

Table of Contents

**TOWN OF ACTON
FY 2014
MUNICIPAL BUDGET**

VOLUME II

**CAPITAL EQUIPMENT
NEW PERSONNEL
NEW PROGRAMS**

DECEMBER 17, 2012

1

TOWN MANAGER'S MESSAGE

2

**MANAGER'S RECOMMENDED
PRIORITY LIST**

3

**DEPARTMENT HEADS'
PRIORITIZED LIST**

4

**DEPARTMENTAL CAPITAL
REQUESTS FY 14 WITH
SUPPORTING MATERIAL**

5

6

7

8



TOWN OF ACTON
TOWN MANAGER'S OFFICE

Steven L. Ledoux, Town Manager

(978) 929-6611
manager@acton-ma.gov

Dear Honorable Board of Selectmen:

On the following pages, please find the Town Manager's recommended capital budget for FY14 along with background materials. We commenced budget review with over \$10 million in requests. In the "On the Hill" exercise, \$3,214,464 was recommended, which included \$788,000 in labor.

The recommended capital budget is \$749,000. Upon review, some items identified as priorities "On the Hill" were felt to need further review and therefore weren't funded, such as providing Advance Life Support service. This budget does include design work for Kelley's Corner, a long standing problem in Town, as well as generators for two fire stations and key public works equipment. It was also decided that recommended labor be included in the operational budget, as personnel does not meet any definition of capital.

Items Included in Capital Budget:

General Fund - Capital Items Recommended by Town Manager

<u>Item</u>	<u>Department</u>	<u>Cost</u>
Kelley's Corner Development Plan	Planning	\$ 277,000
81 Wood Road - Land Purchase	BOS/Town Manager	25,000
Replace 2000 Half-Ton Pickup	Highway	37,000
Replace 2001 Boom Mower	Municipal Properties	61,000
Purchase Land Survey Equipment	Engineering	35,000
Purchase Fire Station 1 Generator	Municipal Properties	99,000
Replace 2002 Half-Ton Pickup	Highway	37,000
Purchase Fire Station 2 Generator	Municipal Properties	99,000
Replace 2004 Half-Ton Pickup	Municipal Properties	34,000
Acton Center Traffic Study	Engineering	45,000
		\$ 749,000

We will be conducting strategic planning with staff over the winter which will hopefully lead to a multiyear approach to capital planning.

Respectfully Submitted,

Steven L Ledoux
Town Manager



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Capital Funded by Other Sources (Non-General Fund)	Source	Amount
Police Cruisers	Commuter Parking Lot	\$ 165,000
Automatic Electronic Defibrillators for Police Cruisers	Commuter Parking Lot	18,000
Parking Meter System	Commuter Parking Lot	100,000
NARA Park Improvements	Recreation Revolving	45,000
Riding Mowers (Two)	Recreation Revolving	22,000
Advanced Life Support Feasibility Study	Ambulance Enterprise	25,000
Cemetery Roadway Resurfacing	Cemetery Trust Funds	50,000
Replace Department-Shared Sedan	Food Service Revolving	38,050
Arboretum Wildflower Boardwalk	Community Preservation	30,000
Elm Street Playground & Tennis Courts	Community Preservation	75,000
Sewer Treatment Plant Repairs	Sewer Enterprise	27,250
Tractor, Loader and Blade Attachments	Sewer Enterprise	36,000
Replace Front-End Loader	Transfer Station Enterprise	230,000
Total		\$ 861,300

#	Department	Round 1		Round 2		Funding Source	Project	Not Funded	Operating Budget	Offset External - Gifts	Offset Internal - Rev, Ent, CPA, etc.	Town Meeting Article - Raise/Transfer	Town Meeting Article - Bond	Total Cost	Running Total
		Rank	Voting Result	Total Points											
1	Police	1	A	131	General	Four Police Officers		254,000						254,000	254,000
2	Highway	1	A	75	General	Replace 2000 Half-Ton Pickup Truck						37,000		37,000	291,000
3	Police & Fire	2	A	74	General	Lead Dispatcher		56,213						56,213	347,213
4	Fire	2	A	67	Ambulance	Ambulance Staff - Rescue 33				540,000				540,000	887,213
5	Municipal Properties/Staff	1	A	56	General	Increase Staff Hours (10 hours)		14,323						14,323	901,536
6	Fire	1	A	52	General	Station 2 (South) Officers - Four Lieutenants		307,066						307,066	1,208,602
7	Town Clerk	1	A	50	General	Clerical Staff		61,239						61,239	1,269,841
8	Municipal Properties/Equipment	2	A	48	General	Replace 2001 Boom Mower						61,000		61,000	1,330,841
9	Highway	4	A	46	General	GPS Handheld Equipment						40,000		40,000	1,370,841
10	Engineering	2	A	44	General	Land Survey Equipment						35,000		35,000	1,405,841
11	Engineering	1	A	42.4	General	Sidewalks						500,000		500,000	1,905,841
12	Building	1	A	41	General	Increase Staff Hours (24 hours)		55,603						55,603	1,961,444
13	Fire	3	A	41	General	Replace 2007 Ambulance - Rescue 33						250,000		250,000	2,211,444
14	Municipal Properties/Equipment	5	A	38	General	Fire Station 1 (Center) Generator						99,000		99,000	2,310,444
15	Health	2	A	37	General	Community Coordinator Administrative Assistance		22,000						22,000	2,332,444
16	Highway	2	A	35	General	Replace 2002 Half-Ton Pickup Truck						37,000		37,000	2,369,444
17	Municipal Properties/Staff	2	A	34	General	Arborist (Tree Climber)		63,325						63,325	2,432,769
18	Municipal Properties/Equipment	6	A	32	General	Fire Station 2 (South) Generator						99,000		99,000	2,531,769
19	Municipal Properties/Equipment	3	A	30	General	Town Hall HVAC Replacement						171,000		171,000	2,702,769
20	Health/Transportation	1	A	27	General	MinuteVan Road Runner				27,000		215,645		242,645	2,945,414
21	Natural Resources	1	A	26	General	NARA Park Improvements						45,000		45,000	2,990,414
22	Natural Resources	3	A	26	General	Two Riding Mowers (Turf Tiger)						22,000		22,000	3,012,414
23	Municipal Properties/Equipment	1	A	24	General	Replace 2004 Half-Ton Pickup Truck						34,000		34,000	3,046,414
24	Natural Resources	2	A	24	General/Cemetery	Cemetery Roadway Resurfacing						50,000		50,000	3,096,414
25	Highway	3	A	21	General	Replace 1999 Town Pool Sedan						38,050		38,050	3,134,464
26	Municipal Properties/Equipment	4	A	8	General	Design Replacement of Heating Systems, Stations 2 (South) and 3 (West)						80,000		80,000	3,214,464
27	Council on Aging	1	B		General	Web Site						6,000		6,000	
28	Engineering	4	B		General	Acton Center Traffic Study						45,000		45,000	
29	Fire	4	B		General	Replace 2007 Deputy Chief's Command Vehicle						70,000		70,000	
30	Fire	5	B		General	Deputy Fire Chief/Fire Marshal/Inspections		105,615						105,615	
31	Fire	6	B		General	Secretary for Fire Prevention		58,800						58,800	
32	Fire	7	B		General	North Acton Fire Station							6,000,000	6,000,000	
33	Health	1	B		General	Unwanted Medication Incinerator						60,000		60,000	
34	Health	3	B		General	Assistant Social Services Coordinator		30,000						30,000	
35	Health	4	B		General	Employee Health Incentive						30,000		30,000	
36	Municipal Properties/Equipment	7	B		General	Replace Roofs, Senior Center & Town Hall (asphalt shingles)						50,000		50,000	
37	Municipal Properties/Equipment	8	B		General	Memorial Library HVAC & Roof Design						75,000		75,000	
38	Municipal Properties/Staff	3	B		General	Building Maintenance Craftsman		63,325						63,325	
39	Natural Resources	4	B		General/Friends	Arboretum Wildflower Boardwalk						30,000		30,000	
40	Planning	1	B		General	Kelley's Corner Development Plan						277,000		277,000	
41	Planning	2	B		General	Assistant Planner		86,000						86,000	
42	Engineering	3	Self		Parking	Parking Meter System				100,000				100,000	
43	Health/Sewer	1	Self		Sewer	Wastewater Treatment Plant Repairs				27,250				27,250	
44	Health/Sewer	2	Self		Sewer	Tractor, Loader and Blade Attachments				36,000				36,000	
45	Highway/Transfer Station	1	Self		TSAR	Replace 2004 Front-End Loader				230,000				230,000	
46	Highway/Transfer Station	2	Self		TSAR	Full-Time Position				65,209				65,209	
47	Natural Resources	5	Self		CPA	Elm Street Playground Installation & Tennis Court Resurfacing				75,000				75,000	
Totals								\$0	\$1,177,509	\$0	\$1,100,459	\$2,456,695	\$6,000,000	\$10,734,663	

Capital Improvement Program Proposal – Detail

<i>Department Name</i>	Building	<i>Project</i>	Increase Hours of Part Time Inspector to make the position a full time inspector.		
		<i>Fiscal Year</i>	2014		
<i>Department Head</i>	Frank Ramsbottom	<i>Cost</i>	\$55,603		
		<i>Priority</i>	1	of	1

1. Description :

Currently the part time building inspector works 16 hours a week. This proposal is to increase the hours and make the position a full time 40 hours a week benefitted position.

2. Useful Life

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

- | | |
|--|---|
| <i>Schedule Replacement</i> | <i>Increase Personnel Efficiency</i> |
| <input checked="" type="checkbox"/> <i>New or Expanded Service</i> | <i>Replace Obsolete or Unsafe Equipment</i> |
| <i>Other (Please Explain)</i> | <i>(Explain Disposal of Old Equipment)</i> |

4. Justification

In 2005 the building code: 780 CMR was one volume of 842 pages, along with 521 CMR the AAB code for accessibility. Since then the State building code has gone through 2 major revisions. Each of these revisions has expanded the overall scope of the building code, as well as the extent of the regulations. Currently the building code encompasses 3079 pages in eight volumes plus the MA AAB code.

As the scope of the code has expanded, work which was previously exempt from requiring a building permit now requires a permit resulting in an increase in the number of permits which results in more permit reviews and more inspections. From 2000 to 2010 the number of building permits issued averaged 667 per year or 55 permits per month. For 2011 890 building permits were issued or about 74 permits per month and so far in 2012 there have been 725 permits issued or about 80 permits per month which puts us on track for a similar number of permits as issued in 2011.

Not only has the number of permits increased but the regulations which apply to each permit has increased resulting in more work associated with the traditional building permits.

The changes in the building code have also increased the number of annual or periodic inspections required for public places and multifamily residential buildings.

In addition to the building and life safety which the building code provides, strong and consistent enforcement of the building code also helps protect the value of people's homes and buildings. Often times we see cases where people fail to obtain building permits, then when they come to sell their house, sometimes many years later a red flag goes up and the sale of the home is in jeopardy the result is lost sales, delayed sales and reduced sale prices. Having enough inspectors to review applications and conduct inspections in a timely manner helps to improve voluntary compliance. Also having adequate inspectors also allows time to look for work being done without permits and bring these jobs into compliance.

5. How Was this Project's Priority Determined? It is my only request this year.

**6. Estimated Cost \$ \$55,603 This cost includes the additional hours and the benefits.
Less Trade-In (If Applicable)
Net Cost**

7. Are Non-Town Revenues Available to Reduce Cost? No

Building permit fees go directly to the general fund . For FY 2011 there was \$449,975 in general fund fees and for FY 2012 \$448,110 in general fund fees collected. Additionally for FY 2011 the BoS waived \$39,968 in fees and for FY 12 the BoS waived \$41,277 in fees

8. If this Project is Delayed, What will be the Effect on your Department?

Reduced service to the citizens, longer waits for permits and inspections

9. Please Describe the Effect of this Project on your Operating Budget.

<u>Personnel Budget</u>		<u>Expense Budget</u>
Increase	This will result in an increase of \$36,354 in the personal budget.	Increase
Decrease		Decrease

10. Attachments, if Applicable.

Police Capital 5 yr. 14-18

<u>Item</u>	<u>Priority</u>	<u>Unit Cost</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>SubTotal</u>
New Police Officers (4)	1	\$63,500.00	\$254,000.00	\$254,000.00	\$0.00	\$0.00	\$0.00	\$508,000.00
Lead Dispatcher (1)	2	\$56,213.00	\$56,213.00	\$0.00	\$0.00	\$0.00	\$0.00	\$56,213.00
SubTotal			\$310,213.00	\$254,000.00	\$0.00	\$0.00	\$0.00	

Capital Improvement Program Proposal – Detail

Department Name Town Clerk Department

Project Personnel
Fiscal Year 2014

Department Head Eva Szkaradek

Cost \$61,239
Priority 1 of 1

1. Description

Clerical labor in the Town Clerk Division was moved to the Assessor Division after the departure of the Property Lister. This labor is needed permanently in Assessing per the Finance Director. This request will restore manning levels in the Town Clerk Division. We are currently utilizing temporary labor authorized by the Town Manager.

2. Useful Life Permanent

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

Schedule Replacement

Increase Personnel Efficiency

New or Expanded Service

Replace Obsolete or Unsafe Equipment

X *Other (Please Explain)*

(Explain Disposal of Old Equipment)

This restores the labor that was internally moved to the Assessor Division.

4. Justification

Presently, we need to restore and strengthen our FTE count in the Town Clerk Division.

5. How Was this Project's Priority Determined?

The Finance Director, Assistant Finance Director, and Town Clerk are acutely aware of the multiple work loads on Finance staff. When an unexpected resignation occurred, labor had to be redistributed within the Finance Department to service all customers. Without this additional position in the Finance Department, the Town Clerk Division will not be able to keep up with service demands.

6. Estimated Cost	Salary:	\$43,742.00
Less Trade-In (If Applicable)	Benefits:	<u>\$17,497.00</u>
	Net Cost	\$61,239.00

7. Are Non-Town Revenues Available to Reduce Cost?

No.

8. If this Project is Delayed, What will be the Effect on your Department?

The immediate effect will be additional long hours on an already overburdened staff. We risk missing deadlines, making errors, projects will have to be shuffled around to fit work loads and/or put aside because of other commitments, and it will take staff longer to complete projects. The perception will be that Finance does not deliver in a timely manner.

9. Please Describe the Effect of this Project on your Operating Budget.

<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase	X	Increase	X
Decrease		Decrease	

10. Attachments, if Applicable.

(Capital Improvement) **Capital Program Proposal – Detail**

Department Name PLANNING

Project Kelley’s Corner Planning & Design
Fiscal Year 2014

Department Head Roland Bartl

Cost \$277,000.00
Priority 1 of 2

1. Description

This proposal will begin implementation of the Acton 2020 Roadmap towards greater environmental and fiscal sustainability (see www.Acton2020.info), which identifies Kelley’s Corner as a target improvement area. This project will accomplish the needed steps to transition Kelley’s Corner into the Town Center that Actonians want to see:

- (1) Develop and implement the appropriate regulatory and zoning reform for Kelley’s corner that has architectural and site design standards at the front and center; and
- (2) Rebuild the tired public infrastructure in Kelley’s corner with a focus on pedestrian connections, safety, and comfort.

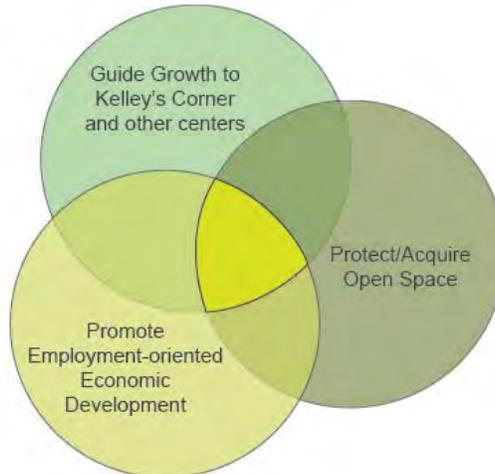
2. Useful Life +/-50 years with further improvement, upgrades, and modernization likely during that period.

3. Purpose (Please ‘X’ one of the Boxes and Describe, if Applicable)

- | | |
|---|--|
| <input type="checkbox"/> Schedule Replacement | <input type="checkbox"/> Increase Personnel Efficiency |
| <input type="checkbox"/> New or Expanded Service | <input type="checkbox"/> Replace Obsolete or Unsafe Equipment |
| <input checked="" type="checkbox"/> Other (Please Explain) | <input type="checkbox"/> (Explain Disposal of Old Equipment) |
- Acton 2020 Implementation:
Regulatory reform.
Infrastructure reconstruction and modernization - Design.

4. Justification

Town Meeting adopted the Acton 2020 Comprehensive Community Plan this past April. At the hub of Acton 2020 is the Roadmap for Guiding Growth with the following three basic implementation principles (see <https://doc.acton-ma.gov/dsweb/Get/Document-35918/ExecutiveSummary.pdf>):



The Roadmap for Guiding Growth promotes town centers and employment-oriented economic development in appropriate locations. It encourages future residential development to shift from large lot subdivisions in the Town's remaining open spaces to more compact configurations with smaller dwelling units in and near the town centers. Town centers and compact residential neighborhoods require fewer infrastructure per building unit, and less of it to maintain. Greater proximity between residences, shops, and workplaces means more walking and biking, and fewer miles traveled by car. Town centers and compact development patterns make public transit more viable and practical. Smaller dwelling units have been shown to have fewer school-age children. The result is a Town with greater environmental and financial resilience and sustainability.

With the Roadmap, Acton will employ Transfer of Development Rights (TDR) as a zoning tool to redirect future growth into the Kelley's Corner area and other centers. In Acton 2020, Actonians identify Kelley's Corner as a priority area needing mixed-use redevelopment towards a Town Center¹ with new local employment opportunities, with housing in a walkable center near jobs, shops and services, and with public infrastructure improvements that support the town center re-development strategy. They also want to be sure that new development and re-development follows acceptable design principles and zoning standards. This essentially sets the sequence of steps to implement the Roadmap:

- (1) Prepare and enact/implement development design standards, regulatory/zoning reform, and improvement/upgrades of public ways, sidewalks, etc. beginning with Kelley's Corner.
- (2) Prepare and enact TDR zoning provisions that help preserve open space (development rights sending areas) and redirect new development into Kelley's Corner (receiving area);
- (3) Actively pursue priority CPA land acquisitions and structure them as purchases of development rights; the Town, or an affiliated entity, can hold and sell these development rights as needed to facilitate the town center development at Kelley's Corner.
- (4) Operate the Roadmap program components in a synchronized manner and fine tune and improve them as needed. Then expand program to other centers.

¹ The Acton 2020 Plan makes 155 citations and references of Kelley's Corner, the following among them:

- Develop Kelley's Corner into a busy, walkable, mixed-use Town center and transportation hub in conformance with a specific plan for the area.
- The Kelley's Corner Development Plan will be part of the Key Centers Plan; it will provide the basis to proceed with zoning changes and infrastructure investments needed to begin the improvements at Kelley's Corner and promote development and redevelopment of key parcels as soon as practicable. This action should be undertaken immediately to prepare for the development of Kelley's Corner. The Kelley's Corner Development Plan can be accelerated to expedite implementation.
- Place-specific guidelines: a key strategy is to do design studies for Kelley's Corner and village centers to set priorities and determine what kind of development is compatible; then make strong guidelines part of the zoning review process.
- Limit and guide growth geographically through infill and redevelopment in and around existing centers (West Acton, South Acton and Kelley's Corner).
- Invest in infrastructure improvements to support development of Kelley's Corner into a town center. This could occur over a period of four or five years after the real estate market has improved; investments may or may not be financed through a bond depending on circumstances at the time.
- Concentrate town investments in Kelley's Corner.
- Concentrate transportation investments such as sidewalks and traffic calming in and around Kelley's Corner and the villages.
- Prioritize Kelley's Corner development, which has sewer service.
- Most participants felt that the Town should focus on Kelly's Corner first.
- "Kelley's Corner equals eyesore. Make it a first priority, other [villages] to follow." (Acton voices)
- "What we are really missing is a Town center. It would be so great to turn Kelley's Corner into such a place." (Acton voices)

5. How Was this Project's Priority Determined?

First priority based on the Acton 2020 Comprehensive Community Plan.

6. Estimated Cost	\$277,000.00
Less Trade-In (If applicable)	\$ 0
Net Cost	\$277,000.00

This number is based on professional estimates for the two prongs of this project and assumes State grants for further implementation:

- (1) Prepare and enact/implement development design standards & regulatory/zoning reform.
 This will engage a team of consulting professionals (urban design, transportation, commercial real estate, legal and economics) to work with the Planning Department and the Acton 2020 Implementation Committee. → \$ 60,000.00
To jumpstart this effort the Town has applied for a \$10,000.00 technical assistance grant from DHCD's MDI (Massachusetts Downtown Initiative) Program.
- (2) Prepare engineering design plan for reconstruction and modernization of Kelley's Corner infrastructure – wider & accessible sidewalks, bike lanes, shuttle pull out(s), new traffic signal at Main St X Mass. Ave., underground utilities, drainage improvements, etc.
 Mass Ave., including the intersection with Main St., is a State Highway. Accordingly, project design must meet MassDOT standards. The effort will advance the design plan to the MassDOT 25% stage, including the requisite 25% design hearing. → \$192,000.00
The Town has applied for a \$3,000,000.00 Mass Works Infrastructure grant to complete the design and pay for construction. This year's application brings up the project on Mass Works' radar screen. No funding is expected. Future applications will be filed. Mass Works heavily favors projects with 25% design completed and ready to go within 12 months of grant award.
- (3) Contingency (10%) → \$ 25,000.00
- (4) Total → \$277,000.00**

7. Are Non-Town Revenues Available to Reduce Cost?

Not, for the project budget as requested. However, see grant applications listed above.

8. If this Project is Delayed, What will be the Effect on your Department?

Unable to effectively work towards Acton 2020 Plan implementation.

