting why the account should remain open, including the recent progress made and the anticipated completion date.

Thank you

Roland Bartl, AICP  
Planning Director  
472 Main Street  
Acton, MA 01720  
(978) 929-6631

**From:** Acerbo Bachmann, Kathryn [mailto:KAcerboBachmann@trinitychurchboston.org]  
**Sent:** Thursday, January 05, 2012 3:36 PM  
**To:** Roland Bartl  
**Subject:** RE: CPA Project - **Historic District Signs**

Dear Members of Community Preservation Commission:

The Historic District Commission marker program is still active and the HDC wishes to retain the balance of \$500. We expect that the remaining signs will be placed in 2012. The HDC member responsible for making sure the signs were placed regrefully had to resign from the Commission due to health issues. The project will be re-assigned and completed.

Thanks so much,

Kathy Acerbo-Bachmann  
Chair, Historic District Commission

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**From:** Roland Bartl [mailto:rbartl@acton-ma.gov]  
**Sent:** Thursday, January 05, 2012 10:57 AM  
**To:** Historic District Commission  
**Subject:** FW: CPA Project - Historic District Signs

please reply by tomorrow - thanks

Roland Bartl, AICP  
Planning Director  
472 Main Street  
Acton, MA 01720  
(978) 929-6631

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**From:** Roland Bartl  
**Sent:** Friday, December 09, 2011 5:11 PM  
**To:** Historic District Commission  
**Cc:** Community Preservation Committee  
**Subject:** CPA Project - Historic District Signs

Dear Members of the Historic District Commission:

In 2004 Town Meeting appropriated \$8,285 of CPA funding for:

**"Historic District Boundary Signs**

Acton has three Historic Districts: the South Acton, West Acton, and Acton Center Historic Districts. The requested appropriation will fund the Acton Historic District Commissions efforts to purchase up to 25 historic marker signs and to install up to 22 signs at Historic District boundary locations along primary and secondary roads and highways. Three signs, one for each district, would be held in reserve for replacements as needed."

As of today the account shows a remaining balance of \$500. The last account activity was in 2007.

Please advise me by January 6, 2012 if the project is completed, in which case the remaining balance will be returned to the general CPA fund to support new projects.

Your reply from last year to the same inquiry is attached.

If the project is not completed, and you wish to maintain the account, please provide for the Community Preservation Committee's consideration a brief summary on the status of the project documenting why the account should remain open, including the recent progress made and the anticipated completion date.

Thank you  
Roland Bartl, AICP

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**From:** Dean Charter  
**Sent:** Monday, December 12, 2011 4:26 PM  
**To:** Roland Bartl  
**Subject:** Re: CPA Project - **Historic Streetscape Restoration**

Roland,

The plan from the beginning was to take several years to complete this project. I had firmed up plans to expend the rest of the funds in the grant for trees to be planted in Acton Center with labor to be paid for from my budget. This work was to be done in early November but the Halloween storm got in the way, tying up funds and my contractors. The hope is to do the plantings in the spring and we should be done by 7/1/12. All that depends upon what else Mother Nature has in store for us.

Regards

Dean

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On Dec 12, 2011, at 3:59 PM, "Roland Bartl" <[rbartl@acton-ma.gov](mailto:rbartl@acton-ma.gov)> wrote:

Hi, Dean:

In 2009 Town Meeting appropriated \$10,000 of CPA funding for:

**"D. Historic Streetscape Restoration - Shade Trees in Historic Districts**

This project seeks to restore the historic streetscapes of the Acton Center, South Acton, and West Acton Historic Districts over a period of several years. The recommended \$10,000 appropriation will fund the planting of between 30 and 40 new public shade trees on publicly owned land, street rights of way, or on adjacent private properties as provided by Massachusetts General Law Chapter 87 where no public space is available. Care will be exercised to avoid planting trees in locations where they would interfere with future sidewalks. The Town anticipates an in-kind contribution for labor in the vicinity of \$20,000."

As of today the account shows a remaining balance of \$3,470.45.

Please advise me by January 6, 2012 if the project is completed or discontinued, in which case the remaining balance will be returned to the general CPA fund to support new projects.