9. Please Describe the Effect of this Project on your Operating Budget.

<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase	No significant effect	Increase	No significant effect
Decrease		Decrease	

10. Attachments, if Applicable.

- Acton 2020 Comprehensive Community Plan – Executive Summary.
- MDI Program – Technical assistance grant application
- Mass Works Infrastructure Program – grant application



EXECUTIVE SUMMARY

Acton 2020 Comprehensive Community Plan

February 2012

Acton 2020

Prepared for:
Town of Acton
472 Main Street
Acton, MA 01720
978-929-6631
www.acton-ma.gov

Prepared by:
the Collaborative, Inc.
122 South Street
Boston, MA 02111
617.338.0018
www.thecollaborative.com

Community Circle
Six Dover Lane
Lexington, MA 02421
781.862.1780

Today. Tomorrow. Together.

Foreword

In the course of working together as residents on the Acton 2020 committee, we’ve read a number of other comprehensive community plans. Many of these plans seem to start with a simple extrapolation of past trends put forth for the future, but looking back and then forward at the edge of our 20-year planning scope, we don’t think this is the right approach for Acton. Instead, we are proposing something bolder, something that responds to the changes happening all around us.

Over the last sixty years, Acton has been defined by its rapid growth from a rural community to a bedroom suburb.¹ Growth was driven by the post-war boom in suburbia, the broad availability of state and federal support to build infrastructure, the availability of relatively cheap land in Acton, and cheap energy everywhere. But now, land has become more scarce and fuel more expensive. Demographics and sensibilities are changing too - as the population gradually shifts towards more seniors and fewer children and awareness and concern increase for environmental sustainability. From a fiscal standpoint, we also know that we can’t rely on an ever increasing population to pay for ever more services. And we are more aware that most new residen-

tial development now comes at an increasing cost:² more traffic, more risk to water supplies, more infrastructure to pay for and maintain, and more costs for services.

Actonians are pragmatic and smart. We see changes are coming and we want to find a positive future. What we on the committee have learned during this planning process is that there is an emerging sense among residents of what sorts of shifts will be needed to navigate the coming changes in order to foster a resilient and vibrant community. Indeed, the feedback we’ve received from residents strongly reflects both a desire for an increased “sense of community” and concern regarding the “future resilience” of the Town. These two themes really frame the Comprehensive Community Plan.

As you read through this document, please keep in mind that the elements of the plan we have laid out do not comprise a simple wishlist that residents expect the Town can achieve by waving a magic wand. The Plan presents a vision of how to support each other by creating a different sort of Town prosperity driven by the richness of social connection, a deep appreciation for the historic and natural realms in which we are em-

bedded in Acton, and a commitment to a good shared future. And it will take broad and deep resident participation to move in this direction; the Town government itself can only do so much.

By communicating with many residents, boards, and committees through numerous meetings and a number of public workshops,³ a Roadmap for Guiding Growth has emerged that we feel strongly can create Town prosperity. We invite you to join with Town officials, volunteers, and

- The Acton 2020 Committee

Margaret Woolley Busse
Margaret Woolley Busse, Chair

Jim Snyder-Grant
Jim Snyder-Grant, Vice-Chair

Celia Kent
Celia Kent

Paulina Knibbe
Paulina Knibbe

Charles Mercier
Charles Mercier

Sahana Purohit
Sahana Purohit

**The Committee extends its thanks
to everyone who participated in the planning process.**

residents to make this vision a reality.

- The Planning Department staff put the plan at the top of their very full work priorities. Kristin Alexander, Roland Bartl, and Kim Gorman contributed countless hours to attending meetings, document production and review, and, over and over, educating the rest of us by answering our questions about how the Town works.
- The rest of the Town's staff have decades of experience in Acton and helped us improve the plan each time they engaged with our process.
- Our consultants at the Collaborative and Community Circle worked tirelessly on building the plan and on nurturing the community-wide conversation that formed the basis of the plan.
- The volunteers of every Town board and committee spent some time on parts of the plan, improving it with their deep knowledge of particular areas, out of their commitment

to Acton.

- And most importantly, there was an unprecedented engagement by the citizens of Acton at each stage of the planning process. Your commitment and involvement in the future of this Town is the key ingredient that gives us hope for Acton's future.

“Thank you!”



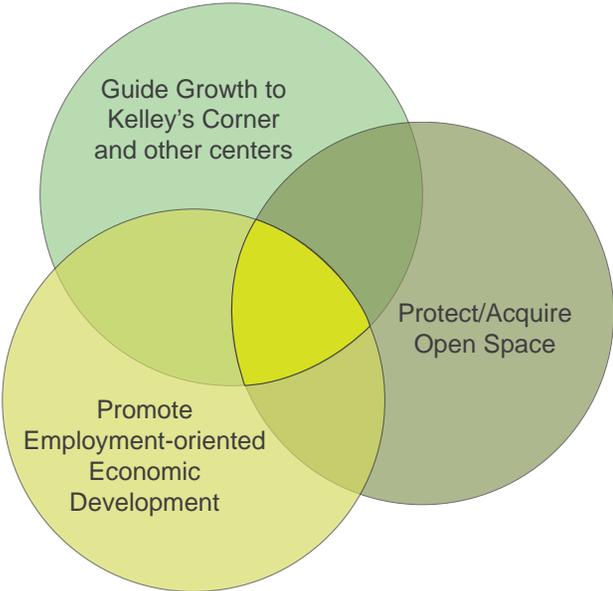
Introduction

The purpose of the Acton 2020 Plan is ultimately about how to create a better community and covers a whole range of different elements, including land use, recreation, transportation, and housing, to name a few; these are reflected in the Plan’s seven goals and corresponding objectives. The Plan is a decision-making tool to be used by Town officials and citizens to express a desired future and the steps that lead there. It is intended to help guide the future growth and development of Acton and to give the Town a strong sense of direction, positioning Acton well so as to take advantage of opportunities as they arise.

The Plan is based on **Underlying Themes** (see sidebar) that were expressed by Actonians. These themes connect residents’ desires and concerns with the Plan’s Goals and Objectives that as mentioned above comprise the entire breadth of the Plan and refer to a range of concepts such as Town character, the environment, and Town facilities.

Many of the themes have to do with growth and its consequences. With the recognition that growth can be guided, but not fully avoided, the main thrust of the Plan describes the **Roadmap**

for addressing our Town’s future growth. The **Roadmap**, while only a sub-set of the overall plan, represents its core and has three main parts. As shown below, these overlap to create a sweet spot that combines both environmental and fiscal sustainability. How those parts work together is explained on the following pages and in the diagram on page 4.



The three parts of the **Roadmap** intersect to provide more environmental and fiscal sustainability.

Underlying Themes

<p>An increased ‘sense of community’</p> <ul style="list-style-type: none"> • Community Gathering: desire for indoor and outdoor places and events to meet and interact casually, spontaneously as well as in a planned, more formal fashion. • Town Character: desire to preserve and enhance features - physical and other - including a commitment to excellence in education, rural and historic characteristics, including the preservation of open space and the small town feeling, which make Acton unique and contribute to its sense of community. • Connectivity: desire for walking, biking, public transportation, traffic calming and improvements, and increased opportunities for social networks and connections.
<p>The ‘future resilience’ of the Town</p> <ul style="list-style-type: none"> • Environmental Sustainability: concern regarding our ability to ensure that future health and well-being of our environment. • Social and Economic Diversity: concern regarding the ability to accommodate a range of socio-economic levels as well as the ability to age in place. • Financial Viability: concern regarding the ability of the Town to protect its assets and maintain a viable balance between taxes and services provided.

Roadmap for Guiding Growth

Acton can't avoid all future growth, but it can guide the expected growth in a way that better fits with the Town's goals. The three major parts to this approach, and how they relate, are described and illustrated below:

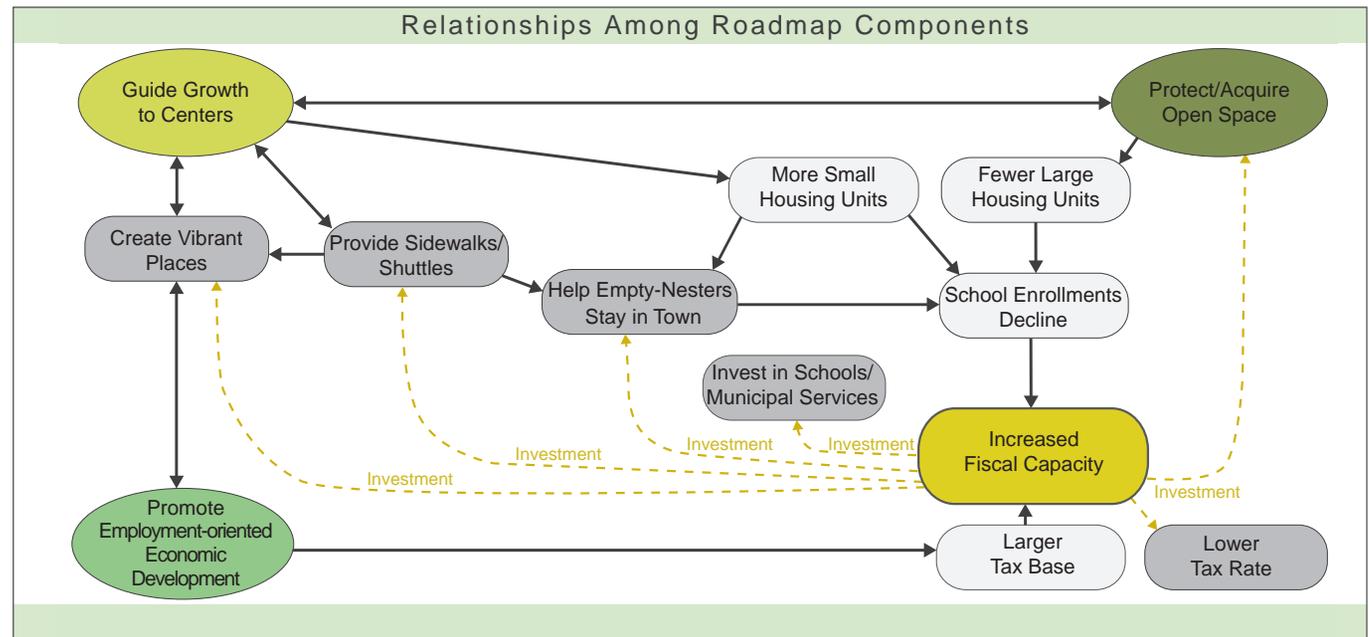
Guide growth to Kelley's Corner and Key Village Centers (such as West and South Acton) where smaller residential units will fit the growing market and provide more options for seniors and young people. This type of development strives to be both fiscally and environmentally sustainable.⁴ Place-specific guidelines and design review will ensure that new development helps create successful places.⁵

Guiding the majority of growth to village centers in smaller units helps to reduce future school enrollments,⁶ provides more affordable housing for empty-nesters who want to continue to live in Acton,⁷ and makes it feasible to create livelier walkable places for the whole community to gather.⁸

Preserve Additional Open Space by providing incentives to property owners in outlying areas to leave their land undeveloped and instead encouraging them to participate in development in the centers. This will result in preserving the rural characteristics so appreciated by Acton residents. The tool recommended to accomplish this is called Transfer of Development Rights (TDR - see explanation in endnote 9)⁹; it is used to guide growth away from the subdivision of large tracts of land and to the centers without having

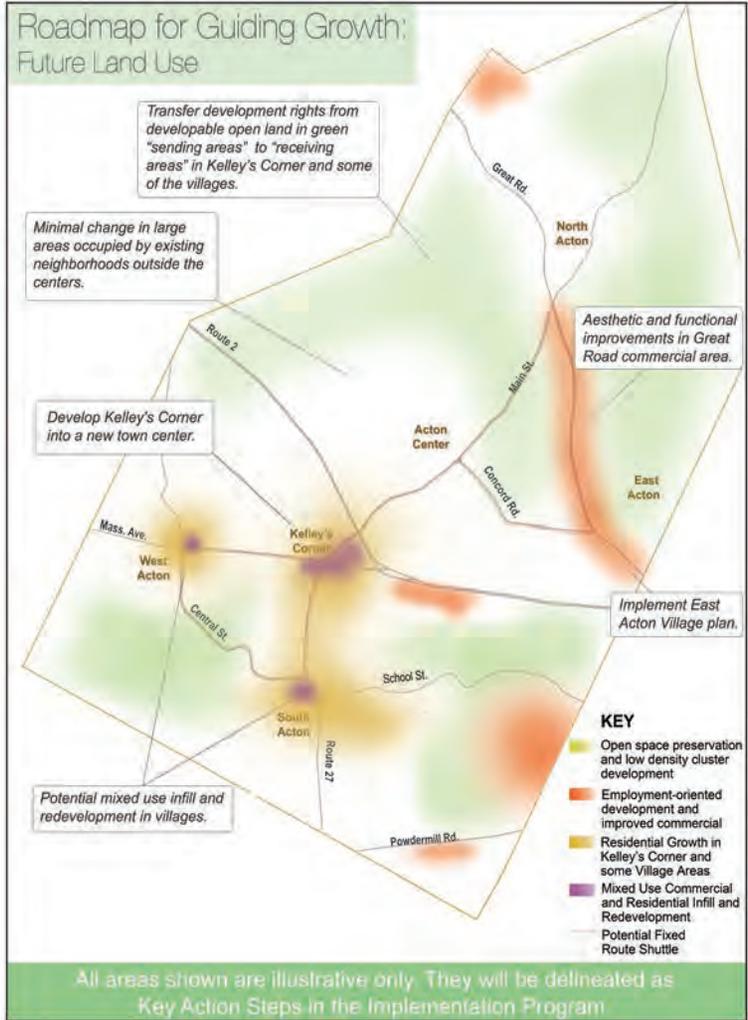
to pay for open space acquisition. It is also recommended that priority parcels be acquired by the Town when possible.

Actively Promote Employment-Oriented Economic Development, which will increase the tax base and, along with the mixed-use development in the centers, will produce more tax revenue than the cost of services for the new development¹⁰ and also create local jobs and reduce commuting for more residents.



Relationships among **Roadmap** components (colored ovals), other strategies (darker gray bubbles), and fiscal capacity (gold bubble). This diagram is explained on page 15 of the full report.

The following concept map illustrates the Roadmap for Guiding Growth and identifies some key features:



This map is explained on page 15 of the full report.

How the Roadmap Addresses Key Concerns

Financial Resilience. Acton is currently financially sound with a top bond rating and funds in reserve, but the Town budget is under pressure and costs are expected to rise as healthcare costs and other post-employment benefits increase.¹¹ In order to address this, some combination of higher taxes, reduced costs or services, and a bigger property tax base will be needed.¹²

The **Roadmap promotes economic development in appropriate locations**, and encourages **fiscally beneficial residential development** by shifting from large lot subdivisions, which increase school enrollments and costs, to compact development with smaller units that have been shown to have fewer school-age children and therefore generate more tax revenue than costs.¹³

Environmental Resilience.¹⁴ Acton is committed to reducing its carbon footprint and protecting its water resources. These efforts have some costs, but the investments will be repaid in lower energy costs and avoiding the need to later remediate impacts to the Town's drinking water.¹⁵

The Roadmap and More

- The Plan is comprehensive and contains much more than the Roadmap for Guiding Growth; it contains strategies to implement the complete set of Goals and Objectives (page 7).
- The Key Implementation Strategies (pages 8 & 9) are a summary of the highest priorities of a much more extensive list of strategies and action steps recommended to achieve the goals and objectives, and are listed in the full report and at <http://implementation.acton2020.info/>.
- This document also includes some interesting facts about Acton on the page entitled "Did You Know?"(page 13). Finally, while this summary contains a page of Notes and References keyed to the text that provides some basic explanations and support for the report's statements, it is the full Acton 2020 plan that provides a thorough explanation and examination of each of the plan's components.

Where the Roadmap Takes Us

- Kelley’s Corner becomes a busy, walkable Town center.
- Villages become denser with redevelopment of non-residential parcels; stronger design review preserves and enhances existing character.
- School enrollments decline gradually; school costs rise more slowly as the population ages and the housing mix in the new development provides smaller units for seniors and others.¹⁶
- The tax base is expanded by economic development.
- Home values (adjusted for inflation) outside the centers will be maintained and those in the villages may increase.¹⁷
- Many large parcels of open land will be protected through acquisition and transfer of development rights to the centers; on those that do develop, part of the parcel can be protected through cluster zoning.¹⁸

By concentrating growth, it becomes feasible to serve more of Acton’s population by public transportation, reducing greenhouse gas emissions, saving money for residents, and providing access for Actonians who can’t drive or don’t wish to be automobile-dependent. It also gives residents the opportunity for walking, which

benefits fitness goals and increases sense of connection to others.

Future Contingencies

A Comprehensive Plan should be resilient – it should continue to be a guide even if the unpredictable happens. The “**wild cards**” that Acton might have to face include:

- Prolonged economic downturn combined with escalating healthcare and pension costs.
- Energy costs rise even more sharply than in recent years.
- Weather events, such as more frequent and more violent storms and significant climate changes.
- School enrollments that don’t decline as expected.
- Revival of the housing market leading to a major residential subdivision proposed for a large tract of land.

There is also the risk that things don’t turn out as anticipated, e.g., more or less development pressure, tighter budgets, or unforeseen infrastructure needs.

By guiding growth to the centers and protecting open space through transfer of development rights, the development of a large tract of land

with consequent increases in school and other costs, can potentially be channeled into compact mixed-use development with smaller units that generate less school cost and pay more taxes than their cost to service.

By emphasizing employment-oriented economic development, the most promising source of added tax revenue, Acton can do better than similar towns that don’t invest in attracting commercial growth, even in a prolonged downturn.

By moving to more sustainable land use patterns, alternatives to the automobile become more feasible, reinforcing these patterns and enabling people to reduce their energy costs.

By calling for appropriate guidelines and more rigorous review of development in the centers, particularly Kelley’s Corner where sewers are already in place, the Town’s water supply can be better protected from wastewater impacts, largely funded by new development. A key recommendation is a study of each center to assess capacity and potential impacts.

And if Town finances constrain desired improvements, the phasing of major investments can be adjusted to correspond to available resources (see page 10).



Goals and Objectives

<p>GOAL 1: Preserve and Enhance Town Character</p> <p>Objective 1.1: Strengthen planning tools to manage growth pro-actively.</p> <p>Objective 1.2: Preserve and enhance key centers.</p> <p>Objective 1.3: Preserve rural characteristics and open space.</p> <p>Objective 1.4: Preserve historic buildings and landscapes.</p> <p>Objective 1.5: Foster an understanding and appreciation for what makes Acton unique, including its history.</p> <p>GOAL 2: Ensure Environmental Sustainability</p> <p>Objective 2.1: Protect the quality and quantity of Acton’s water.</p> <p>Objective 2.2: Reduce waste and the accumulation of toxins.</p> <p>Objective 2.3: Reduce emissions of carbon dioxide and other greenhouse gases.</p> <p>Objective 2.4: Move toward patterns of land use and land protection that support broad biodiversity, soil preservation, and healthy local agriculture.</p> <p>GOAL 3: Improve Connections</p> <p>Objective 3.1: Make walking and biking easier and safer.</p> <p>Objective 3.2: Improve transportation around Town.</p> <p>Objective 3.3: Promote communication among Town government, citizens, schools, and the business community.</p> <p>Objective 3.4: Support and strengthen neighborhoods.</p> <p>GOAL 4: Provide More Opportunities for Community Gathering and Recreation</p> <p>Objective 4.1: Create new gathering spaces and make better use of existing ones.</p>	<p>Objective 4.2: Provide more playgrounds, fields for team sports, parks, and conservation lands.</p> <p>Objective 4.3: Support additional cultural activities.</p> <p>GOAL 5: Support Inclusion and Diversity</p> <p>Objective 5.1: Support residents of all ages.</p> <p>Objective 5.2: Support households of all income levels.</p> <p>Objective 5.3: Embrace cultural diversity.</p> <p>Objective 5.4: Support citizens with disabilities in participating fully in the life of the community.</p> <p>GOAL 6: Preserve and Enhance Town-Owned Assets and Services</p> <p>Objective 6.1: Protect Town-owned open space.</p> <p>Objective 6.2: Support excellence in schools.</p> <p>Objective 6.3: Manage the Town’s facilities efficiently.</p> <p>Objective 6.4: Provide high quality services that are responsive to community needs.</p> <p>Objective 6.5: Provide excellent public health and safety services.</p> <p>GOAL 7: Maintain and Improve the Financial Well-Being of the Town</p> <p>Objective 7.1: Promote fiscal responsibility.</p> <p>Objective 7.2: Promote economic development that supports other Acton 2020 planning goals.</p> <p>Objective 7.3: Improve existing commercial areas.</p> <p>Objective 7.4: Support the financial ability of all residents to stay in Acton for a lifetime.</p>
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Key Implementation Strategies

The Goals and Objectives and Roadmap for Guiding Growth will be implemented through a number of strategies that involve one or more action steps. The full Implementation Program is in the body of the report and online at <http://implementation.acton2020.info/>. Fifteen key recommendations stand out as highest priority among the more than 200 proposed action steps and are listed below, not in priority order.

Roadmap Strategies for Guided Growth

► Guide Growth to Kelley’s Corner and Villages

- **Develop Kelley’s Corner into a mixed-use Town center and transportation hub** in conformance with a specific plan for the area.

Encourage mixed use with people living in smaller housing units near vibrant shops and restaurants with opportunities for socializing, running errands, dining, and community gathering. Creating more activities and a safe and pleasant pedestrian environment will also attract teens from the nearby school complex; they should be involved in the planning for the area.

- Prepare a plan to improve Kelley’s Corner and to **preserve and enhance village centers**. The **Key Centers Plan** will set priorities for new development and redevelopment in centers. The plan should consider Kelley’s Corner and the villages as a system, build on existing strengths in each, identify necessary aesthetic and functional improvements, assess capacity for density incentives, and prioritize and sequence which areas to work on first. This plan would include a quantitative analysis of a Transfer of Development Rights (TDR) system, to verify which incentives are most likely to create the desired changes.



The **Kelley’s Corner Development Plan** will be part of the Key Centers Plan; it will provide the basis to proceed with zoning changes and infrastructure investments needed to begin the improvements at Kelley’s Corner and promote development and redevelopment of key parcels as soon as practicable.

- **Actively promote employment-oriented economic development** (e.g., Research and Development, high tech, office) to expand the tax base. This may also reduce commute time for some residents.
- **Protect, acquire, and improve open space** for conservation, farming, and recreation, using a combination of acquisition and zoning, including Transfer of Development Rights (TDR) to move development away from open land and to the key centers. This will help protect Town character and the environment, as well as provide additional opportunities for recreation.

Other Strategies

- **Consider a sewer extension and/or advanced package wastewater treatment** with groundwater recharge in order to support an increase in

small-scale commercial development and better manage wastewater in West Acton.

- ▶ **Improve the transfer station to increase recycling and reuse.**
- ▶ **Construct more sidewalks and facilities for safe bicycling, in centers and Town-wide.** This will help connect people and places and provide opportunities for fitness while also being beneficial for the environment (by reducing car fumes).
- ▶ **Reduce energy use in Town buildings and promote Town-wide energy conservation.** Support joint community/Town efforts to reduce reliance on fossil-fuel energy sources and to explore shifting to renewable sources.
- ▶ **Develop policies and strategies to keep empty-nesters in Acton.** As the senior population continues to grow, they will need a number of facilities and services that meet their special needs.
- ▶ **Continue to fund, and later expand, MinuteVan** to build ridership with more frequent service between village centers, Kelley’s Corner, and the rail station. This will connect various places in Town and also provide a service to those who cannot drive as well as to those wishing to use public transportation.
- ▶ **Construct a new building to accommodate the Senior Center and larger community,** when finances permit. This will serve to provide space for expanded programming for an increasing senior population as



- well as a meeting and gathering place for the community at large.
- ▶ Prepare a proactive plan that encourages the **provision of a wide range of housing types** to meet the needs of empty nesters, Town employees, young couples, and those of moderate income, by locating housing **in small, scattered sites near walkable service and business destinations**, especially village centers. Consider possible Town participation in desired housing developments. The plan should address the Town’s relationship to the state’s affordable housing law (Chapter 40B), but its purpose is to address Acton’s local and regional housing needs.
- ▶ Create a new **committee composed of liaisons from the various ethnic and language groups in Town** to provide **information to newcomers and assist with organizing multi-cultural activities**. This will help build bridges, knitting the community closer together, and it will provide guidance to those unfamiliar with the Town and its resources.
- ▶ **Continue to support and achieve high standards of excellence in Acton’s schools.** A majority of residents when asked “Why did you move to Acton?” responded: “because of the schools.” The schools and school-related activities are a major community focus contributing to the culture of Acton.
- ▶ **Continue to work to control cost,** planning for future financial responsibilities like pension liabilities and finding new ways to reduce current costs, such as regionalization and cooperation with other towns.

Cost and Phasing of Major Actions

Town finances are being squeezed between the desire for services (excellent schools and other Town priorities) and a limited tax base, reduced state aid, and unfunded liabilities. Fortunately many of the Plan’s top recommendations can begin to be implemented with existing Town staff and relatively small additional expenditures (e.g., small-scale studies to prepare for appropriate growth in the centers).¹⁹ Other priorities like a new building to serve seniors and the larger community, or an expanded shuttle system, are more expensive.

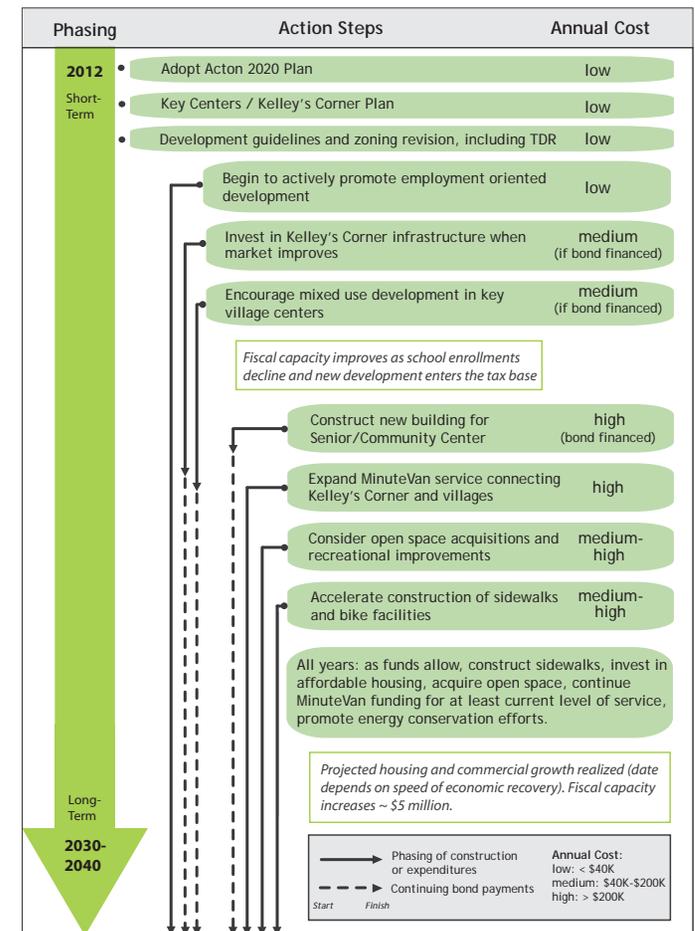
The solution to this challenge is to **phase the major actions as finances permit**. This can include some open space acquisition²⁰ and investment in pedestrian and bicycle facilities each year as can be afforded, continuing to fund the MinuteVan at current levels²¹ until expansion becomes feasible, phasing improvements to support desired redevelopment in Kelley’s Corner as the market revives, and planning for a new senior/community center,²² but putting off construction until it can be afforded.

In the meantime, Town fiscal capacity can be improved by promoting economic development, seeking special purpose state funding and grants,

continuing to explore public-private partnerships for specific projects, and cooperating with surrounding towns to provide services more efficiently. Also, the current economic slowdown is an opportunity to complete the initial planning steps so that the Town is poised for action when opportunities arise and/or the economic climate changes. The recommendation to reduce energy use in Town buildings and promote Town-wide energy conservation will pay for itself and also help to save money for residents and businesses.

It is significant that a fiscal analysis of the **Roadmap** concluded that by the time 1,200 new housing units and 1.5 million square feet of commercial space have been built (longer than 20 years because of the current economic downturn), Acton’s fiscal capacity will be increased by nearly 5 million dollars per year compared to a business-as-usual scenario where no roadmap for growth is implemented.²³ More detail on costs is presented in the body of the report.²⁴ In addition to the major investments, the Plan also identifies actions

Phasing Key Investments:



that don’t cost much to implement but have significant benefits; these “ripe apples” are identified throughout the implementation program (see Full Plan Report).²⁵



Process

The Plan was developed in two phases.²⁶ The first, **Phase I**, comprised extensive and intensive outreach to the Acton community through a variety of means including:

- Town-wide visioning sessions
- focus groups with Town boards and committees and other specific stakeholder groups
- Town-wide mail and telephone surveys covering all households and businesses and
- multiple opportunities and input for and from the Town's youth

This extensive public input resulted in an “Emerging Vision Statement” and a set of Goals and Objectives that encapsulated what residents and business owners envisioned for the Town's future.



Phase II involved the following major activities:

- Development of an inventory of existing conditions of the Town's resources (including housing, transportation, public services and facilities, open space and recreation, cultural and natural resources, economic development, and land use.)
- Refinement of the Goals and Objectives.
- Identification of Key Issues, Opportunities, and Challenges and development of a preliminary list of ways to address them.
- Development of a comprehensive Implementation Plan that provides a prioritized and phased proposal for moving forward to fulfill the vision and goals.
- Facilitation of an extensive level of public involvement, including:
 - Use of the internet both to disseminate information regarding the process and the content of the Plan as well as to provide an additional opportunity for people to interact with the content of the Plan (blog, Facebook, and interactive posting of the entire Implementation Plan).
 - Seven major public forums and more than 10 public meetings with special outreach to specific Town boards and committees.

Components of the “Emerging Vision” (from Phase I)

- *Preserving the rural and historic characteristics*
 - *A sustainable future*
 - *Excellent schools*
 - *Recreational opportunities*
 - *Lively, safe neighborhoods*
 - *Attractive, safe, and walkable shopping areas*
 - *Sidewalks and bike paths*
 - *A Town shuttle*
 - *Open communication and accessible information*
 - *Opportunities for the community to gather*
 - *Vibrant village centers*
 - *Kelley's Corner as walkable Town center*
 - *Welcoming residents*
-
- Production of a movie “It's a Wonderful Acton” to raise awareness and increase turnout to a key forum.
 - Involvement of youth through art contest.

Notes and References

The notes below provide sources and explanations for the statements in the report that are flagged with the corresponding numbers.

1. Rapid growth (p.1): See growth chart in full report, page 21. Acton's population has grown at a rate of over 3,000 persons per decade since 1950.
2. Increasing cost of new residential development (p.1): See Fiscal impact research in Appendix 6, Volume III, Harrison and French, Introduction to Fiscal Impact Analysis, UNH; and Kotval and Mullin, Fiscal Impact Analysis.
3. Number of public forums (p.1): See Process section in full report, p.165.
4. Fiscally and environmentally sustainable (p.4): fiscally sustainable because of smaller units and more compact development making it easier to serve Town streets and infrastructure. Residential development can be fiscally positive (p.1): the main reason residential development in the past has cost more than the taxes it generates is the added burden to the schools, which comprise over 2/3 of Acton's budget. Even though there are individual instances of many children in a small housing unit, on average, the number of school children is strongly correlated with the number of bedrooms in the new housing. This has been substantiated in the number of new school enrollments generated by the Avalon Acton housing development. Smaller units have fewer school children and generate more taxes than costs to the Town.
5. Place-specific guidelines (p.4): a key strategy is to do design studies for Kelley's Corner and village centers to set priorities and determine what kind of development is compatible, then make these guidelines part of the zoning review process.
6. Smaller units reduce school enrollments (p.4): see note 4.
7. More affordable housing for empty-nesters (p.4): in the sense that smaller units that empty-nesters may desire will cost less than single family homes; "affordable" does not necessarily refer to state housing definitions and goals, but could include some of this type of units.
8. Livelier walkable places (p.4): compact mixed-use development with pedestrian amenities has been shown to create lively places where people want to be.
9. Transfer of Development Rights (TDR) (p.4): TDR is a zoning mechanism that has been used across the United States; a property owner in a designated "sending area" can work with an owner in a "receiving area", e.g. Kelley's Corner, to sell the rights to development of the sender's property to the owner in a receiving area; there is no cost to the Town except development review, and the sending property is protected from any future development.
10. Economic development produces more taxes than costs (p.4): This is mostly due to the fact that commercial development does not add to school costs. (See references cited in note 2).
11. Healthcare and pension expenses increase (p.5): Acton, like most Massachusetts towns, needs to prepare to pay for obligations to teachers and employees who will retire over the next 20 years.
12. Bigger property tax base needed (p.5): it is preferable to raise property tax revenues to pay for increasing costs from new development of the type that is fiscally positive, instead of higher taxes on existing residential and commercial property; see notes 4 and 10.
13. Fiscally beneficial residential development (p.5): development with smaller units that consequently generate fewer school enrollments overall; see note 4.
14. Environmental resilience (p.5): Shifting residential growth from large lot subdivisions to compact development in the centers saves energy by reducing auto dependency, and it enables wastewater to be handled better via sewers or advanced package treatment plants, while leaving more open space undeveloped. Dealing with existing and anticipated stormwater issues in the centers can be planned for now, instead of waiting for worsening conditions.
15. Town's drinking water (p.5): Acton's public water supply comes from groundwater wells; therefore it is essential to protect the groundwater from sanitary wastewater and other contaminants and to recharge stormwater to the ground.
16. Smaller units for seniors and others (p.6): the compact development that would be encouraged for Kelley's Corner and, potentially, other village centers, would be mixed-use with apartments and condo units in low-rise buildings, suitable for seniors, empty nesters, and small families.
17. Home values (p.6): Acton homes would keep their value as the Town's character and excellent schools are preserved; village-specific plans and development guidelines would make them desirable places and potentially increase the value of existing homes.
18. Cluster zoning (p.6): in areas away from villages, Acton's current zoning permits new housing units to be concentrated on approximately half of a residential parcel, leaving the other half in deeded open space.
19. Small-scale studies (p.10): These relatively inexpensive studies (less than \$40,000) are the key to determining development priorities and developing guidelines to create successful places, preserve existing character, and minimize impacts.
20. Open space acquisition (p.10): the Town would continue to use Community Preservation Act funds to acquire open space when it becomes available; when finances permit, additional land acquisition can protect more open land and pre-empt large-lot subdivision that is likely to increase school costs more than it contributes in property taxes; see note 4.
21. MinuteVan (p.10): continuing this service is important to moving toward a more sustainable transportation system that provides an alternative to car travel and serves the Town's key centers.
22. Senior center (p.10): the current center is not large enough to fully serve today's seniors; as the population ages, a larger center will be even more needed. The limited hours scheduled for use by seniors would permit the larger community to be served by the same facility.
23. These cost scenarios were developed to help make informed planning choices, but more detailed analysis of individual costs will be needed in the Implementation Phase.
24. Fiscal analysis of Roadmap for Guiding Growth (p.10): see page 19 of the full report.
25. "Ripe apples" (p.10): also called "low hanging fruit," i.e., relatively low cost for the benefits provided.
26. Two phases of the 2020 Plan (p.11): see "Process" section of full report, beginning Page 175. Both phases involved extensive outreach.



Did You Know?

Extensive research was done by the consultant team, the 2020 Committee, and additional information was contributed by some members of the public.

The “snapshot” on this page is largely drawn from the Inventory Report, which is summarized in the last section of this volume and presented in full in Volume II.

Housing and Population

- Acton’s 2010 U.S. Census population was 21,924, up 8% since 2000.
- The percent of residents 65 and older is expected to nearly double over the next 20 years from less than 10% to over 18%.
- Over the same period the number of school-age children is expected to decline slightly, even while the total population increases.
- Acton had 8,530 housing units in 2010, up 11% from 2,000. 63% are single family houses.
- Projections by the Metropolitan Area Planning Council suggested that, based on current policies, population will increase by 10% by 2030 and housing units will increase by 1,000 units or 12%.

Schools and School Enrollments

- In 2010 there were 218 students (K-12) per 1,000 population, the third highest of the towns Acton touches.¹
- Acton Public Schools spent \$11,246 per pupil in 2009-2010, the second lowest of the towns it touches.
- Acton-Boxborough Regional High School was named a Blue Ribbon School by the U.S. Department of Education in 2009.

Land Use

- Acton’s land area is approximately 13,000 acres (20 square miles).
- 29% of Acton’s land area is open space (lower than five of the towns it touches). Roughly 1/3 of this open space is not protected from development.
- There are about 2,200 acres of developable land (vacant and not wetland).
- Based on 2008 land use data, approximately 1,800 additional housing units could be built on land now zoned residential, bringing the total at build-out to 10,300, or 22% more than today. This would take more than 30 years at the projected growth rates.

¹ These are Boxborough, Carlisle, Concord, Littleton, Maynard, Stow, Sudbury, and Westford.

Water and Wastewater

- All of Acton’s public water supply comes from groundwater wells.
- Water demand has been relatively constant over the past six years, approximately 600 million gallons per year (MGY), reflecting water conservation efforts. Acton’s state permit allows up to 708.1 MGY.
- Residential water demand is estimated by Acton Water District to be roughly 55 gallons per bedroom per day, substantially lower than the norm of 70.
- 80% of Acton’s homes have on-site septic systems, a high ratio for a town of Acton’s population. The other 20 percent use sewers or package treatment to dispose of wastewater.

And...

- The average household in Acton drives 76 miles per day, the lowest of the adjacent towns except Concord.
- 87.5% of Town revenues come from residential property, in the middle of the group of towns it touches.
- Acton was named the 16th Best Place To Live among small towns in the country by Money Magazine in 2009 and in 2011.



2013 Downtown Technical Assistance Application Cover Sheet

Massachusetts Downtown Initiative Program

Community Name:	Town of Acton
Date of Application:	09/27/12
Title of Project:	Acton 2020 Comprehensive Community Plan: Implementation for Kelley's Corner, Phase 1. Best Practices and Next Steps towards reshaping Kelley's Corner.

Principal Contact: Please print clearly.

Name:	Roland Bartl	Address:	Town of Acton
Title:	Planning Director		Planning Department
Phone:	978-929-6631		472 Main Street
Email:	rbartl@acton-ma.gov		Acton, MA 01720

Name & Signature of the Chief Executive Officer or Chief Elected Official (Required):

Name & Title:	Steven Ledoux, Town Manager
Signature:	

(REQUIRED FOR SUBMISSION) Check one box for the type of assistance being requested:

- Business Improvement District
- Creative Economy
- Design
- Economics of Downtown
- Housing
- Parking
- Way finding/Branding

See attached program description for more information relating to the designated topics.

Summary Statement: Please describe your request in 25 words or less:

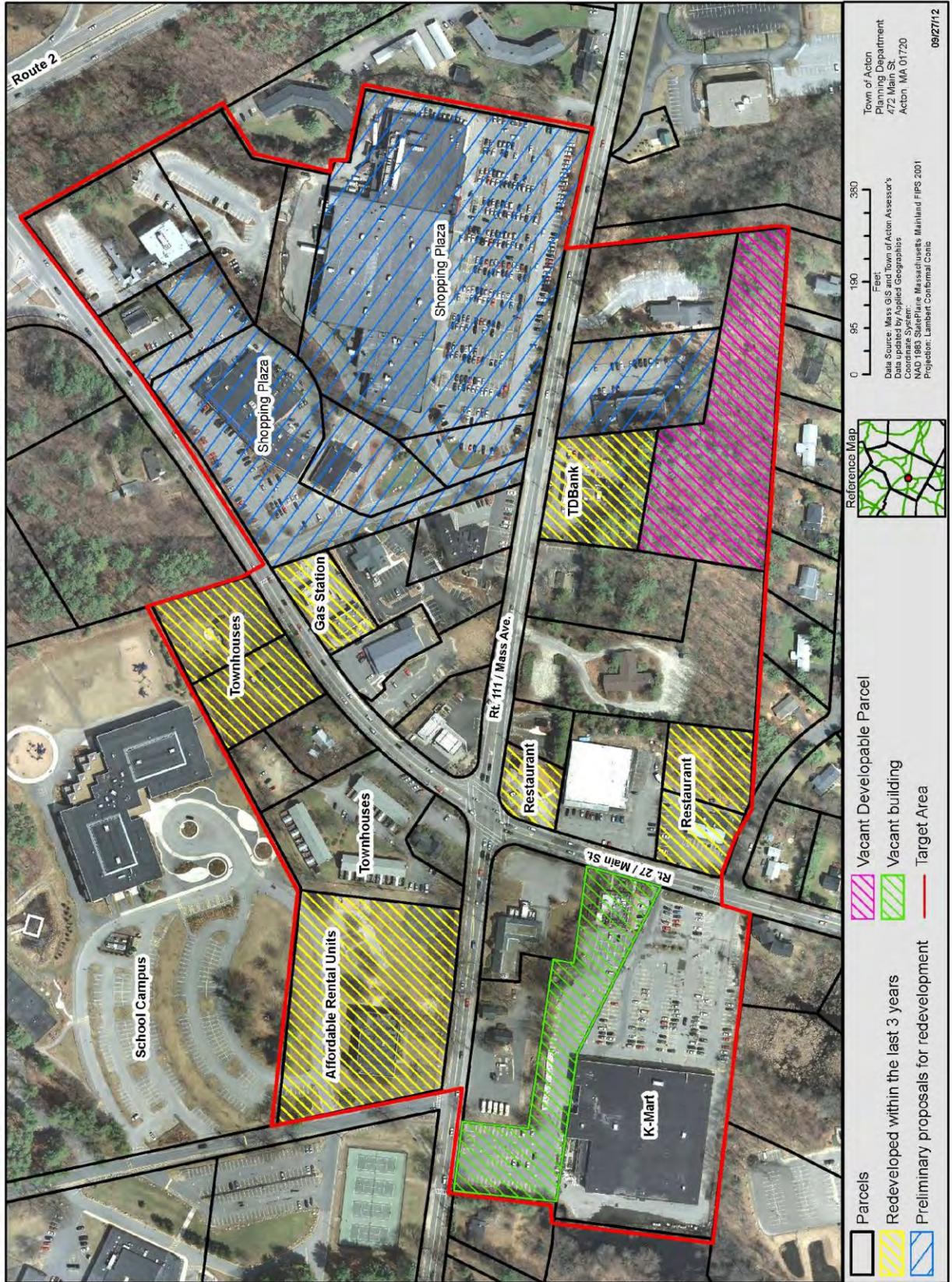
This project will equip Acton with a roadmap to help reshape Kelley's Corner to better meet long-standing community goals for a walkable town center.

Application Deadline: 5:00 p.m. on September 28, 2012



Kelley's Corner Target Area Map

MDI -Implementation for Kelley's Corner, Phase 1. Best Practices and Next Steps towards reshaping Kelley's Corner.



Description of Issue to be Addressed

The Acton 2020 Comprehensive Plan was adopted at the April 2012 Annual Town Meeting. This request for grant funding under the Massachusetts Downtown Initiative Technical Assistance program is a direct response and first implementation step to one of the highest priorities of Acton 2020 – *develop Kelley’s Corner into a mixed use town center and prepare a development plan to accomplish this*. Residents stated they felt the town has no defined town center and expressed a strong desire to establish Kelley’s Corner as their walkable “downtown”. The project will be guided by the Acton Planning Department and the Town’s Acton 2020 (Phase 3) Implementation Committee.