If the project is not completed, and you wish to maintain the account, please provide for the Community Preservation Committee's consideration a brief summary on the status of the project documenting why the account should remain open, including the recent progress made and the anticipated completion date.

Thank you

Roland Bartl, AICP  
Planning Director  
472 Main Street  
Acton, MA 01720  
(978) 929-6631

**From:** Roland Bartl  
**Sent:** Monday, December 12, 2011 3:59 PM  
**To:** Lawrence Powers  
**Cc:** Community Preservation Committee  
**Subject:** CPA Project - **John Robbins House Preservation Work**

Hi, Larry:

In 2009 Town Meeting appropriated \$42,075 of CPA funding for:

**"G. John Robbins House - Preservation Work**

This \$42,075 historic preservation project would fund the roof replacements on the historic John Robbins House and its adjacent carriage house, and structural restoration work around the front door of the main building. The John Robbins House was built in 1800. It is one of Acton's four "lottery houses". Everything in the main building that is of historic or architectural significance is original. The house is part of the Historic New England Stewardship Program. It is on the National Register of Historic Places, and subject to a detailed preservation restriction held by the Society for the Preservation of New England Antiquities.

The current property owner is Bravery Realty Trust, Kimberly A. Powers, Trustee. Ms. Powers and Lawrence Powers operate the Powers Gallery in the building. The Powers have acquired the property from its former long-time owner (Nylanders) a few years ago and have since spent considerable monies to restore and maintain the building, and to adapt the building and property for commercial use without harming its historic integrity. Since this historic property is privately owned, funding of this project is recommended subject to receipt of an historic preservation restriction to be held by the Town of Acton. In addition, this funding recommendation is subject to receipt by the Town of a public easement on the property for non-motorized use connecting the future Bruce Freeman Rail Trail with Great Road."

As of today the account shows a balance equal to the original appropriation: \$42,075.

It is my understanding that all requisite items to begin the project are finally in place - or just about so. Town Counsel writes me today:

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"Hi Roland, I just wanted to let you know that I received late on Friday the original documents for recording from Ray Lyons. I will go through the package this week to make sure everything is in order, and if so, I will proceed to recording. David"

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I hope and assume that everything is in order for recording, and I assume you will be able to begin the project in the very near future. Please remember that the funding will automatically expire at the beginning of May 2012 if the project has not commenced (see Town Charter § 6-5; Lapse of Appropriations). If for some reason you have decided not to proceed with the project, please advise me of that fact by January 6, 2012, in which case the remaining balance will be returned to the general CPA fund to support new projects. Otherwise, I will assume that you will commence the project before the appropriation lapses.

Regards -

Roland Bartl, AICP  
Planning Director  
472 Main Street  
Acton, MA 01720  
(978) 929-6631

**From:** Tom Tidman  
**Sent:** Thursday, January 05, 2012 11:08 AM  
**To:** Roland Bartl  
**Subject:** RE: CPA Project - **Morrison Farm Master Plan**

Hi Roland,

Sorry I haven't gotten back to you sooner. I just met with Mike Gowing at Morrison Farm right before Christmas to discuss Master Plan issues. Clearly, additional strategic planning will be required in order to advance the next phase of the project, so if the funds could be kept available to us for another year, I suspect Mr. Gowing will have a use for the remaining funds.

- Tom

**From:** Roland Bartl  
**Sent:** Thursday, January 05, 2012 10:58 AM  
**To:** Tom Tidman  
**Subject:** FW: CPA Project - Morrison Farm Master Plan (CORRECTED MESSAGE)

[please reply by tomorrow - thanks.](#)

Roland Bartl, AICP  
Planning Director  
472 Main Street  
Acton, MA 01720  
(978) 929-6631

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**From:** Roland Bartl  
**Sent:** Monday, December 12, 2011 10:30 AM  
**To:** Tom Tidman; Catherine Fochtman  
**Cc:** Recreation Commission; Community Preservation Committee  
**Subject:** CPA Project - Morrison Farm Master Plan (CORRECTED MESSAGE)

Dear Tom and Cathy:

In 2004 Town Meeting appropriated \$59,800 of CPA funding for:

**"Morrison Farm Master Plan**

In 1997 the Town purchased the Morrison Farm at 116 Concord Road as general municipal land with the vision that it would provide much needed recreation field space while preserving a substantial tract of open space and retaining the rural character of the farm. The 32-acre property is shown on the 2003 Town Atlas on plate F-4 as parcel 34. It has a house and barn near Concord Road, open fields alongside Ice House Pond, and woods in the rear. The requested appropriation will fund a master plan for the Morrison Farm and the land and resources surrounding it, such as the nearby East Acton Village, the proposed East Acton Village Green, the proposed Bruce Freeman Rail Trail, Ice House Pond, and Nashoba Brook. A master plan is necessary to fully understand the land's potential within its geographic and community context. The planning process is envisioned as a collaboration of interested citizens developing in open meetings a vision for the land. A professional land development consultant would assist in this effort."

As of today the account shows a remaining balance of \$7,015.23. This account balance has been unchanged for several years.

Please advise me by January 6, 2012 if the project is completed, in which case the remaining balance will be returned to the general CPA fund to support new projects.

Your reply from last year to the same inquiry is attached.

If the project is not completed, and you wish to maintain the account, please provide for the Community Preservation Committee's consideration a brief summary on the status of the project documenting why the account should remain open, including the recent progress made and the anticipated completion date.

Thank you

Roland Bartl, AICP  
Planning Director  
472 Main Street  
Acton, MA 01720  
(978) 929-6631

10

**From:** Catherine Fochtman  
**Sent:** Friday, December 30, 2011 3:18 PM  
**To:** Roland Bartl  
**Cc:** Tom Tidman; Maura Haberman; Melissa Settiani  
**Subject:** RE: CPA Project - [NARA Picnic Pavilion](#)

Roland,

While awaiting approval from the Town Manager to proceed, Tom and I request that the \$250,000 CPA appropriation for the NARA Picnic pavilion be maintained. The Picnic Pavilion Committee (Tom Tidman, Dean Charter, Cathy Fochtman and Maura Haberman) accepted completed design documents from Kang Associates in June 2011. The Recreation Department has spent \$14,280 to date for design services and plans and is prepared to commit up to \$25,000. We will require additional services from Kang Associates to prepare the documents to go to bid and during construction. Once the project is approved, the bid document can be reviewed by Town Counsel, and we will be ready to put the project out to bid. We have plans and specifications that can be reviewed upon request.

Regards,  
Cathy

*Cathy Fochtman, CPRP, CPSI*  
*Recreation Director*  
*Town of Acton*  
*472 Main Street*  
*Acton, MA 01720*  
*978-929-6640 ext. 0*  
*978-929-6340 fax*

**From:** Roland Bartl  
**Sent:** Thursday, December 29, 2011 9:32 PM  
**To:** Tom Tidman; Catherine Fochtman  
**Subject:** FW: CPA Project - NARA Picnic Pavilion

Hi:  
[Just a reminder that I need a reply from you to share with the CPC.](#)

Roland Bartl, AICP  
Planning Director  
472 Main Street  
Acton, MA 01720  
(978) 929-6631

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**From:** Roland Bartl  
**Sent:** Monday, December 12, 2011 11:34 AM  
**To:** Tom Tidman; Catherine Fochtman  
**Cc:** Steve Ledoux; Community Preservation Committee  
**Subject:** CPA Project - NARA Picnic Pavilion

Dear Tom and Cathy:

In 2008 Town Meeting appropriated \$250,000 of CPA funding for:

### **"I. NARA Picnic Pavilion**

The Town of Acton proposes to construct a ±1,500 square foot picnic pavilion at NARA at the site shown on the original NARA design plan for such a structure. This is where the tents are currently located. The timber frame structure with a metal roof will have three areas where unrelated functions can be held or they can be used together for larger events. The total person capacity is ±100. The structure will be surrounded by a concrete pad that offers additional gathering space. The goal is to complete the pavilion in time for Acton's 275<sup>th</sup> anniversary in 2010. The requested funds are for the structure and related improvements. The Town will use gift funds and its own labor to install and complete landscaping around the pavilion site."

As of today the account shows as a balance the original appropriation: \$250,000. Last year, discussions on this project revolved around whether or not this project had outlived its 3-year appropriation limit. While not without doubt and ambiguity, it was then determined that efforts made to advance the project had begun the project, even though no monies have been spent from the account.