Although, Kelley’s Corner is a compact area, its automobile oriented development pattern stems from the 1960s and earlier, and its infrastructure is tired. Some properties have undergone recent upgrades, facelifts, and redevelopment. Many other properties are ripe for redevelopment. Acton 2020 stresses the high importance that Actonians place on “good design” in any effort to redevelop and further develop Kelley’s Corner into a walkable town center. Equally important is a thorough understanding of its physical and economic conditions so that design guidelines, and zoning standards that flow from them, not only represent the Town’s long-term vision, but also are practical, realistic and effective in the short and medium term.

This project is intended as the first step in the development plan for Kelley’s Corner. With this grant application, the Town of Acton seeks funding for assistance by an experienced urban design professional in developing a framework and roadmap for the Kelley’s Corner development plan that puts town center design at the front and center. At the next (2013) Annual Town Meeting, the Acton Planning Department and the Acton 2020 Implementation Committee will seek Town funding for the Kelley’s Corner Development Plan. This grant project will jumpstart the plan and establish the foundation for a successful Town Meeting outcome.

History/Current Status of Kelley’s Corner

Kelley’s Corner is a mixed use area at the intersection of Rt. 27/Main Street and Rt. 111/Massachusetts Ave. near the geographic center of Acton. Commercial uses dominate the area. Scattered multi-family residences are interspersed. The businesses consist primarily of retail and restaurant uses, extending east from this intersection towards Rt. 2. The Charter Road school campus and residential neighborhoods are adjacent to the commercial developments. Businesses are located in several strip mall shopping developments with a significant amount of paved parking in front. Major tenants are Roche Brothers, T.J.Maxx and CVS. K-Mart shares a large parcel on Main Street with a vacant McDonald’s building just south of the principle intersection. Several smaller buildings on separate parcels contain professional and medical offices, banks, and restaurants. A Sunoco filling station occupies a prominent corner in the intersection. A former muffler shop is now converted to a restaurant, and a bowling alley located on the south side of Rt. 111/Massachusetts Ave. has received a modest facelift. Recent redevelopments for TD Bank and Sovereign Bank forecast a more walkable town center – the bank buildings are at the street and parking/drive-ups are to the side and rear. Three parcels on the west side of Rt. 27/Main Street contain three different multifamily housing developments, two are recent redevelopments from small single-family homes. Kelley’s Corner has been served by sewer since 2002 and has capacity for future development if higher density zoning were allowed.

The Zoning Bylaw currently allows for .40 floor area ratio in Kelley’s Corner and requires design standards when the floor area ratio exceeds .20. This zoning scheme has not been effective. Most

development has not occurred greater than .20. As a result, design standards have not been implemented. There are 2.7 acres of undeveloped land and several parcels with redevelopment potential. Residents have voiced their desire to encourage mixed uses with smaller dwelling units near vibrant shops and restaurants with opportunities for socializing, running errands, dining, and for community gathering spaces.

Kelley's Corner has been a focus area for the town over the past 17 years:

- In 1995 the Town of Acton and The Land Use Collaborative, with funding through an EOCD Strategic Planning Grant, produced the 1995 Kelley's Corner Specific Area Plan. This document set out goals and objectives for Kelley's Corner regarding aesthetics, economic development, circulation and traffic, wastewater management and environmental protection goals. A main objective was to transform Kelley's Corner into a visually appealing, walkable, center that reflects the character of Acton. The partial adoption of the plan's zoning recommendation led to the current Kelley's Corner zoning scheme.
- In 1997 the Kelley's Corner Circulation Plan was added to address concerns related to traffic management in the area. This plan was debated and updated until 2001. It provided additional zoning recommendations to further the implementation of the Kelley's Corner goals and objectives. The 2001 Town Meeting voted with a majority in favor of these recommendations, but failed to muster the required 2/3rds majority to enact zoning changes.
- Many of the original goals for Kelley's Corner came up once again during the recent Acton 2020 comprehensive planning process. Acton residents expressed their frustration with the current conditions at Kelley's Corner. They voiced their desire for a greater mix of uses where smaller housing units are near vibrant shops and restaurants, for a walkable town center with opportunities for socializing, running errands, dining, and for community gathering spaces. Residents feel the current environment in Kelley's Corner lacks community space, and the required zoning and design guidelines to cultivate this type of development. The Town wants to direct future growth to Kelley's Corner from outlying areas using the transfer of development rights tool, but realizes the importance of first preparing an economically viable design plan for future development.
- In 2010, in conjunction with the visioning phase of Acton 2020 (Phase 1), the Town collaborated with the Tufts University Department of Urban and Environmental Policy on the graduate student project "Open Neighborhood Project/ReVisioning Kelley's Corner" that resulted in energizing the Town's renewed focus and resolve to tackle the Kelley's Corner challenge.

Proposed Project Costs and Scope of Services

Task 1: Review of Existing Conditions and Planning Goals

The purpose of this task is to create a set of observations and baseline information about existing conditions in Kelley's Corner. On a parallel track, this step will compile and list Town planning goals which articulate desired changes from those existing conditions. This evaluation will take into account the patterns of existing development, its relationships to existing zoning, and underlying land and development economics.

This evaluation needs to take into account that there are a wide range of conditions, some of which are substantial barriers to change. For example, many of the sites are built out with active retail and commercial uses that will be difficult to substantially develop in the short or mid-term because of

the business and economic factors in play. Other sites are clearly underutilized, and may be subject to redevelopment in the short term. In between these circumstances, a number of properties are subject to modification rather than complete redevelopment.

Specific tasks to be accomplished include:

- Preparation of a study base plan.
- Review of existing zoning and preparation of written observations regarding the relationship to existing conditions and Town goals.
- Preparation of a list of Town goals for the area from previous plans and initiatives.
- Topography of existing site and development conditions.

Task 2: Case Studies

A series of case studies will be prepared of successful site improvements and redevelopments that have occurred within similar site and economic conditions for use as a source of ideas and reference. The case studies will evaluate improvements and redevelopment that would better match the Town's goals than undesirable current conditions. The examples may be from New England or may be national examples of moderate or low scale redevelopment or compact mixed use. Approximately five to seven case studies will be prepared including photographs or information regarding both the "before" and "after" conditions, methods used to reshape the areas, and applicable lessons for consideration. Project types will include:

- Modifications for conversion of "strip commercial" developments.
- Reorganization of auto-oriented site design to pedestrian-oriented configurations.
- Infill development for mixed-use to create a more vital district.
- Parking strategies to serve mixed-use districts.

Task 3: Design Guide Framework

In this task, a series of potential design guidelines will be prepared for the Town's consideration and potential adoption, or use for further refinement. The guidelines will consist of a series of site planning, site design, and basic architectural guidelines that would help reshape the character and quality of the district. The guidelines will be drawn from a variety of sources and will include specific concepts tailored to Kelley's Corner. The guidelines will address two conditions:

- Modifications to existing development.
- New development.

The documents will be intended as a communication tool and will be approximately ten pages in length along with examples and illustrations of desirable outcomes.

As a separate deliverable, an information paper will be prepared describing different methods for using design guidelines and standards that might be considered by the Town over time. This paper will also include recommendations for refinements in the existing zoning to better align future development with Town goals.

Task 4: Public Presentation and Discussion

Findings and observations assembled during this process will be the subject of an open public forum and discussions. A PowerPoint presentation will be prepared to present the following:

- A summary of key existing conditions and issues relative to Town goals.
- Case studies of successful redevelopment in similar circumstances.
- Summary of guidelines and their respective use.

- Open discussion including questions and answers.
- Resolution of outline and timetable for next steps.

Summary of deliverables

- *Base plans.*
- *Graphic and written observations on key issues and relationship to Town goals.*
- *Written and photographic summaries of five to seven case studies.*
- *Design Guide.*
- *Summary of observations on guidelines use and implications for zoning.*
- *PowerPoint summary presentation.*
- *Next steps chart*

Project Budget

Task 1:	\$2,000
Task 2:	\$2,000
Task 3:	\$4,500
Task 4:	\$1,500
Total:	\$10,000

Evidence of strong public/private partnerships

Two private developers have approached the town with preliminary proposals; one new commercial development on the south side of Rt. 111/Mass Ave. and a shopping plaza façade and parking modernization scheme on the north side of Rt.111/Mass Ave. Both private developers have expressed their support for the Town’s redevelopment and planning efforts. They have supported the town’s recent submission for a Mass Works Infrastructure Grant to address Pedestrian Improvements. Both have indicated they are willing to provide some level of financial assistance to improve pedestrian and vehicular mobility. Another developer with property on the west side of Rt. 27/Main Street has offered to retrofit concrete sidewalks with granite curbing along his property to match the adjacent residential development.

Positive outcomes expected as a result of the requested assistance

The tangible outcomes listed under the “Summary of Deliverables” will help the town make the appropriate next steps to proceed with the Kelley’s Corner development plan, design guidelines, zoning changes and infrastructure improvements.

Demonstration of a community’s ability to begin implementation of recommended action(s) within one to three months of completion of grant.

Actonians have identified the redevelopment of Kelley’s Corner as one of their highest priorities and are ready to take action. The Acton 2020 Phase III Implementation Committee was recently established to carry out these priority goals. This committee will help drive the Kelley’s Corner redevelopment project. The Planning Department has staff available to assist the design consultant through the technical assistance phase and to support the committee through the recommended next steps. The Department has recently purchased visualization software to support community scenario planning efforts in response to this priority. The town will move forward immediately following the completion of this technical assistance grant by requesting funds at the next Town Meeting for continuing design consultant services.

Support DHCD and commonwealth’s priorities and initiatives, commonwealth’s sustainable development principles

This project is consistent with several commonwealth priorities and initiatives, specifically those set out in the Commonwealth’s Sustainable Development Principles and the MetroFuture Plan. The Town of Acton strives to follow these goals by focusing growth in the established center at Kelley’s Corner which in turn will relieve development pressures from limited open space elsewhere in town. The Town of Acton understands that providing clear design guidelines and an overall design plan for Kelley’s Corner will allow for predictable permitting, ultimately generating an economically vibrant mixed-use town center.

Supported Documentation Referenced

Acton 2020 Comprehensive Plan

Pg. ES-8

<http://doc.acton-ma.gov/dsweb/Get/Document-35852/ActonCommunityPlan%20-%20Volume1.pdf>

Acton 2020 Website

<http://acton2020.org/>

Town of Acton Zoning Bylaw Amended through April 2012

Pg. 83

<http://www.acton-ma.gov/DocumentCenter/Home/View/659>

1994 Kelley's Corner Specific Area Plan

Pg. 3-4

<http://ma-acton.civicplus.com/DocumentCenter/Home/View/116>

1997 Kelley's Corner Circulation and 2001 Revised Kelley's Circulation

<http://ma-acton.civicplus.com/DocumentCenter/Home/View/117>

**2010 Open Neighborhood Project/ReVisioning Kelley's Corner with Tufts University
Department of Urban and Environmental Policy and Planning**

<http://www.acton-ma.gov/DocumentCenter/Home/View/864>

Applicant Information

Name of Municipality or Public Entity

Town of Acton

Executive Officer or Designee for Project

Roland Bartl

Application Contact (if different from above)

Title:

Planning Director

Address:

472 Main Street

City:

Acton

State:

MA

Zip:

01720

Phone: ((xxx)-xxx-xxxx)

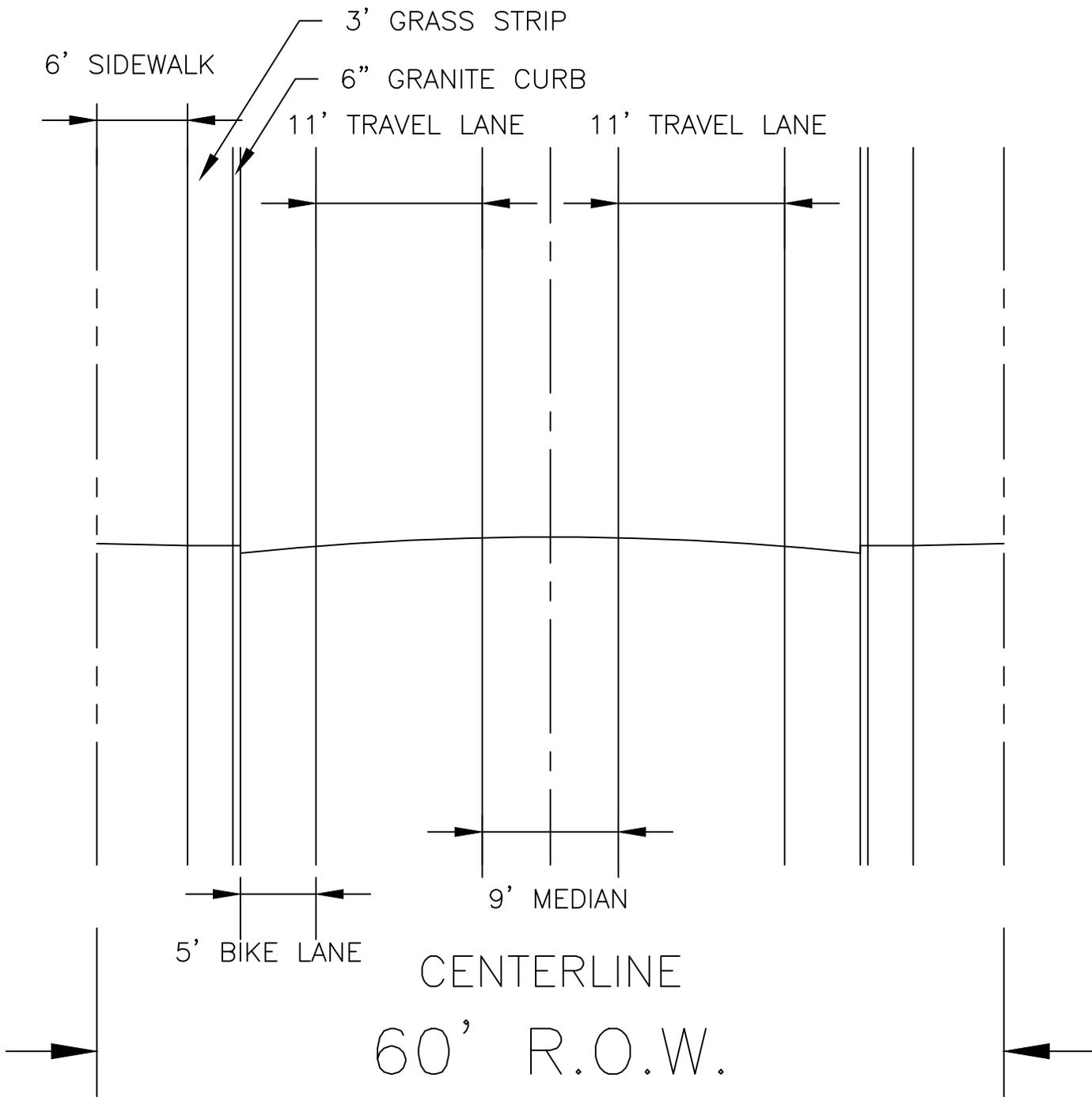
(978) 929-6631

Fax:

(978) 929-6340

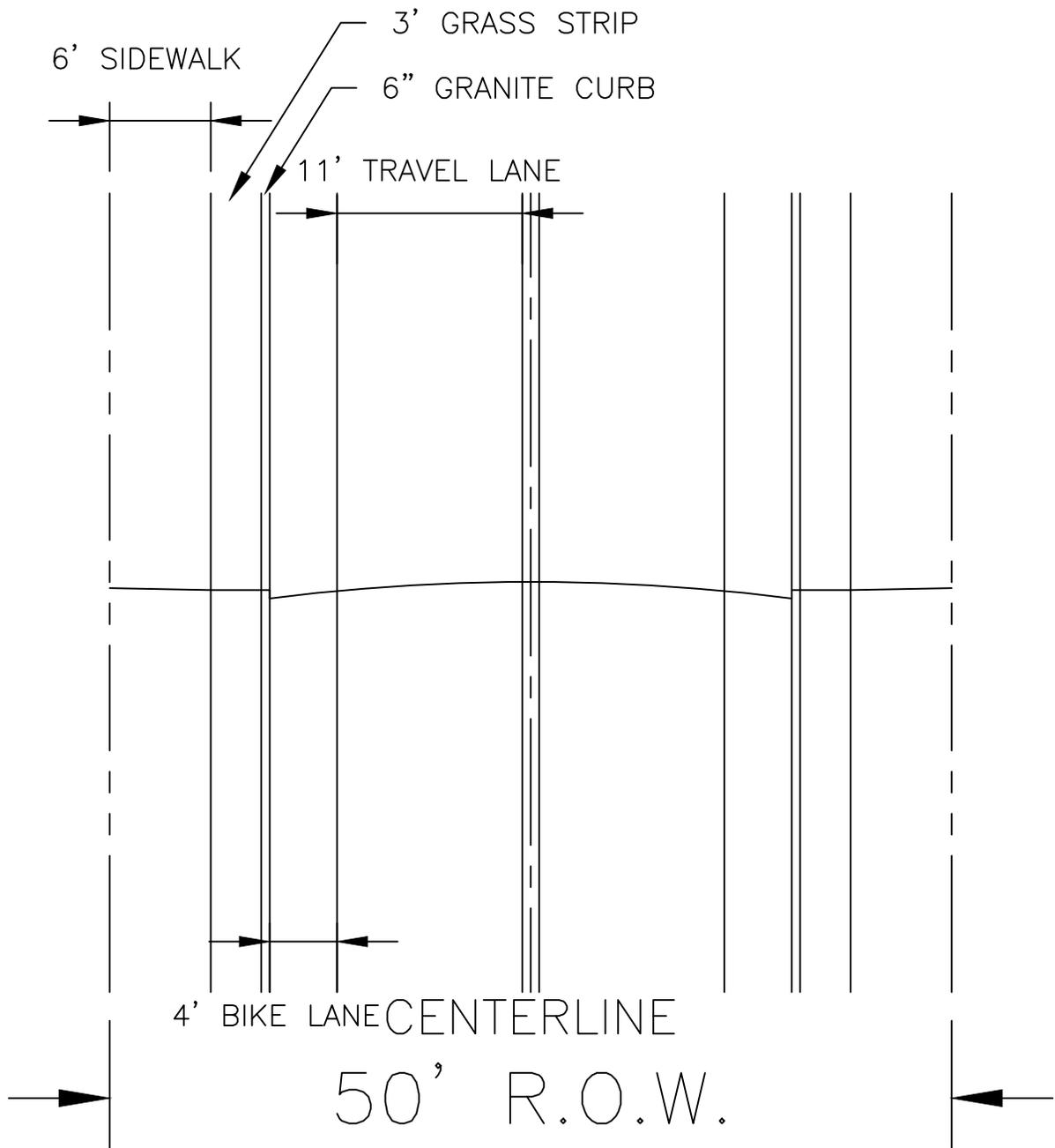
E-mail Address:

rbartl@acton-ma.gov



SURVEY:	TOWN OF ACTON ENGINEERING DEPARTMENT	
DESIGN: PVC	KELLY'S CORNER INFRASTRUCTURE IMPROVEMENTS	
DRAFTING: PVC		
CHECKED:	MASS AVE RIGHT-OF-WAY	
SCALE: 1" = 10'	DRAWING NO: 1	DATE: 8/9/2012

Drawing name: P:\Drawings\Kelley's Corner\MassWorks Infrastructure Grant Program\CAD\Kelly's Corner - Infrastructure Improvements - Bike Path Option.dwg
 Sep 10, 2012 - 9:33am



SURVEY:	TOWN OF ACTON ENGINEERING DEPARTMENT	
DESIGN: PVC	KELLY'S CORNER INFRASTRUCTURE IMPROVEMENTS	
DRAFTING: PVC		
CHECKED:	MAIN STREET RIGHT-OF-WAY	
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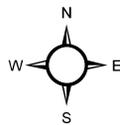
Kelley's Corner Pedestrian Improvement Project

Private Development in Kelley's Corner

Attachment #4



- Parcels
- Redeveloped within the last 3 years
- Preliminary proposals for redevelopment
- Vacant Developable Parcels



Data Source: Mass GIS and Town of Acton Assessor's
Data updated by Applied Geographics

Coordinate System:
NAD 1983 StatePlane Massachusetts Mainland FIPS 2001
Projection: Lambert Conformal Conic

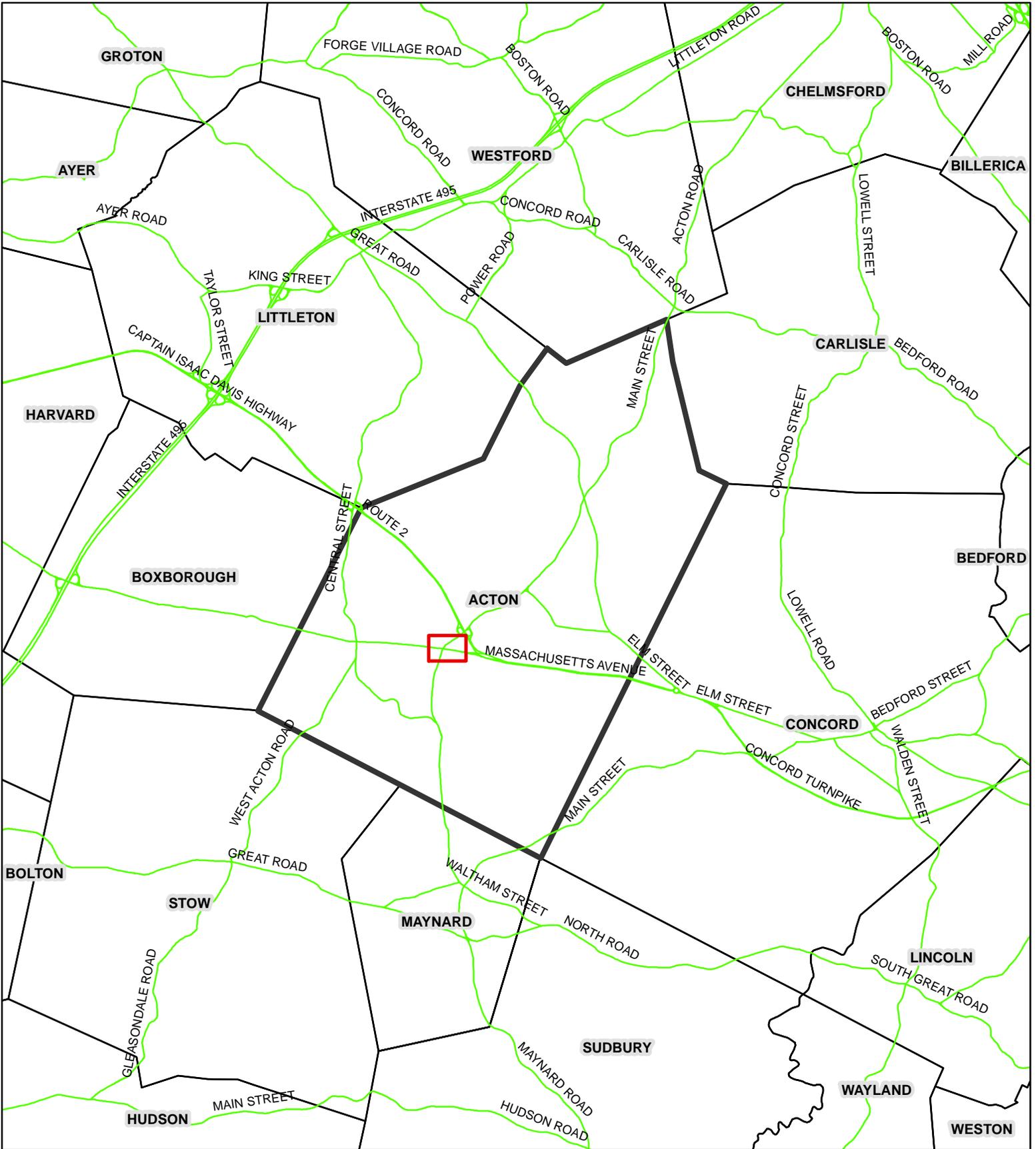
Town of Acton
Planning Department
472 Main St.
Acton, MA 01720

09/06/12

Kelley's Corner Pedestrian Improvement Project

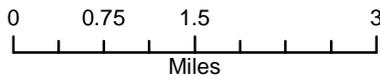
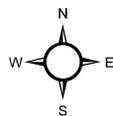
Locus Map

Attachment #5



 Kelley's Corner Pedestrian Improvement Project

 Major Roads



Data Source: Mass GIS and Town of
Coordinate System:
NAD 1983 StatePlane Massachusetts Mainland FIPS 2001
Projection:
Lambert Conformal Conic



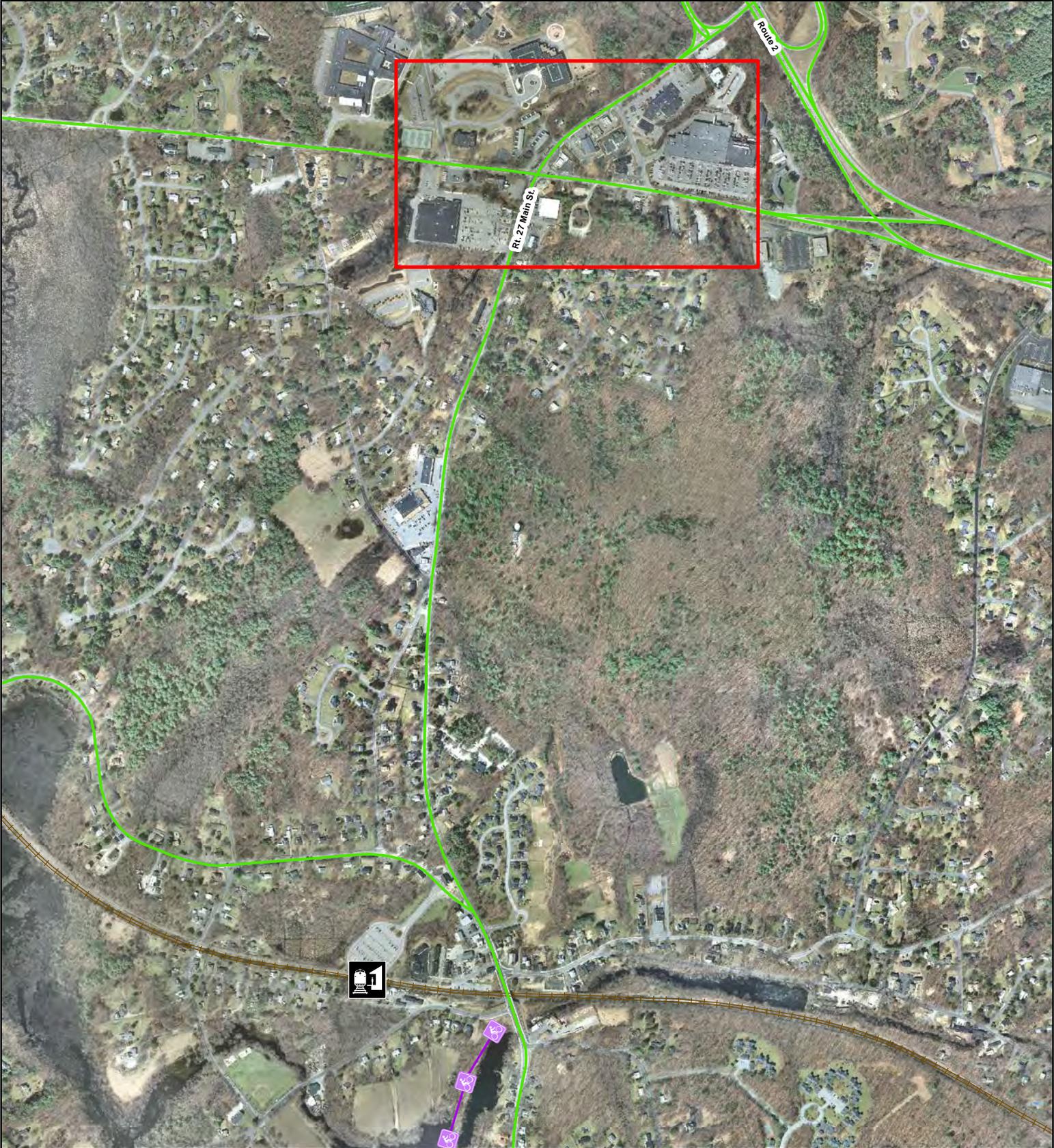
Town of Acton
Planning Department
472 Main St.
Acton, MA 01720

09/06/12

Kelley's Corner Pedestrian Improvement Project

Proximity to Alternative Transit

Attachment #6

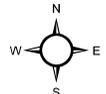
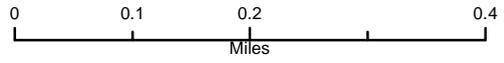


South Acton Train Station

Assabet River Rail Trail (Design Phase)

Major Roads

Fitchburg Line



Data Source: Mass GIS and Town of Acton Assessor's Data updated by Applied Geographics

Coordinate System: NAD 1983 StatePlane Massachusetts Mainland FIPS 2001
Projection: Lambert Conformal Conic

Town of Acton
Planning Department
472 Main St.
Acton, MA 01720

09/06/12

Budget and Sources

6.1: Please provide a breakdown of the project budget in the following table.

This should include the cost of each project element (surveying, permitting, design, bid, construction oversight, construction, etc.) and should not be limited to the work which will be covered by the MassWorks Grant.

Please also indicate if the cost listed is an estimate or if the work has been bid and if MassWorks funds will be used for each element of work listed.

Please be advised that no more than 10 % of the total grant request may be used for design/engineering, except in communities with a population of 7,000 or less, where the communities are eligible to apply for full design/engineering costs along with a construction grant.

Action	Cost	Cost Estimate OR Previously Bid	Requesting MassWorks Infrastructure Program grant support for this use (check box)
Survey *	\$82,500.00	✓ Cost Estimate Previously Bid	
Permitting *	\$50,000.00	✓ Cost Estimate Previously Bid	
Design/Engineering *	\$125,000.00	✓ Cost Estimate Previously Bid	✓
Construction *	\$2,900,000.00	✓ Cost Estimate Previously Bid	✓
Other:		Cost Estimate	
Other:		Previously Bid	
Other:		Cost Estimate	
Other:		Previously Bid	

Budget and Sources

Other:		Cost Estimate
		Previously Bid
Other:		Cost Estimate
		Previously Bid
Other:		Cost Estimate
		Previously Bid
Total:	\$3,157,500.00	

Please complete the following table with budget sourcing information.

Please identify all sources of funding that will support the proposed public infrastructure project, including the total requested MassWorks Infrastructure Program grant.

Please specify whether each funding source is secured or currently pending approval.

Source	Amount	Secured OR Pending	Additional Details
MassWorks *	\$3,028,750.00	Secured ✓ Pending	The Town of Acton is requesting 10% of the total amount for design and engineering funds and the remainder for construction costs as outlined in the project type and description.
Municipality *	\$128,750.00	Secured ✓ Pending	Some survey design will be completed in house, supplemental funds will be requested at Town Meeting.
Federal *	\$0	Secured ✓ Pending	No federal funds have been requested at this time.
Other:		Secured	
		Pending	
Other:		Secured	
		Pending	
Other:		Secured	
		Pending	
Other:		Secured	
		Pending	
Total:	\$3,157,500.00		

Please submit a certified copy of the vote taken by the executive body authorizing acceptance of state funding for this project.

https://madhcd.intelligrants.com/_Upload/272001-Article57GiftsorGrants.pdf

If your community requires a vote to authorize acceptance of state funding for this project but the vote has not been taken, please explain the timeframe in which this will be *completed*. If a vote is not needed, please explain.

Please complete the following statement:

I, Steven L Ledoux, hereby certify that I am duly authorized to submit this application on behalf of Town of Acton and to agree to implement the MassWorks Infrastructure Program requirements on behalf of said municipality. I understand that the information provided with this application will be relied upon by the Commonwealth in deciding whether to make the MassWorks Infrastructure grant and that the Commonwealth reserves the right to take action against the applicant or any other beneficiary of the grant if any of the information provided is inaccurate, misleading, or false.

I hereby certify under the pains and penalties of perjury that the answers submitted in this application and the documentation submitted in support are accurate and complete.

Steven L Ledoux
Name

Town Manager
Title

9/10/2012
Date

Please print, complete, sign, date, and mail the following document within two (2) weeks of your application submission.

MassWorks Certification Letter

Please return an original copy of the signed authorization letter to:

MassWorks Infrastructure Program

Executive Office of Housing and Economic Development

1 Ashburton Place, Room 2101

Boston, MA 02108

From: Roland Bartl
Sent: Monday, September 10, 2012 2:08 PM
To: Kristen Domurad-Guichard
Subject: FW: Application Submitted

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

From: help@intelligrants.com [mailto:help@intelligrants.com]
Sent: Monday, September 10, 2012 2:07 PM
To: Roland Bartl
Subject: Application Submitted

Dear Grant Administrator, Thank you for submitting a 2012 MassWorks Infrastructure Grant Program Application. Your application is currently under review and you will be contacted if additional information is required to complete the review of your application. The MassWorks application period is open through Sep 10, 2012. All applicants will be notified, by email, of the results of the application review by the end of October. If you have any questions, please contact the MassWorks program at massworks@state.ma.us. Thank you, The MassWorks Program

Development Project

Is the applicant seeking grant funds to support a transportation project to enhance safety in a small, rural community with a population of 7,000 or less?

If yes, the applicant is not required to complete the remaining questions in the Development Project form.

Yes No

Please select one of the following project types that best describe the private project or community plans to be supported by the infrastructure grant request.

Housing development at density of at least 4 units to the acre

Economic development and job creation and retention

Does the project support immediate growth in and around the project area?

Yes No

Is the development project fully permitted?

Yes No

Please provide the anticipated private development project start date.

Please provide the total anticipated private investment in the private development project.

Please provide a detailed description of the private development project that includes the full scope of the project (including phasing details, if applicable).

At this time, two private developers have approached the town with preliminary development proposals; one new commercial development on the south side of Rt.111/Mass Ave. and a shopping plaza façade and parking modernization scheme on the north side of Rt.111/Mass Ave. Both private developers have expressed their support for the Kelley’s Corner Pedestrian Improvement project and indicated they are willing to provide some level of financial assistance to improve pedestrian and vehicular mobility. At this time we do not have concrete plans from the developers, but have provided their contact information below.

Please provide information related to the private development scope in the following table:

Type of Development	<input checked="" type="checkbox"/> Commercial Housing Mixed-use Number
Square footage of new development	
Number of rental units	
Number of homeownership units	
Total number of units	0

Development Project

Total number of affordable housing units

(Affordability definition based on DHCD standards.
Please see guidance for DHCD Affordability standards.)

Number of part time jobs to be created**Number of full time jobs to be created****Number of full time jobs to be retained****If available, please provide the following information for the private entity for this project:**

- **Company Name** Edens
- **Contact Information** Keith Hague; 21 Custom House Street, Suite 450, Boston, MA 02110
- **Phone** (617) 369-6609
- **Email** khague@edens.com

Please provide a letter from the private entity confirming the intent to move forward with the proposed private development project, including the expected number of full time jobs to be created as a result of the private development associated with the proposed project.

Please provide a project schedule and the anticipated project milestones for the private development project. If necessary, please use the space provided below to provide additional details.

Milestone	Start Date	End Date	Additional Details
Permitting			
Design/Engineering			
Start Construction			
50% Construction			
100% Construction			

Does the project support transit-oriented developments (that is, developments located within one-half mile of a transit station; further, transit station is defined as a subway or rail station, or a bus stop serving as the convergence of two or more bus fixed routes that serve commuters)?*

Yes No

Does the project support the redevelopment of a previously developed site?*

Yes No

Does the project support a development containing a mix of residential and commercial uses, with a residential density of at least four units to the acre?*

Yes No

Does the project support the development of new housing (or a mix of uses including housing) with a residential density of at least four units to the acre?*

Yes No

Is the project regionally significant and supported by two or more communities?*

Yes No

If yes, please attach letters of support from each community. At least one letter, from a community other than yours, is required.

Is the project located in a Gateway City? *

Yes No

Is the project consistent with MassDOT's Complete Streets design guidelines that call for appropriate accommodation of all transportation modes (See the MassDOT Highway Division Project Development and Design Guide, Chapter 5)?*

Yes No

If no, please explain.

Is the project consistent with a local Master Plan?*

Yes No

Is the project consistent with a regional growth plan?*

Yes No

If yes, please identify the plan.

MetroFuture

Is the proposed project expected to support future growth, within the next five years, in and around the project area?

✓ Yes No

Is the municipal zoning in place to support the desired housing or economic development project?

✓ Yes No

If no, please explain.

The Acton 2020 Master Plan recommends as high priority action items additional zoning initiatives to support housing and economic development in Kelley's Corner.

To answer the following questions, the Planning Ahead for Growth Online Mapping Tool can be utilized. The Planning Ahead for Growth Online Mapping Tool allows users to interactively display a number of geographic districts, as well as overlay multiple districts at one time. The Online Mapping Tool is available on the Massachusetts Permit Regulatory Office website under the MassWorks Infrastructure Program page:

http://maps.massgis.state.ma.us/map_ol/eohed_mapping.php

Does this project fall within an Expedited Local Permitting District/Chapter 43D District?

Yes ✓ No

If yes, what is the name of the Chapter 43D District?**Does this project fall within a Growth District?**

Yes ✓ No

Does your municipality have a Chapter 40R district?

Yes ✓ No

Is the proposed project located within a Chapter 40R district?

Yes ✓ No

Is the project located within the South Coast Rail Corridor region or the 495/MetroWest Development Compact region?

Yes ✓ No

If yes, does this project fall within a state identified Priority Development Area or a Priority Preservation Area?

Priority Development Area

Priority Preservation Area

If yes, what is the name of the Priority Area?**Please explain how the proposed project is consistent with the South Coast Rail Corridor Plan or the 495/MetroWest Development Compact Plan. If it is not consistent, please explain how it is inconsistent with the plan and why your community is pursuing the project.**

Kelley's Corner is identified as a local priority development area in the 495/MetroWest Development Compact Plan. The proposed project is consistent with the three overarching categories of the state's priority development areas. This project is also consistent with the Acton 2020 Master Plan, the State's smart growth Sustainable Development Principles, GreenDOT Policy Directive and the goals set forth in the MetroFuture Plan. The Town of Acton strives to follow these goals by focusing growth in the established business center at Kelley's Corner and relieve development pressures from limited open space.

The Town identified the redevelopment of Kelley's Corner as one of the highest priorities in the Acton 2020 Master Plan. Kelley's Corner is ripe for redevelopment; this existing mixed-use center contains areas zoned for the highest permitted multi-family housing density in Acton. It continually attracts new businesses. Kelley's Corner is capable of supporting additional high density development due to the availability of public sewer and predictable permitting. The present pedestrian environment is unsafe, especially for school children, persons with disabilities, and persons with baby strollers. Infrastructure, such as pedestrian ramps, push buttons and signals, are old and tired. These conditions make it difficult for people to access the businesses across the street and to navigate through the intersection toward the South Acton Train Station. This improvement project will foster alternative transportation means and safer pedestrian and bicycle travel thus reducing auto usage and accidents. Regional impact is small but not insignificant as these investments will bring benefit to a broader group of municipalities. Kelley's Corner serves as a destination shopping area to many in the surrounding communities. The Route 27 and Massachusetts Ave (State Route 111) is a major arterial intersection in Acton. According to Acton 2020, 79.5% of Acton jobs are retail trade, held by residents of surrounding cities and towns. These improvements will open opportunities for "last mile" connections to the South Acton Train Station to one of the main retail job centers in Acton.

Has your community received a Green Community Designation from the Executive Office of Energy and Environmental Affairs?

✓ Yes No

Will the proposed project impact or involve (directly or indirectly) a state owned highway or roadway?

✓ Yes No

If yes, what is the name of the state owned highway or roadway that will be impacted. If multiple highways or roadways will be impacted please list them.

Rt. 111/Mass Ave.

If yes, have you reviewed the project with your local MassDOT District Office?

Planning Ahead for Growth

✓ Yes No

Project Schedule and Milestones

Please provide a project schedule and anticipated project milestones for the public infrastructure project for which the community is seeking grant assistance.

Milestone	Start Date	End Date	Additional Details
Survey	8/1/2013	12/1/2013	
Permitting	7/1/2014	12/1/2014	
Design/Engineering	1/1/2014	6/1/2014	
Bid/Contract	1/1/2014	3/1/2015	
Start Construction	6/1/2015		
25% Construction	1/1/2016		
50% Construction	6/1/2016		
75% Construction	1/1/2017		
100% Construction	6/1/2017		
Punch List	6/1/2017	6/1/2017	

Project Type and Description

Please select one of the following project types that best describe your project. *

Housing development at a density of at least 4 units to the acre

Transportation improvements to enhance safety in small, rural communities

Economic development and job creation and retention

Is the population of the host community 7,000 or below? *

Yes No

If yes, has the host community received a Small Town Rural Assistance Program (STRAP) grant in the last 5 years?

Yes No

2.3 Project Description

Please provide a detailed description of the public infrastructure project for which you are requesting grant assistance that includes a full explanation of the uses for which this grant is being requested. Please provide a concise explanation of how the infrastructure project will advance the host community's housing, economic development or community revitalization objectives, or if your community has a population of 7,000 or less, how the project will enhance public safety and transportation.

If the MassWorks Infrastructure Program funding is intended for a specific element of a larger public infrastructure project, please describe that element and its relationship to the overall project.

Please be advised that no more than 10% of the total grant request may be used for design/engineering, except in communities with a population of 7,000 or less, where the communities are eligible to apply for full design/engineering costs along with a construction grant.

The Town of Acton requests funding for the Kelley's Corner Pedestrian Improvement Project. The scope of the project includes the Rt. 27/Main St. and Rt. 111/Massachusetts Ave. intersection at the core, and extending outward from there. The main components of the project will include approximately: 7,500 linear feet of new and reconstructed sidewalk with curbing, 3,750 linear feet of road widening to accommodate bike lanes, and about 1,000 linear feet of improved drainage and piping. Pedestrian and motor vehicle signal equipment upgrades and replacements, and improved crosswalks will be incorporated meeting ADA standards.

The MassWorks Infrastructure grant will fund the following:

Crosswalks:

- Reconstruction of all existing ramps w/ concrete ramps and tactile warning strips
- New crosswalks at: Rt. 111 and No-Name Road
- Enhancements at school crossings

Sidewalks:

- Reconstruction of sidewalks to 6 feet width.
- Replace existing bituminous concrete with concrete and granite curbing
- New sidewalks

Utilities:

- Locate utilities underground

Project Type and Description

- Repair, replace and relocate signs
- Replace pedestrian signals; upgrade pedestrian buttons and signage for consistency and accessibility
- Repair old and failing drainage system; install new where needed

Public Transit:

- Add a shuttle stop near school campus

Road:

- Trench repair at No-Name Road
- Repair and add new berms along Rt. 27
- Widen Road to accommodate bike lanes on Rt. 27

Bicycles:

- Add striping to include bike lanes

Traffic Signal:

- Replace pedestrian signals
- Upgrade pedestrian buttons and signage for consistency and accessibility
- Relocate traffic signal posts away from sidewalks
- Possible extension of turning lanes

The MassWorks Infrastructure grant will help support 10% design funds and full construction cost of the project. Some of the survey and design for the project will be completed in house supplemental design funds will be requested at the next Acton Town Meeting.

The Acton 2020 Master Plan was recently adopted at the April 2012 Annual Town Meeting. As did previous master plans, Acton 2020 identifies Kelley's Corner as a core business district, and lists its redevelopment to higher density, including public infrastructure improvements, as one of the highest priority action items. The Kelley's Corner Pedestrian Improvement Project is a direct response to this Acton 2020 Master Plan priority. The Town of Acton believes that transportation investments such as sidewalks, bicycle lanes, and streetscape improvements in Kelley's Corner will help generate an economically vibrant mixed-use center. This project also proposes the addition of a shuttle stop enclosure to work with both the existing "Minute Dial-A-Ride" and future transit programs in connection with the South Acton Train Station. This project will help to connect people to jobs, resources, and other transit modes as well as create a sense of place and walkability in Kelley's Corner. One of the Town's revitalization goals is to direct future growth to existing centers that have capacity for dense development. The infrastructure investments proposed in Kelley's Corner would advance the Town's objectives of creating opportunities for housing diversity and help spur local and regional economic development.