Please advise me by January 6, 2012 if the project is completed or discontinued, in which case the remaining balance will be returned to the general CPA fund to support new projects.

If the project is not completed, and you wish to maintain the account, please provide for the Community Preservation Committee's consideration a brief summary on the status of the project documenting why the account should remain open, including the recent progress made and the anticipated completion date.

Thank you

Roland Bartl, AICP  
Planning Director  
472 Main Street  
Acton, MA 01720  
(978) 929-6631

From: kelley@actonhousing.net [<mailto:kelley@actonhousing.net>]  
Sent: Tuesday, January 03, 2012 9:00 AM  
To: Roland Bartl  
Subject: Re: FW: CPA Project - Pre-development funds for Sachem Way

Roland  
The Housing Authority will be submitting an invoice for reimbursement for the remaining balance this week.  
Thank you,  
Kelley

>From: Roland Bartl <rbartl@acton-ma.gov>  
>Date: Thu Dec 29 20:33:00 CST 2011  
>To: Kelley Cronin <kelley@actonhousing.net>  
>Subject: FW: CPA Project - Pre-development funds for Sachem Way

>Hi, Kelley:  
>Just a reminder that I need a reply from you to share with the CPC.  
>Roland Bartl, AICP  
>Planning Director  
>472 Main Street  
>Acton, MA 01720  
>(978) 929-6631  
>

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>From: Roland Bartl  
>Sent: Monday, December 12, 2011 3:58 PM  
>To: Kelley Cronin  
>Cc: Community Preservation Committee  
>Subject: CPA Project - Pre-development funds for Sachem Way

>  
>Dear Kelley:  
>  
>In 2009 Town Meeting appropriated \$152,000 of CPA funding for:  
>>"H. Pre-development Funds for the Acton Housing Authority The Acton  
>Housing Authority proposes to construct new buildings for affordable rental housing for families below 80%  
of the area's median income at the Housing Authority property on Sachem Way. This \$152,000  
recommended appropriation is designated for a project on this site and will fund necessary pre-development  
planning and design work, including a feasibility study, architectural services, engineering, surveying,  
environmental study and designs, and legal and financial consulting services. The Executive Director of the  
Housing Authority estimates its in-kind contributions at \$20,000 for project coordination and oversight.  
>In response to concerns raised at the 2008 Annual Town Meeting, the Housing Authority invited all  
surrounding neighbors to two outreach meetings regarding this proposed project on May 7, 2008 and  
September 23, 2008, and held a site walk on February 28, 2009. Recognizing that their questions and  
concerns could not be addressed with complete certainty until the pre-development study is completed, the  
Housing Authority has an open invitation to the neighbors throughout the design committee process once  
Community Preservation funds have been secured to begin the design phase"

>  
>As of today the account shows a remaining balance of \$184.85. This suggests that the project may be  
completed.  
>Please advise me by January 6, 2012 if the project is completed, in which case the remaining balance will  
be returned to the general CPA fund to support new projects.  
>If the project is not completed, and you wish to maintain the account, please provide for the Community  
Preservation Committee's consideration a brief summary on the status of the project documenting why the  
account should remain open, including the recent progress made and the anticipated completion date.

>  
>Thank you  
>Roland Bartl, AICP

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**From:** Catherine Fochtman  
**Sent:** Friday, December 30, 2011 2:08 PM  
**To:** Roland Bartl  
**Cc:** Tom Tidman; Melissa Settipani; Maura Haberman  
**Subject:** RE: CPA project - **School Street Twin Ball Field**

Roland,

Tom and I request that the \$69,000 CPA appropriation for the School Street Twin Ball Field be maintained. We have been awaiting the approval of a multi-year (10 year) lease for the 14-acre School Street parcel by the Dept. of Capital Asset Management (DCAM) to begin the project. Despite repeated painstaking efforts by Town Manager Steve Ledoux and Anderson & Kreiger's Ryan Pace over the entire past year to engage DCAM to complete the sign off of a multi-year lease for the School Street fields, DCAM did not approve the proposed lease by the end of this calendar year. Instead, a third amendment to the original lease has been executed to extend the lease for one year.