The current sidewalk conditions in Kelley's Corner will not be able to support the level of pedestrian activity needed to foster a vibrant mixed-use center. The sidewalks and ramps, identified in this proposal are in need of replacement, or major repair to improve accessibility and safety around Kelley's Corner.

Public Infrastructure Project

Amount of funds requested

\$3,028,750.00

Name of proposed project

Kelley's Corner Pedestrian Improvement Project

Project site address

263 Main St. / Intersection of Rt. 27 and Rt. 111

Is the project site publicly owned?

Yes No

Describe type of ownership (select all that apply).

Public land

Right of Way

Leasehold

Easement

Other

If other, please explain.

If not currently public, will the site be publicly owned by the project start date?

Yes No

If not, please explain and include details about the nature, timing, and mechanism of the public acquisition.

The site is publicly owned.

Is the project seeking other sources of public funds?*

Yes No

Has the project been subject of a local public hearing or meeting?*

Yes No

Will the project be ready to proceed with construction in the upcoming construction season?*

Yes No

Readiness Checklist

Please provide a list of all permits and other actions required for this project, the current status of those permits, and the timeframe in which the permits will be obtained. Please specify all required local permits and the status of each.

Required Permit	Filing / Request Date	Anticipated Date of Issuance	Additional Details
MEPA: ENF MEPA: EIR/FEIR ✓ Order of Conditions Superseding Order of Conditions 401 Water Quality Certification Water Management Act Permit	7/1/2014	12/1/2014	We will continue to work with MassDOT District 3 to acquire any necessary access permits etc.
✓ MassDOT Access Permit	7/1/2014	12/1/2014	
Sewer Extension Permit ✓ Mass Historic Commission Review	7/1/2014	12/1/2014	
✓ Utility relocation Article 97 Land Disposition Other Permit: Other Permit: Other Permit: Local Permit: Local Permit: Local Permit: Local Permit: Local Permit: Local Permit: Local Permit:	7/1/2014	12/1/2014	

(Capital Improvement) **Personnel Program Proposal – Detail**

Department Name	PLANNING	Project	Assistant Planner
Department Head	Roland Bartl	Fiscal Year	2014
		Cost	\$86,000 (incl. benefits), 1st year
		Priority	2 of 2

1. Description

This proposal would add a full time professional staff person in the Planning Department. The position would be a combination of **Assistant Generalist Planner / Historic Preservation Planner** to provide general staff support in the Planning Department and to support the Historic District and Historical Commissions. Workload in the Department continues to be over-demanding with major focus areas in support to CPC, Planning Board, Acton 2020 Implementation (EDC support is still on freeze to focus on Acton 2020 Implementation), ZBA, BoS for site plan & use special permits; building plan reviews and zoning enforcement; follow-up tasks related to approved CPA projects (e.g. Caouette land remediation); two rail trails (securing and maintaining funding; and managing two design projects in Acton and neighboring Towns). Especially the Acton 2020 implementation of action priorities cannot be accomplished in a timely manner with the current staff.

In addition to general Planning support, the position would provide new staff support to the Historic District Commission and the Historical Commission. The individual will coordinate administrative support in the commissions’ exercise of regulatory responsibilities under State laws and the Acton Bylaws, conduct technical reviews of various proposals and applications in coordination with the Building Commissioner, act as staff advisor, consult with and advise prospective applicants, offer planning and program support to the Commissions, develop and execute community outreach and education, and generally support the Town’s various historic preservation efforts and initiatives.

The ideal person to fill this position will have specific background and experience in the field of historic preservation planning with sufficient general planning experience to be a Planning Department team member.

2. Useful Life Permanent staff addition

3. Purpose (Please ‘X’ one of the Boxes and Describe, if Applicable)

<input type="checkbox"/>	Schedule Replacement	<input type="checkbox"/>	Increase Personnel Efficiency
<input checked="" type="checkbox"/>	New or Expanded Service	<input type="checkbox"/>	Replace Obsolete or Unsafe Equipment
<input type="checkbox"/>	Other (Please Explain)	<input type="checkbox"/>	(Explain Disposal of Old Equipment)

4. Justification

Workload in the Planning Department continues to exceed what current staff resources can provide. A long and complex list of priority actions from Acton 2020 requires additional staffing resources over many years to implement them in a timely manner.

The Historic District Commission (HDC) and the Historical Commission (HC) are the only standing, chartered town boards with regulatory responsibilities in the area of land planning, land use, and land development that currently operate without dedicated staff support. The purposes of this proposal are

- To support the Commissions in their efforts to move to and maintain a higher level of professionalism within the legal frameworks of applicable State laws and Town bylaws;
- To support the commissions in their efforts to improve their exercise of regulatory

- objectivity, consistency, and predictability;
- To establish the commissions as fully integrated actors within the Town’s planning functions;
- To support the commissions as team members alongside the other Town boards with responsibilities in the land use planning policy arena, so that a more unified approach to the Town’s Master Plan implementation will be achieved;
- To enhance the commissions’ standing and respect in the community;
- To increase the commissions’ effectiveness.

Three Local Historic Districts with about 200 properties fall under the jurisdiction of the HDC. The average case load before the HDC is about 40 applications per year ranging from window replacements to full rehabilitations, demolitions, or new construction. Applications require detailed reviews, determinations of applicability and jurisdiction, public hearings, decisions, and adherence to legal standards and processes, notification requirements, and deadlines, etc. The complexity of the applications varies; work is generally comparable to applications before the Planning Board, Board of Appeals, Conservation Commission, et.al.

Under Acton’s Demolition Delay Bylaw, the HC has jurisdiction over 400-500 properties on the Acton Cultural Resources List. There are a few applications each year. The recent extension of the demolition delay from 6 to 12 months for properties on the List increases the HC’s responsibility to be more engaged in the cases before them, and to actively investigate and pursue alternative options to any proposed demolitions.

During the 2008 outreach effort, *Acton – Today, Tomorrow, Together*, citizens named historic buildings and landscapes among Acton’s “most important assets”. To the mail survey question “Which would you like to see more of in Acton?” 74% of the nearly 1500 respondents checked that they would like historic homes protected and preserved. Preserving Acton’s rural and historic characteristics was a dominant desire throughout the 2008 outreach process. The now ongoing Acton 2020 process (building the plan) has reinforced the earlier public sentiment. Historic preservation through bylaws, permitting processes, education, and assistance is one of the pillars by which this can be achieved.

Thus, historic preservation is an important public priority and community purpose. However, more than with other land use controls, regulations and permits, historic preservation is readily perceived by an individual property or home owner as intrusive/excessive local government control and intervention. Fair process, consistency, education, publicity, and guidance and financial support to affected homeowners help soften the edge. The methods, tools, and words in which historic preservation is delivered are as important as preservation itself.

Additional Professional staff support will help in all of the areas noted in 1. and 4. above.

This addition will return the Planning Department to 1990 staffing levels, when the department provided staff support to the Planning Board, and Board of Selectmen (for site plan/use special permits), and worked on the 1990 master plan, but did not provide zoning enforcement.

5. How Was this Project’s Priority Determined?

Workload in the Planning Department continues to exceed what current staff resources can provide. A long and complex list of priority actions from Acton 2020 requires additional staffing resources over many years to implement them in a timely manner.

6. Estimated Cost	\$86,000 (includes benefits), 1st year
Less Trade-In (If applicable)	\$ 0
Net Cost	\$86,000 (includes benefits), 1st year

7. Are Non-Town Revenues Available to Reduce Cost?

No.

8. If this Project is Delayed, What will be the Effect on your Department?

I see myself and Planning Department staff unable to continue and function sustainably and effectively under the current work overload for an indefinite amount of time. The trend I see shows no relief and work load appears to show a continued upward trend.

9. Please Describe the Effect of this Project on your Operating Budget.

<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase	X	Increase	X
Decrease		Decrease	

Operating expense budget increase will be small relative to the personnel budget increase.

10. Attachments, if Applicable.

Capital Improvement Program Proposal – Detail

Department Name	Fire Department	Project	Station House Officers (Sta. 2)
		Fiscal Year	2014
Department Head	Patrick J. Futterer	Cost	\$ 219,333.04 Plus Benefits
		Priority	1 of 7

1. Description: Four- Station House Supervisory Fire Officers-Lieutenant Grade.

2. Useful Life

Continuous

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

<input type="checkbox"/> Schedule Replacement	<input checked="" type="checkbox"/> Increase Personnel Efficiency
<input checked="" type="checkbox"/> New or Expanded Service	<input type="checkbox"/> Replace Obsolete or Unsafe Equipment
<input type="checkbox"/> Other (Please Explain)	<input type="checkbox"/> (Explain Disposal of Old Equipment)

4. Justification: Compliance with NFPA Standards 1710 Section 5.2.1.2.2 Each Company shall be lead by an Officer who shall be considered part of the company. NFPA 1720 3.3.3.3 definition of a Company, 3.3.21.1 definition of an Officer, and 1500.

5. How Was this Project's Priority Determined? Review of the departmental staffing during group meetings.

6. Estimated Cost \$54,833.26
+ Benefits per Union Contract
step 1 wages per Officer
Less Trade-In (If Applicable)
Net Cost

7. Are Non-Town Revenues Available to Reduce Cost? N/A

8. If this Project is Delayed, What will be the Effect on your Department? The lack of compliance with NFPA standards will leave us open for potential liabilities and damages. Safety of the firefighters on emergencies will continue to be unsafe working conditions.

9. Please Describe the Effect of this Project on your Operating Budget.

<u>Personnel Budget</u>	<u>Expense Budget</u>
X Increase	Increase

10. Attachments, if Applicable.**NFPA 1710 Standards**

5.2.2 Operating Units. Fire company staffing requirements shall be based on minimum levels for emergency operations for safety, effectiveness, and efficiency.

5.2.2.1 Fire companies whose primary functions are to pump and deliver water and perform basic fire fighting at fires, including search and rescue, shall be known as engine companies.

5.2.2.1.1 These companies shall be staffed with a minimum of four on-duty personnel

5.2.1.2.2 Each company shall be led by an officer who shall be considered a part of the company.

5.2.2.2 Fire companies whose primary functions are to perform the variety of services associated with truck work, such as forcible entry, ventilation, search and rescue, aerial operations for water delivery and rescue, utility control, illumination, overhaul, and salvage work, shall be known as ladder or truck companies.

5.2.2.2.1 These companies shall be staffed with a minimum of four on-duty personnel.

3.3.30.1* Company Officer. A supervisor of a crew/company of personnel.

Capital Improvement Program Proposal – Detail

Department Name	Fire Department	Project	Staffing Rescue 33
		Fiscal Year	2014
Department Head	Patrick J. Futterer	Cost	Est. 540,000.00 (inclusive of benefits)
		Priority	2 of 7

1. Description: Personnel needed to staff rescue ambulance 33, 24 hours a day 365 days a year.

2. Useful Life:

Continued.

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

<input type="checkbox"/> Schedule Replacement	<input checked="" type="checkbox"/> Increase Personnel Efficiency
<input checked="" type="checkbox"/> New or Expanded Service	<input type="checkbox"/> Replace Obsolete or Unsafe Equipment
<input type="checkbox"/> Other (Please Explain)	<input type="checkbox"/> (Explain Disposal of Old Equipment)

4. Justification: Continued revenue loss due to other fire department's ambulances having to respond into our town and them being able to obtain the fees. This will also add additional staffing to help be compliant with National Standards for responding to emergency scenes. These additional personnel will help our department with staffing, accountability and two in two out rules of NFPA 1500 1710 and 1720 which we are not compliant at this time.

5. How Was this Project's Priority Determined? Review of the Acton Fire Department's staffing and our Compliance with National Fire Protection Agencies Standards for emergency responses. Safety at emergency scenes for our personnel is a great concern. Additional ambulance needs by our townspeople would be filled.

6. Estimated Cost \$540,000.00
inclusive of benefits

Less Trade-In (If Applicable)
Net Cost

7. Are Non-Town Revenues Available to Reduce Cost? Possible federal grants to help start the process. These grants would only cover the first two years of payroll.

8. If this Project is Delayed, What will be the Effect on your Department? Continued dangerous situations while responding to structure fires and other emergency scenes without the proper number of personnel.

9. Please Describe the Effect of this Project on your Operating Budget.

<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase	Yes	Increase	Yes
Decrease		Decrease	

10. Attachments, if Applicable.

Capital Improvement Program Proposal – Detail

<i>Department Name</i>	Fire Department	<i>Project</i>	New Rescue Vehicle (replacement)		
		<i>Fiscal Year</i>	2014		
<i>Department Head</i>	Patrick J. Futterer	<i>Cost</i>	\$250,000.00		
		<i>Priority</i>	3	of	7

1. Description- Rescue (ambulance) to be utilized for a second ambulance and placing Rescue 33 into reserve status. This was taken out of the FY13 budget awaiting the new Fire Chief.

2. Useful Life 5-7 years

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

- Schedule Replacement
New or Expanded Service**
- Other (Please Explain)**

- Increase Personnel Efficiency**
- Replace Obsolete or Unsafe Equipment
(Explain Disposal of Old Equipment)**
(The ambulance with the most mileage will be placed into a reserve status)

4. Justification-This ambulance will replace a 2007 model year. This vehicle has 52,706 miles as of September 2012.

5. How Was this Project's Priority Determined? This was determined by a review of the current vehicles and staffing. An additional rescue should be in place 24 x 7 365 and the purchase of a new unit will provide us with one reserve unit.

6. Estimated Cost \$250,000.00
Less Trade-In (If Applicable)
Net Cost N/A

7. Are Non-Town Revenues Available to Reduce Cost?

8. If this Project is Delayed, What will be the Effect on your Department? The current reserve unit will have to be utilized as front line creating a larger amount of mileage and service needed to keep it running properly.

9. Please Describe the Effect of this Project on your Operating Budget.

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase	X Increase
Decrease	Decrease

10. Attachments, if Applicable.

Capital Improvement Program Proposal – Detail

Department Name	Acton Fire Department	Project	Command Vehicle Replacement D/C		
		Fiscal Year	2014		
Department Head	Chief Patrick J. Futterer	Cost	\$70,000.00		
		Priority	4	of	7

1. Description: This request is to purchase a new vehicle (Ford Expedition) to replace a 2007 unit assigned to the Deputy Fire Chief with over 101,000 miles currently. This vehicle will in turn be placed in reserve to be utilized as a back up to car 30.

2. Useful Life:
Approx.5 years

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

Schedule Replacement

Increase Personnel Efficiency

New or Expanded Service

**Replace Obsolete or Unsafe Equipment
(Explain Disposal of Old Equipment)**

Other (Please Explain)

The vehicle would be placed into reserve status for the Fire Department.

4. Justification: The vehicle has over 100,000 miles and has reached its useful life as a front line vehicle and needs to be placed into reserve status for the Fire Department. Our frontline vehicles must be very trustworthy and reliable. The vehicles need to be utilized 24 hours a day 365 days a year.

5. How Was this Project's Priority Determined? Replacement Schedule and was removed from the FY 13 budget to await the new Chief's arrival.

6. Estimated Cost

Less Trade-In (If Applicable)

Net Cost \$60,000.00 to include interior equipment and emergency lighting packages.

7. Are Non-Town Revenues Available to Reduce Cost? N/A

8. If this Project is Delayed, What will be the Effect on your Department? Further monies will be spent on repairs, down time for those repairs to be completed and additional miles will be placed on the vehicle.

9. Please Describe the Effect of this Project on your Operating Budget.

Personnel Budget

Increase None
Decrease None

Expense Budget

Increase Yes
Decrease None

10. Attachments, if Applicable.

Capital Improvement Program Proposal – Detail

Department Name	Fire Department	Project	Deputy Fire Chief, Fire Marshal/Inspections
		Fiscal Year	2014
Department Head	Patrick J. Futterer	Cost	\$105,615.00
		Priority	5 of 7

1. Description: This request is to request for a full time Deputy Chief whose primary function would be Fire Marshal, and Inspection Duties. (Non-union employee). This need has continued and grown since 2007 when it was proposed by Retired Chief Craig. This was removed from the FY 1013 budget until arrival of the new Chief.

2. Useful Life

Continuous

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

<input type="checkbox"/> Schedule Replacement	<input checked="" type="checkbox"/> Increase Personnel Efficiency
<input checked="" type="checkbox"/> New or Expanded Service	<input type="checkbox"/> Replace Obsolete or Unsafe Equipment
<input type="checkbox"/> Other (Please Explain)	<input type="checkbox"/> (Explain Disposal of Old Equipment)

4. Justification: The Fire Department Administration is being taxed with a greater need for this position due to the town's growth and needs for inspection/code-compliance, annual re-inspection of commercial and residential structures, and fire investigations. This position involves technical expertise, certifications, greater training to keep up with the ever changing Federal, State, Local statutes and regulations. The Fire department Deputy Chief is now performing these duties and it has begun to consume his entire schedule.

5. How Was this Project's Priority Determined? By the greater demands for service to the community by the fire department administration.

6. Estimated Cost: \$105,615.00
not to include benefits

7. Are Non-Town Revenues Available to Reduce Cost? Portions of the Building Department fees for services rendered for permits..

8. If this Project is Delayed, What will be the Effect on your Department? Back log of building site plans approvals, building inspections, annual re-inspection's of commercial buildings, and smoke detector inspections for home sales. This will also continue to adversely affect the building department. Greater direction and progression of the Fire Investigations being performed

9. Please Describe the Effect of this Project on your Operating Budget.

<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase	Yes	Increase	Increase
Decrease	N/A	Decrease	N/A

10. Attachments, if Applicable.

Capital Improvement Program Proposal – Detail

Department Name	Fire Department	Project	Fire Prevention Secretary (Full Time)
		Fiscal Year	2014
Department Head	Patrick J. Futterer	Cost	\$42,000.00 Plus benefits
		Priority	6 of 7

1. Description: Upgrade current part-time position to full time secretary for the Deputy Chief Fire Marshal/Inspection Division.

2. Useful Life:

Continuous

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

<input type="checkbox"/> Schedule Replacement	<input checked="" type="checkbox"/> Increase Personnel Efficiency
<input checked="" type="checkbox"/> New or Expanded Service	<input type="checkbox"/> Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)
<input type="checkbox"/> Other (Please Explain)	

4. Justification: The ever growing demand for permits, building inspections, smoke detector inspections, plan reviews, town commercial fire inspections has taxed the fire department. Additional assignments could involve coverage for vacation for the Administrative secretary to keep everything working.

5. How Was this Project's Priority Determined? This project was determined by the work load placed on the administration secretary. The administrative secretary has to perform the previous mentioned tasks as well as her own job responsibilities. The jobs need to be split into two separate positions.

6. Estimated Cost: \$42,000.00

plus benefits

Less Trade-In (If Applicable)

Net Cost

7. Are Non-Town Revenues Available to Reduce Cost? None

8. If this Project is Delayed, What will be the Effect on your Department? Building inspections, site plans review, smoke detector inspections, burn permits, will back up further than they already have.

9. Please Describe the Effect of this Project on your Operating Budget.

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase <input checked="" type="checkbox"/>	Increase <input checked="" type="checkbox"/>
Decrease <input type="checkbox"/>	Decrease <input type="checkbox"/>

10. Attachments, if Applicable.

Capital Improvement Program Proposal – Detail

Department Name	Fire Department	Project	North Acton Fire Station		
		Fiscal Year	2014		
Department Head	Patrick J. Futterer	Cost	\$ 6,000,000.00		
		Priority	7	of	7

1. Description- This request is for the construction of the North Acton Fire Station. On-going project since the 70's.

2. Useful Life 60+ yrs

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

<input type="checkbox"/> Schedule Replacement	<input checked="" type="checkbox"/> Increase Personnel Efficiency
<input checked="" type="checkbox"/> New or Expanded Service	<input type="checkbox"/> Replace Obsolete or Unsafe Equipment
<input type="checkbox"/> Other (Please Explain)	<input type="checkbox"/> (Explain Disposal of Old Equipment)

4. Justification- Ability to adequately cover the North portion of Acton with Fire and EMS capabilities. This will also bring the department's response capabilities closer to NFPA 1500 Standards for emergency responses. The towns growth has made this an even more needed item.

5. How Was this Project's Priority Determined? The needed additional fire and EMS coverage has continued to grow in the Northern portion of our town. This additional equipment and manpower in this area will help fill the voids in fire and EMS responses in this area and in the rest of the town.

6. Estimated Cost

\$6,000,000.00

Less Trade-In (If Applicable)

Net Cost

7. Are Non-Town Revenues Available to Reduce Cost? No outside funds are available at this time.

8. If this Project is Delayed, What will be the Effect on your Department? If delayed this will leave the town open for potential law suits from victims of emergencies that do not get the proper fire response or emergency medical care in the appropriate time periods.

9. Please Describe the Effect of this Project on your Operating Budget.

<u>Personnel Budget</u>	<u>Expense Budget</u>
<input checked="" type="checkbox"/> Increase	<input checked="" type="checkbox"/> Increase
<input type="checkbox"/> Decrease	<input type="checkbox"/> Decrease

10. Attachments, if Applicable.

Capital Improvement Program Proposal – Detail

<i>Department Name</i>	Natural Resources	<i>Project</i>	NARA Park Improvements	
		<i>Fiscal Year</i>	2014	
<i>Department Head</i>	Tom Tidman	<i>Cost</i>	\$45,000	
		<i>Priority</i>	1	of 5

1. Description

- NARA Gateway Sign \$10,000
- Outdoor Electrical Closet at Amphitheater \$10,000
- Design of Upper Fields Restroom/Storage/Snackbar \$25,000

2. Useful Life: 10 years

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

- | | |
|--|---|
| <i>Schedule Replacement</i> | <i>Increase Personnel Efficiency</i> |
| <input checked="" type="checkbox"/> <i>New or Expanded Service</i> | <input checked="" type="checkbox"/> Replace Obsolete or Unsafe Equipment |
| <i>Other (Please Explain)</i> | <i>(Explain Disposal of Old Equipment)</i> |

4. Justification

NARA Sign is necessary to identify our premier park location. Sensitive electronic equipment needs dry and secure enclosure; inadequately sheltered with tarps. Field user demand for ADA compliant permanent bathroom and snackbar facility with utilities and storage; Phase II of parking expansion project.

5. How Was this Project's Priority Determined?

Public demand, preservation of assets, universal accessibility

6. Estimated Cost

Less Trade-In (If Applicable)
Net Cost

7. Are Non-Town Revenues Available to Reduce Cost?

Donations are sought from Community Organizations and Sports Leagues.

8. If this Project is Delayed, what will be the Effect on your Department?

NARA will remain an unidentified town property; NARA stage electronics will be compromised; Park user dissatisfaction with portable toilets on the increase.

9. Please Describe the Effect of this Project on your Operating Budget.

Personnel Budget

Increase -
Bathroom facility, offset by snackbar revenue

Decrease
No Change - Sign, Electronic enclosure

Expense Budget

Increase -
Bathroom facility, offset by snackbar revenue

Decrease
No Change - Sign, Electronic enclosure

10. Attachments, if Applicable.

Capital Improvement Program Proposal – Detail

Department Name	Natural Resources	Project	Cemetery Improvements Roadway Resurfacing		
		Fiscal Year	2014, 2015		
Department Head	Tom Tidman	Cost	\$50,000 FY 14 & \$50,000 FY15		
		Priority	2	of	5

1. Description

Many of the existing road surfaces in our two major cemeteries are in need of resurfacing. We have estimated the cost to resurface breaks down as follows: *Estimate: \$40 per linear foot to mill a 12-foot wide drive, re-grade and pave with 4” thick asphalt. 1,200 foot driveway at 12’ wide costs = \$50,000

2. Useful Life: 20 Years

3. Purpose (Please ‘X’ one of the Boxes and Describe, if Applicable)

*Scheduled Replacement **X***

Increase Personnel Efficiency

New or Expanded Service

*Replace Obsolete or Unsafe Equipment
(Explain Disposal of Old Equipment)*

Other (Please Explain)

FY14: 1,200 linear feet of resurfacing at Mt. Hope Cemetery; FY15: 1,200 linear feet of resurfacing at Woodlawn Cemetery

4. Justification

Just like any public paved road in Acton, routine maintenance and resurfacing is necessary. Cemetery road resurfacing has not been done for more than 30 years.

5. How Was this Project’s Priority Determined?

This maintenance is long overdue.

6. Estimated Cost

FY14 \$50K FY15 \$50K

Less Trade-In (If Applicable)

Net Cost \$100,000

7. Are Non-Town Revenues Available to Reduce Cost?

Cemetery funds are on the table to help offset the cost.

8. If this Project is Delayed, what will be the Effect on your Department?

Continued deterioration, more frequent complaints.

9. Please Describe the Effect of this Project on your Operating Budget.

Personnel Budget

Increase

Decrease

No Change X

Expense Budget

Increase X

Decrease

No Change



Capital Improvement Program Proposal – Detail

Department Name Natural Resources

Project 2 Turf Tiger Riding Mowers
Fiscal Year FY14

Department Head Tom Tidman

Cost \$22,000.00
Priority 3 of 5

1. Description

Two Turf Tiger riding mowers with 61" cut; 27 hp Kohler engine.

2. Useful Life 8-10 Years

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

Schedule Replacement

Increase Personnel Efficiency

New or Expanded Service

Replace Obsolete or Unsafe Equipment

Other (Please Explain)

(Explain Disposal of Old Equipment)

Replaced equipment will be kept to be cannibalized for usable parts.

4. Justification

These machines will replace our old turf tigers. These machines are used almost constantly during the growing season and have proven themselves with their agility and good, clean cut.

5. How Was this Project's Priority Determined?

We meet the requirements of the mowing schedule of all recreation fields except NARA & School Street with these machines. They are also used in the newer sections of the cemeteries.

6. Estimated Cost \$11,000.00 each

Less Trade-In (If Applicable) N/A

Net Cost \$22,0000.00

7. Are Non-Town Revenues Available to Reduce Cost?

No

8. If this Project is Delayed, What will be the Effect on your Department?

Continued inability to meet all recreation requirements due to equipment unreliability.

9. Please Describe the Effect of this Project on your Operating Budget.

Personnel Budget

Increase

Decrease

No Change

Expense Budget

Increase

Decrease

No Change

10. Attachments, if Applicable.

See attached photo of equipment to be replaced.





Fred's Construction Services

Fred Given
 2 Fairfield Street
 Maynard, MA 01754

Estimate

Date	Estimate #
9/29/2011	471-117dup

Name / Address
Town Of Acton 472 Main Street Acton Ma 01720

Terms	Project
Due upon completion	Arboritum walkway

Description	Total
Framing materials and handrails for 150' of walkway with handrails on both sides	10,483.75
Framing Labor / to demo existing and install new deck and posts and top rail	12,750.00
Framing Labor / to install ADA compliant rail system on both sides	5,000.00
Dumpster fee / existing decking to be removed and disposed of by others	0.00
THIS IS A GENERAL ESTIMATE BASED ON STANDARD MATERIAL SELECTIONS, FINAL SELECTIONS TO BE DETERMINED	
Thank You. If you have Questions call Dan @ 978 360-2721	
Total \$28,233.75	

E-mail	Web Site
Fred.nwd@verizon.net	www.Fredsconstructionservices.com

Capital Improvement Program Proposal – Detail

Department Name	Natural Resources	Project	Elm Street – Playground Installation/Tennis Court Resurfacing		
		Fiscal Year	2014		
Department Head	Tom Tidman	Cost	\$75,000		
		Priority	5	of	5

1. Description

Donated toddler playground equipment from the Acton Preschool to the Town will be professionally installed with safety engineered wood fiber surfacing, fencing, and cement sidewalk, estimated at \$50,000. Two tennis courts will be resurfaced to repair cracks and imperfections caused by wear and relined, estimated at \$25,000.

2. Useful Life: 10 years

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

<input checked="" type="checkbox"/>	Scheduled Replacement	Increase Personnel Efficiency
<input type="checkbox"/>	New or Expanded Service	
<input type="checkbox"/>	Other (Please Explain)	
		<input checked="" type="checkbox"/> Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)

4. Justification

Elm Street is overdue for installation of a new playground; outdated equipment was removed in 2010. The courts were last resurfaced 10 years ago.

5. How Was this Project's Priority Determined?

Deferred maintenance of the oldest municipal playground.

6. Estimated Cost \$75,000

Less Trade-In (If Applicable)

Net Cost \$75,000

7. Are Non-Town Revenues Available to Reduce Cost?

Playground equipment has been donated. This project is eligible for CPA funding.

8. If this Project is Delayed, what will be the Effect on your Department?

Elm Street Playground will be perceived as a symbol of inattention and neglect by the Town.

9. Please Describe the Effect of this Project on your Operating Budget.

Personnel Budget

Increase

Decrease

No Change X

Expense Budget

Increase X

Decrease

No Change

10. Attachments, if Applicable.

Photos attached.

Elm Street Tennis Court



Worn lining, pocked surface



Surface cracks

Donated Acton Preschool Playground Equipment



Capital Improvement Program Proposal – Detail

Department Name	Council On Aging	Project Fiscal Year	Website 2014
Department Head	Sharon Mercurio	Cost	\$6,000
		Priority	1 of 1

1. Description

Funds to have the Council on Aging website designed by an outside contractor and train COA staff to independently manage/update the website after designed.

2. Useful Life 10+ years

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

Schedule Replacement

Increase Personnel Efficiency

New or Expanded Service

Replace Obsolete or Unsafe Equipment

Other (Please Explain) X

(Explain Disposal of Old Equipment)

4. Justification

The COA would like to develop an easy to use, "senior" friendly web site which can be up dated frequently by staff to announce special events, class availabilities, etc.. We would like a colorful, more interactive website which would include photos, larger fonts and a calendar of events.

5. How Was this Project's Priority Determined?

The COA identified this as one of its goals. We are encouraging the younger seniors and seniors' family members to stay up to date by visiting our website.

6. Estimated Cost \$6,000

Less Trade-In (If Applicable)

Net Cost

7. Are Non-Town Revenues Available to Reduce Cost?

Not at present.

8. If this Project is Delayed, What will be the Effect on your Department?

We will need to use the existing web site.

9. Please Describe the Effect of this Project on your Operating Budget.

Personnel Budget

Expense Budget

Increase

Increase X

Decrease

Decrease

10. Attachments, if Applicable.

Engineering Capital Plan

Department - Engineering

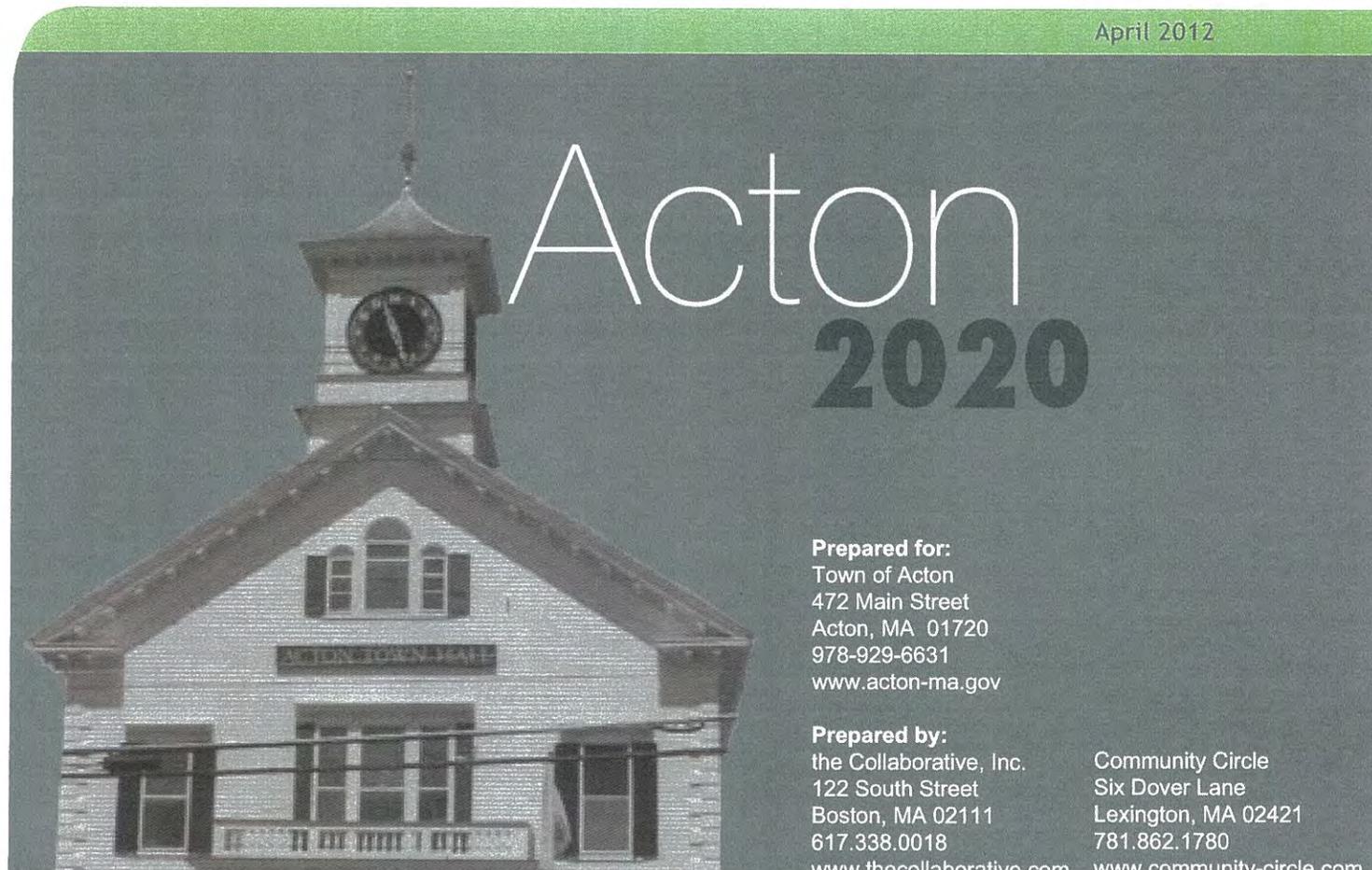
Ranking	Description of Capital Item	FY14	FY15	FY16	FY17	Subtotal
1	Sidewalks	\$ 500,000.00				\$ 500,000.00
2	Equipment - Survey Equipment	\$ 35,000.00				\$ 35,000.00
3	Parking Meters (funded through Meter Revenue)	\$ 100,000.00				\$ 100,000.00
4	Traffic Study - Acton Center	\$ 45,000.00				\$ 45,000.00
1	Pedestrian Safety (crossing improvements)		\$ 40,000.00			\$ 40,000.00
2	Drainage Pipe Inspections		\$ 70,000.00			\$ 70,000.00
3	Drainage - Town-wide Dam Study		\$ 80,000.00			\$ 80,000.00
4	Traffic Management Study		\$ 60,000.00			\$ 60,000.00
1	FRA Railroad Crossing Improvements			\$ 60,000.00		\$ 60,000.00
2	Bellows Farm Dam - recommended action steps			\$ 620,000.00		\$ 620,000.00
3	Traffic Calming Improvement Project			\$ 60,000.00		\$ 60,000.00
1	DPW Facility Improvements				\$ 150,000.00	\$ 150,000.00
2	Town Hall / Memorial Library parking lot				\$ 390,000.00	\$ 390,000.00
3	New Personnell - Engineering Department				\$ 84,000.00	\$ 84,000.00
	Subtotal	\$ 580,000.00	\$ 250,000.00	\$ 740,000.00	\$ 624,000.00	\$ 2,294,000.00

(Total does not include
Parking Meter Project)



Acton 2020 Comprehensive Community Plan

April 2012



Acton 2020

Prepared for:
Town of Acton
472 Main Street
Acton, MA 01720
978-929-6631
www.acton-ma.gov

Prepared by:
the Collaborative, Inc.
122 South Street
Boston, MA 02111
617.338.0018
www.thecollaborative.com

Community Circle
Six Dover Lane
Lexington, MA 02421
781.862.1780
www.community-circle.com

Today. Tomorrow. Together.

Action Item 3.1.1.2: Construct more sidewalks

Construct new sidewalks according to the priority list. Follow the *Guidelines for Acton Sidewalk Design* when constructing new sidewalks or updating existing ones.1

- 1. See Guidelines for Acton Sidewalk Design at <http://www.acton-ma.gov/DocumentView.aspx?DID=856>

Priority: Highest

Timing: Ongoing (existing actions or efforts to be continued and expanded)

Capital?: Yes

Primary Inventory Element: Transportation

Lead Owner: Engineering Department

Other Owners: Highway Department

Municipal Properties

Selectmen

Sidewalk Committee

Sidewalks - Survey & Design - Conducted by Town
(Estimated Construction Costs - not included in FY2014 Capital Request)

Street	Location	Distance	Estimated Construction Cost	Total
Main Street	Great Road (2A/119) to Ledge Rock Way	4000	\$ 70.00	\$ 308,000.00
Main Street	the gap to Robbins Community	1000	\$ 70.00	\$ 77,000.00
Parker Street	High Street to Drummer Road	3650	\$ 55.00	\$ 220,825.00
Willow Street	Kingman Road to Central Street	2000	\$ 55.00	\$ 121,000.00
			Total	\$ 726,825.00

Sidewalks - Survey & Design - Outside Design Firm
(Estimated Design Costs - Included in FY2014 Capital Request)

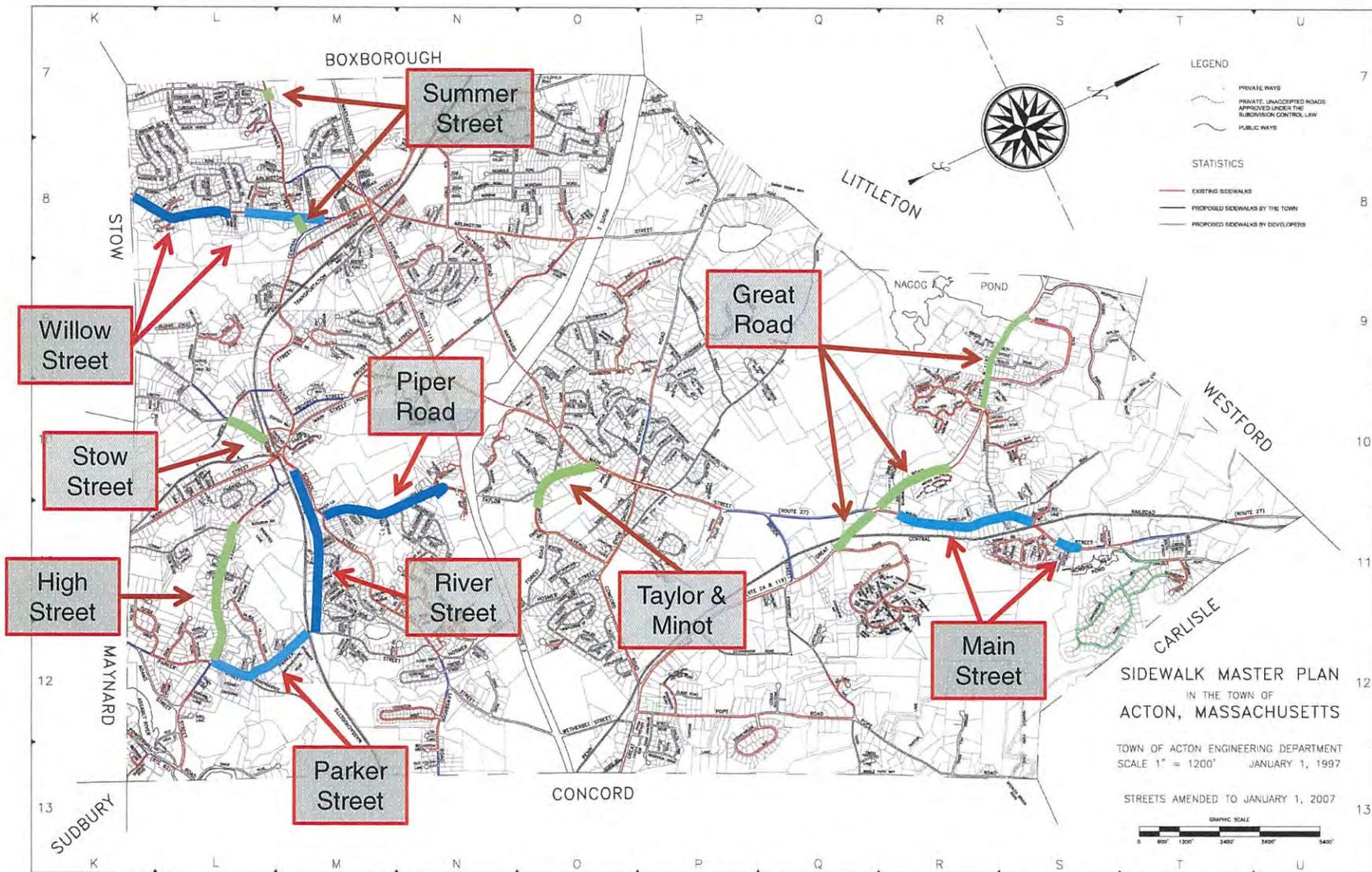
Street	Location	Distance	Estimated	Total
Piper Road		4600	\$ 12.50	\$ 63,250.00
River Street		5000	\$ 12.50	\$ 68,750.00
Willow Street	Marian Road to Duggan Road	3000	\$ 12.50	\$ 41,250.00
			Total	\$ 173,250.00

Sidewalks - Construction Estimates (excluding Bridge Const.)
(Estimated Construction Costs - Included in FY2014 Capital Request)

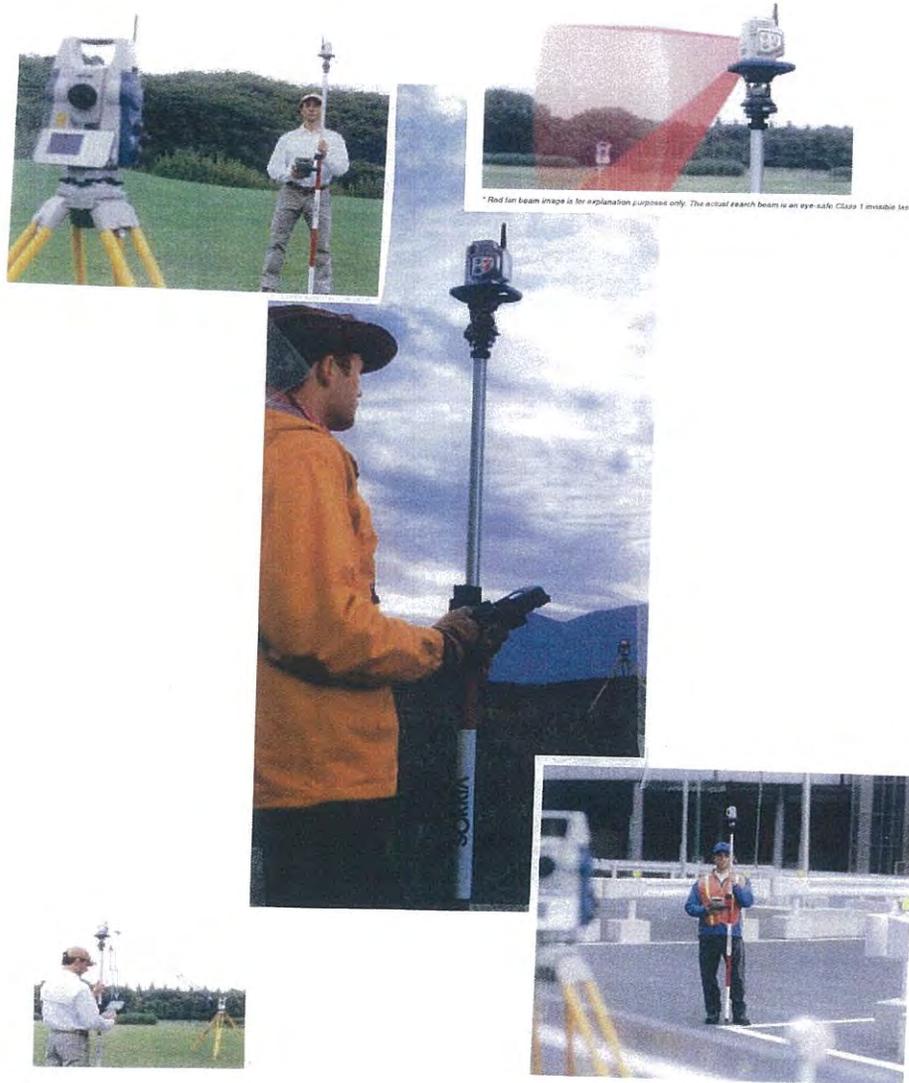
Street	Location	Distance	Estimated Construction Cost	Total
High Street	Audubon Hill to Parker Street	4275	\$ 187.00	\$ 879,367.50
Taylor Road	Main Street to Minot Ave	2000	\$ 80.00	\$ 176,000.00
Minot Ave	Taylor Road to Conant School	600	\$ 55.00	\$ 36,300.00
Great Road	Acorn Park Drive to Nonset Path by Nagog Pond	3280	\$ 70.00	\$ 252,560.00
Great Road	Davis Road to Main Street	1600	\$ 70.00	\$ 123,200.00
Great Road	Main Street to Woodvale Condos	2500	\$ 70.00	\$ 192,500.00
Summer Street	Central Street to Willow Street	750	\$ 55.00	\$ 45,375.00
Summer Street	at Ethan Allen Drive	180	\$ 55.00	\$ 10,890.00
Stow Street	Maple Street to Martin Street	1300	\$ 55.00	\$ 78,650.00
			Subtotal	\$ 1,794,842.50

Projected FY2014 Sidewalk Costs

Total FY2014 Sidewalk Design Services	\$ 173,250.00
Total FY2014 Sidewalk Construction Estimate	\$ 1,794,842.50
Total	\$ 1,968,092.50



Field Survey Equipment allows for 1-person operation



Multi-Space Parking Meters - Examples



Existing
Parking Meters



Proposed South Acton Train Station

completion date Spring 2014



Third Party Integration: With more requirements for customers to interface their software system, ASLAN allows for interfacing to third party applications due to the underlying SQL database. Recent successes have included automatic number plate recognition (ANPR) and Traffic Management Act (TMA) enforcement systems.