See sample third amendment to the standing lease attached, prior to execution by the Town Manager. It is our expectation that this multi-year agreement will be reached in 2012 and the project can begin.

Regards,  
Cathy

***Cathy Fochtman, CPRP, CPSI***  
***Recreation Director***  
***Town of Acton***  
***472 Main Street***  
***Acton, MA 01720***  
***978-929-6640 ext. 0***  
***978-929-6340 fax***

**From:** Roland Bartl  
**Sent:** Thursday, December 29, 2011 9:34 PM  
**To:** Tom Tidman; Catherine Fochtman  
**Subject:** FW: CPA project - School Street Twin Ball Field

Hi:  
Just a reminder that I need a reply from you to share with the CPC.

Roland Bartl, AICP  
Planning Director  
472 Main Street  
Acton, MA 01720  
(978) 929-6631

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**From:** Roland Bartl  
**Sent:** Friday, December 09, 2011 5:10 PM  
**To:** Tom Tidman; Catherine Fochtman  
**Cc:** Steve Ledoux; Community Preservation Committee  
**Subject:** CPA project - School Street Twin Ball Field

Dear Tom and Cathy:

In 2006 Town Meeting appropriated \$69,000 of CPA funding for:

**"M. School Street Twin Ball Fields**

This recommended appropriation will help fund the creation by the Town of Acton of a new multi-use recreation space consisting of a softball/little league diamond, a full-sized baseball diamond, and multi-use soccer/lacrosse fields. The fields will be located on State-owned land next to the existing soccer fields on School Street near the intersection with Route 2. The Commonwealth, through the Department of Correction, issued a license to the Town in 2003, permitting the Town to use the parcel for non-motorized town recreation and park purposes, including associated vehicle parking, for a term of ten years, with an option to renew for another 10-year term. The total cost of the ball field project is estimated at \$103,000. The Town Recreation Department has received pledges for private donations equal to approximately \$36,000."

As of today the account shows as a balance the original appropriation: \$69,000. Last year, discussions on this project revolved around whether or not this project had outlived its 3-year appropriation limit. While not without doubt and ambiguity, it was then determined that efforts made to advance the project had begun the project, even though no monies have been spent from the account.

Please advise me by January 6, 2012 if the project is completed or discontinued, in which case the remaining balance will be returned to the general CPA fund to support new projects.

If the project is not completed, and you wish to maintain the account, please provide for the Community Preservation Committee's consideration a brief summary on the status of the project documenting why the account should remain open, including the recent progress made and the anticipated completion date.

Thank you

Roland Bartl, AICP  
Planning Director  
472 Main Street  
Acton, MA 01720  
(978) 929-6631

**From:** Bill [mailto:abklauer@verizon.net]  
**Sent:** Thursday, December 29, 2011 12:14 PM  
**To:** Roland Bartl  
**Subject:** Re: CPA Project: **Town Cemeteries - National Register of Historic Places Listing**

Hi Roland,

We discussed this at our meeting and would like to proceed forward with it. We do need direction on how to proceed forward with it. I have been without a computer for the past couple of weeks so sorry for the delay.

On 12/12/11, Roland Bartl<rbartl@acton-ma.gov> wrote:

Dear Members of the Acton Historical Commission:

In 2009 Town Meeting appropriated \$14,000 of CPA funding for:

**"F. Town Cemeteries - National Register of Historic Places Listing**

This item will help the Acton Historical Commission prepare nomination papers to be submitted to the National Park Service for the placement on the National Register of Historic Places of the Acton cemeteries: North Acton Cemetery on Carlisle Road, Woodlawn Cemetery on Concord Road, and Mount. Hope Cemetery on Central Street. National Register nomination of the cemeteries increases their profile, public knowledge of their historic value, and eligibility for State and Federal preservation grants when available. The \$14,000 project funding is recommended subject to favorable Massachusetts Historical Commission (MHC) findings of National Register eligibility of each cemetery. The Acton Historical Commission has already prepared and submitted draft eligibility statements currently under MHC review."

As of today the account shows a balance equal to the original appropriation: \$14,000.

Please advise me by January 6, 2012 if the project is completed or discontinued, in which case the remaining balance will be returned to the general CPA fund to support new projects. As a reminder, please note that the funding will automatically expire at the beginning of May 2012 if the project has not commenced (see Town Charter § 6-5; Lapse of Appropriations).

If the project is not completed or discontinued, and you wish to maintain the account, please provide for the Community Preservation Committee's consideration a brief summary on the status of the project documenting why the account should remain open, including the recent progress made and the anticipated completion date.

Thank you

Roland Bartl, AICP  
Planning Director  
472 Main Street  
Acton, MA 01720  
(978) 929-6631

**From:** LINDA MC ELROY [mailto:meadowpond@verizon.net]  
**Sent:** Monday, December 12, 2011 1:27 PM  
**To:** Roland Bartl  
**Cc:** Doug Halley; Tom Tidman  
**Subject:** Re: CPA Project - **Trail Through Time**

Hi Roland,

Thanks for the nudge.

The balance that you show does not square with what I believe should still be in that account, and I have tracked this balance carefully from time to time when adjustments needed to be made to the work we decided to undertake--sometimes less and sometimes more than what I contracted to do. I have kept CPC informed as we went along also.

This balance is disturbing in as much as there is one outstanding invoice that should be submitted soon for approximately \$5K. I did agree to undertake this work, not originally part of my proposed project, because Tom Tidman wanted additional infrastructure, associated with the new parking lot, that I had not requested in my application because I had not been told that it would be needed or that I might be expected to pay for it. The infrastructure at issue was and is a reasonable addition to the functionality of the new parking area and the park-like ambiance we intend to create there, and I had excess funds in that contract to cover the expense.

This grant has been termed "Phase II", and, as you know, there is also a "Phase III" outstanding. I have carefully asked each subcontractor, as well as Doug Halley to whom they were submitted, to mark their invoices indicating to the accounting department out of which contract they should be paid. I suspect that some Phase III invoices, submitted from this summer's work, may have been paid out of the Phase II contract. Can you please send me an itemization of the expenses which conclude in the balance you mention in your letter?

After I have seen the list of expenses that have been paid, I will give you a specific accounting of what has been completed under this contract and what each item cost, as well as what remains to be done under this contract. Except for some additional stone dust for one more segment of HA trail that has to wait, there should be nothing else.

Best,  
Linda

**From:** Roland Bartl <rbartl@acton-ma.gov>  
**To:** Linda McElroy <meadowpond@verizon.net>  
**Cc:** Community Preservation Committee <cpc@acton-ma.gov>  
**Sent:** Monday, December 12, 2011 11:34 AM  
**Subject:** CPA Project - Trail Through Time

Dear Linda:

In 2008 Town Meeting appropriated \$35,000 of CPA funding for:

**"H. Trail Through Time**

The Town of Acton has proposed this innovative historic preservation project for the restoration of various stone and foundation remains associated with the former Wheeler Farm, now on Town-owned conservation land in North Acton. In conjunction with the restoration there will be a non-intrusive archaeological Field School in collaboration with the Acton Discovery Museum.

Appropriate landscape improvements would be made following the restoration, and an information board or kiosk will describe the site's significance. A trail would connect the Wheeler Farm site

with various other points of interest, including other remnants of early American settlements (Wheeler Farm, Robbins Mill Dam, and Pencil Factory Dam); the Nashoba Brook Stone Chamber recently restored with CPA funds; and remnants of stone structures in the same area, some of which are potentially of Native American origin. Payments under this appropriation shall be made after completion of restoration work items and inspection by the Historical Commission or their agent certifying that the completed work meets the Secretary of the Interior's Standards for the Treatment of Historic Properties."

As of today the account shows a remaining balance of \$924.84.

Please advise me by January 6, 2012 if the project is completed, in which case the remaining balance will be returned to the general CPA fund to support new projects.

If the project is not completed, and you wish to maintain the account, please provide for the Community Preservation Committee's consideration a brief summary on the status of the project documenting why the account should remain open, including the recent progress made and the anticipated completion date.

Thank you  
Roland Bartl, AICP  
Planning Director  
472 Main Street  
Acton, MA 01720  
(978) 929-6631