Innovation: Innovation is a trademark of Metric. With one of the smallest machine footprints in the industry (less than 1.3 square feet for the AURA) Metric is able to accept a variety of payments in a consumer friendly approach with a clean, modern, environmentally "green" piece of street furniture. The Metric AURA can accept coins, tokens, paper currency, smart cards, credit cards, and contactless cards - all in the same machine! With a variety of "firsts" such as "first electronic pay and display machine", "first manufacturer to introduce space numbering systems", "first manufacturer to introduce bay numbering systems", and "first manufacturer to introduce vehicle identification on ticket". Metric Parking is your partner going forward in the tough urban surroundings of a city, the harsh environment of the oceanfront or any setting where a Pay and Display or Pay-by-Space application is needed.

Security: Security is always a design priority for Metric. The AURA was designed to be the most secure on- and off-street parking machine. Materials used in the design ensure the machine's integrity. Both the upper compartment and pedestal are made of welded reinforced steel to resist attack. Internal hinges and locks prevent unauthorized access. A 105db alarm is included in all machines. The alarm will sound upon unauthorized access. There is no access to any monies in the technical compartment, as upper and lower compartments are physically separate.

Security Key Management via Electronic Locking: Electronic keys are used for both the upper technical compartment as well as the collection compartment. Keys are programmable and can be tracked. Networked machines have remote capabilities to cancel keys that have been compromised.



Contactless Payments: Metric Parking is the first to offer a contactless payment option at the parking meter. Similar to tap-and-go payments, customers will be able to use contactless credit cards to pay for their parking without inserting a card.



Aesthetically Pleasing In Your Streetscape



AURA
THE NEXT GENERATION NOW

Power: The AURA is capable of running on either Solar or AC power. The Solar powered AURA allows for fully autonomous operation and flexible location.

Illumination: An LED illuminated Halo is available on AC-powered machines for easy identification of the parking meter. Metric Parking standard offering includes an LED illuminated instruction panel and customer interface area. This provides a visible interface for the customer in poorly lit areas.

Chip & Pin: Chip-and-Pin is now a reality in many countries and is used to combat card fraud. Metric is one of the first companies to develop and deploy this type of payment. If local regulations require this form of payment, Metric is ready.

Bill Acceptance: A four-way bill note Validator is an option for those who want to accept paper currency on- or off-street. Bills accepted are: \$1, \$2, \$5, \$10, \$20, \$50 & \$100. Bills can be accepted along with coin for payment.

Smart Card Payments: Metric Parking offers a secure Smart Card payment system in both a contact card and contactless form. We provide an end-to-end system that tracks serialized ISO-Standard reloadable cards. The Smart Card system makes available to the Parking Authority another means of payment for its customers with a fast and secure payment vehicle.



Take Your Ticket



Coin & Token Payment



Bill Payment Available

Coin and Token Acceptance: A 15 coin Validator allows for the incorporation of dual currency if required. The coin Validator will also accept a token if a community or private operator elects to accept this form of payment. The unique clam shell design allows for swift identification of valid coins and rapid deposit into the coin box with one of the shortest coin paths in the industry. Coin and trash jams can be easily remedied using the standard coin eject button.

8-Key Soft Keypad: An 8-key soft keypad is standard for options such as language select, print receipt, cancel transaction, maximum tariff, incremental tariff, tariff selection, etc.

Multiple Languages: The AURA has a library of over 30 languages to choose from and can support up to 10 languages in the meter at any one time. The user can select a language via the 8-key keypad language select button. Metric also has the ability to print out a receipt in the same language as selected by the user or the parking authority can choose to have all receipts (tickets) printed in English for enforcement purposes.

Credit and Smart Card Acceptance: The AURA card reader is capable of accepting both magnetic stripe and smart chip cards in the same reader. The PCI certified real-time on-line acceptance of credit cards is done using a swipe mode. The card reader is capable of accepting most smart cards including the Metric Smart Card configured to suit customer requirements.

Collection System: An electronic key opens the vault door and presents the collection agent with an easy to exchange system that allows for safe and swift coin and currency collection utilizing self sealing swappable canisters.

Exchangeable Cash Boxes: A key feature of the machine is the security of transactions and the cash handling system. The method of transporting cash into the cashbox has been designed to prevent criminal interference and speed up the cash transfer. AURA offers the automatic sealing and locking of both coin and currency boxes upon removal, making the transporting of cash a safe process. All coin and currency canisters are steel. No coin pegs are used. Access to the vault is by an electronic mechanism with no visible locks. The vault area is comprised of a variety of stainless and hardened steels and composite materials designed to resist attack.

Web ASLAN

ASLAN is a web based application, providing access and system visibility using internet technologies on computers and mobile devices. Accessing the ASLAN applications is as simple as opening a web browser, providing the user with a single interface to the comprehensive features. With the demands on today's IT infrastructures, ASLAN provides the solutions, tools and flexibility expected of a parking system without the incumbent need of major IT hardware investment. With the reporting engine, reports can be generated in many formats including: Excel, PDF, HTML and CSV. This allows the viewer to utilize the system data in many ways.

* ASLAN Web is installed on a server as a full web-based system that runs in a standard web browser

* ASLAN Web overcomes issues with modems and firewalls in corporate/municipal networks

* Allows Internet and Intranet access anywhere in the world

* ASLAN Web has one user interface allowing the user to access all functionality to which they are enabled (via username and password) from the screen

* Reports available in multiple formats

Excel, PDF, CSV, HTML

* New reports can be added to the system without development requirements

Space Network: Where visibility and control of car parking spaces is required, Metric provide the innovation of "Space Networking". Users purchase time against a parking space with the ability to top-up additional time at other networked pay by space machines. Space information is transmitted to the central ASLAN system at "heartbeat" intervals providing the parking operator with up to date information on each space. When combined with GPRS enabled device, mobile staff have the information immediately at their finger-tips, which avoids the need to return to the office or interrogate the pay by space machines.

The Metric Space Alert Network (Pay-by-Space) can be used On-Street and Off-Street to control parking spaces by zone and has a 9,999 space capacity.

12-Button Keypad: A 12-button keypad is available for pay-by-space applications. It can also be used for extended payment options for pay and display applications.

ASLAN Back Office Hardware / Software

Windows operating system used for reliability & scalability
Client / Server Architecture
Microsoft SQL Server database, version 2005.
MSDE 2000 or Express 2005 editions are also supported but subject to number of machines running on system
Friendly standard Windows GUI intuitive user interface
Runs on Windows 2000 Workstation, Windows 2000 Server, Windows XP Professional & Windows 2003 Server
Reporting solution requires Microsoft Excel 2003

ASLAN Reporting

A new reporting engine has been introduced to deliver greater flexibility on how reports are generated and delivered. Reports can be output in a variety of formats, including Microsoft Excel, Adobe PDF, XML and CSV enhancing data transfer to other applications. We make it easy for the user to create new reports and allow users to output their data in the desired format. Full graph and charting functions are available.



Innovative Pay-by-Space Solution

ASLAN Monitoring

At the heart of ASLAN lies the web based Alert application, a central component which provides the communication interface with the networked parking machines. Users are able to configure, manage and monitor their parking machines using the feature rich, yet simple to use interface. Alert's real time monitoring now offers email notifications as well as paper and SMS messaging to allow more flexibility for users to respond to events.

ASLAN Back Office and Space Network:

Applications:

Monitoring
Reporting
Space Network
Tariff Editor
Web Interface

Communications:

GPRS
GSM
Wi-Fi Capable

Compliances / Certifications:

American with Disabilities Act
RoHS
DDA
ISO-9001
FIC
British Council of Disabled People
CE



Operates In Extreme Environments

AURA Specifications:

Machine Dimensions:

71.7" (H) x 15.75" (W) x 11.8" (D)
Case: 99.2 lbs., Pedestal: 136.7 lbs.

Machine Weight:

115v - 15/-10% 60Hz
Mains Supply Charging a 12Ah Battery
Solar charged battery with a 36Ah Battery

Power Supply Mains:

Solar Panel Charged:

Operating Voltage:

Operating Temperature:

Operating Systems:

Humidity:

Management System:

Payment System:

Card Payment:

Coin Acceptance:

Coin Boxes:

Bill / Note Acceptance:

Currency Box:

Casework:

Pedestal:

Ticket Printing:

Ticket Capacity:

Single Ticket Size:

Backlit Display:

Heater (Mains Power Only):

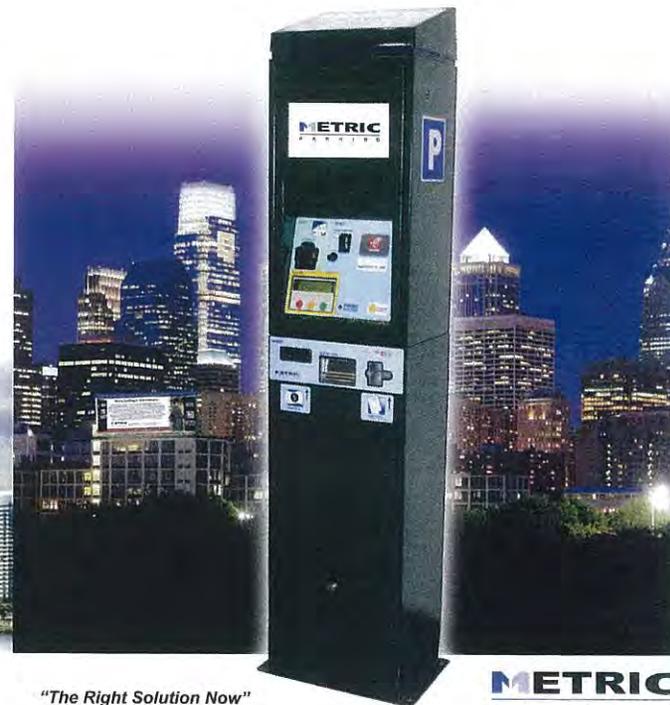
Standard Colors:

47" to 114°F
ARM7T Processor, Real Time Clock and Power
Two Blocks of Memory - Flash and Battery-backed SRAM
Up to 95% non-condensing
Coins, Bills/Notes, Tokens, Magnetic Cards, Smart Chip Cards, Contactless Cards
Magnetic Card and Smart Chip with real time credit card authorization
Electronic with up to 15 Different Coins of any Legal Currency
4800 quarter capacity, self locking upon removal - 6.3 quarts by volume
\$1, \$2, \$5, \$10, \$20, \$50, & \$100 Acceptance
\$1000 Bill / Notes Capacity
Welded Reinforced Treated Steel, Optional Stainless Steel
Welded Reinforced Treated Steel, 0.35" (9mm) Reinforced Door with Combined Material Protection, Optional Internal Hardened Steel Plates, Optional Stainless Steel
Thermal Slots / mm (8dots / .039")
Graphic Printer
110 Micron Paper Roll, 4200 Tickets
2.36" (W) x 2.28" (L) (60mm x 58mm)
240 x 64 Dot Graphic LCD
Thermostatically-controlled
Jet Black, Basalt Grey, Mid-Brunswick Green, Ultramarine Blue, Tartan Blue, Traffic Red, Ruby Red with Anti-Graffiti Coating

Model P2000 is available in a range of finishes, specifications and sizes.

AURA

THE NEXT GENERATION NOW



"The Right Solution Now"

METRIC
P A R K I N G

823 Eastgate Drive
Unit 1A
Mount Laurel, New Jersey 08054
609 395-8570 Phone | 609 235-4775 Fax
www.metricparking.com

METRIC
P A R K I N G

Mackay GUARDIAN™ MULTI

Mackay multi-space



Chip Card
Reload Station
upgrade available



Mackay Guardian™ Multi Multi-Space

Key features:

- High-strength stainless steel keeps it secure and rust free.
- High security, large capacity stainless steel cash box capable of holding in excess of \$700 in quarters.
- Microsoft® Windows® CE operating system, combined with a 32-Bit ARM® Processor, 32 MB of SDRAM and 32 MB of Flash memory.
- Flexible, modular design that is easy to upgrade, service and maintain.
- Powerful off-site monitoring capabilities by adding a communications kit, Multi Web and Remote Alert modules. Monitor your equipment remotely, generate reports, and receive alerts, no matter where you are.
- Comprehensive and easy-to-use configuration menus.
- ADA Standard for front and side reach (48").
- Features a ¼ VGA Liquid Crystal Display with back light, capable of displaying graphics.
- English? Español? Français? The multi-language capability allows users to select the language of their choice to carry out transactions.
- Offer end users security, convenience, and reject fraudulent payment. Use Mackay's On-line Real-time Credit Card Approval feature utilizing secure PCI compliant electronic payment processes.
- Manufactured under stringent ISO 9001:2008 certified quality processes.
- Mackay Meters backs its product lines with a solid warranty based on the confidence in the quality of its products.

Optional integrated
Bill Acceptor for paper
currency payment

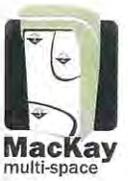


Pay by Space or
Pay and Display
configurations

<over for specifications>



MacKay GUARDIAN™ MULTI



General Specifications

Environmental & Safety

- Standard operating temperature range¹: -20°C (-4°F) to 50°C (122°F)
- Extended operating temperature range¹: -30°C (-22°F) to 50°C (122°F)²
- Humidity: Up to 95% RH (non condensing)
- Meets CSA C22.2 no.94-M91 3R Test (Rain Test) Standards
- CSA approved. UL approval pending

Cabinet Materials, Dimensions & Weight

- Welded reinforced Grade 304-2B stainless steel (9 gauge carbon steel equivalence)³ for cabinet and doors
- Aluminum front with Lexan® display covers for the LCD screens, rate/instruction plate, LED panel and site branding display
- Total installed weight (AC, 18Ahr battery, no options): 111.4 kg (245 lbs.)
- Overall dimensions: 1524mm (60 inches) (H) x 431mm (17 inches) (W) x 295mm (11.6 inches) (D)
- Overall height with solar panel: 2014mm (79.3 inches)

Power Supply Configurations/Options

- AC Single Phase, 110/120/220/240VAC, 50/60 Hz
- DC Stand-alone battery operation (optional)
- Solar powered (20W panel) with 40Ahr battery⁴ (optional)

Operating System & Hardware

- Microsoft® Windows® CE operating system
- Latest technology 32 Bit ARM® processor
- Memory 32MB SDRAM 32MB Flash
- Real time clock

Communication Options

- Ethernet port can support hardwire (Cat5) cable or add-on WiFi devices for local network connection⁵
- Serial RS232 port can support either GPRS, CDMA (1X) or a regular landline modem⁵
- Ethernet port can support a line-of-sight pay by space primary/secondary network configuration⁵
- Both wide area or local area pay by space network options are supported, allowing payment for any space, at any machine, at any time
- Wireless handheld pay by space enforcement available

Payment Systems

- Coins
- Bills (optional)
- Tokens (optional)
- Credit cards utilizing secure, on-line real-time PCI compliant processes (optional)
- MacKay Smart (Chip) Cards (optional)
- Cell phone payment (optional)

Ticket Printing

- Thermal printer offers alphanumeric printing in various fonts and languages
- Ticket size: Standard - Short 75mm (3 inches) x 57mm (2¼ inches) or Long 100mm (4 inches) x 57mm (2¼ inches). Other lengths can be specially ordered
- Ticket capacity of up to 4,000 3-inch tickets per roll

Components

Display

- High contrast, sunlight readable, 320 x 240 pixels graphics LCD
- Viewing area 121mm (4¾ inches) x 91mm (3 5/8 inches)
- Self-adjusting contrast to temperature
- LED back light

Coin Acceptor

- Programmable: Accepts up to 16 coins or tokens
- Programmed coin acceptance can easily be turned on/off with a switch

Bill Acceptor (Optional)

- Built-in, integrated bill acceptor
- Bill cassette with 600 bill capacity secured in cash vault
- Programmed bill acceptance can easily be turned on/off on-site
- Reads bills inserted in any of 4 orientations

Card Reader (Optional)

- Single slot, dual mode card reader captures magnetic stripe (ISO 7810/11) credit card data, and provides an ISO 7816 interface for chip card acceptance

Keypads & Buttons

- Tactile feedback keypad and buttons
- Vandal resistant and rated for resistance to impact, shock and vibration to MIL standards
- Sealed against ingress of water and dust to IP67, and designed for exposed outdoor and extreme environmental conditions

Printer

- Heavy-duty printer head with minimal moving parts ensuring quality, reliability and endurance
 - Print life of over 20 million character lines
 - Designed for high-resolution printing
 - Guillotine type cutter with full or partial paper cutting options (software selectable)
- Accessible for ease of maintenance

Cash Box

- Two (2) supplied with each machine, each with a convenient carry handle
- Rugged, secure, high-capacity 5.3 litres (1.4 US gallon), stainless steel container
- Self-locking lid on removal, and includes a high security lock/key (unique key codes available upon request)
- Printed audit record produced when cash box is removed from machine (software selectable)

[1] All MacKay Guardian™ Multi components are operational within this range. Standard sealed lead acid battery operational temperature rating is from -20°C (-4°F) to 50°C (122°F) when charging, and from -20°C (-4°F) to 60°C (140°F) when discharging.

[2] Either AC or DC heaters and/or other components are required for extended operating temperatures.

[3] Independent laboratory tests indicate that all things being equal, a component made of 11-gauge 304-2B stainless steel, would have equal or greater tensile strength, shear strength and malleability, as compared to the same component made out of 9-gauge carbon steel.

[4] Extended temperature 70Ahr battery available (optional).

[5] May require additional MacKay Guardian™ Multi software modules, or 3rd party hardware.

[6] Length of run limitations must be observed; primary machine is AC powered and network hub required.

Features

Security

- High security locks for cash box, cash vault, and main door
- Seven (7) point locking mechanism on vault door
- System monitored access sensors on main and vault doors and sensor detecting presence of cash box

Audit and Statistic

- Local printouts of grand totals and subtotals for coins, bills and card transactions per type
- Full or quick audit tickets are software selectable

Maintenance

- User-friendly graphic interface tools for diagnostics, configuration and editing
- Easy access modular design

Configuration

- Flexibility through the MacKay Guardian™ Multi user interface
- User-friendly menus allow selection of tariff, ticket and display files
- Programmable multiple tariff structures such as overlapping period, pre-payment and free ticket
- User interface (display, keypad and dedicated software), provides clear and concise operating instructions, messages, and graphics
- Multi-language capability: any combination of English, French and/or Spanish is available as an option. Other languages available by special order

Desktop Multi Web Management Software (Optional)

- Remotely monitor and generate audit, transaction and occupancy reports for all on-street equipment
- Generates a variety of reports including grand totals and subtotals for coins and card transactions per type, which can be exported as PDF or CSV files, or imported into other applications

MacKay Guardian™ Multi Options

- AC Fan
- AC Heater Kit, includes an AC heater and an AC fan
- Customizable front graphics for main door
- LCD heater (DC) for solar powered units that are required to operate in extended operating temperature range
- Keypad feedback buzzer
- MacKay's Multi Management Software

Warranty

J.J. MacKay Canada Limited, the manufacturer, guarantees for a period of one year from the date of shipment against defects in workmanship and/or materials.

As our policy is one of continuous product improvement and development, we reserve the right to alter product specification and design. Photos are representative; product appearance may differ.

Copyright © 2010 J.J. MacKay Canada Limited. All rights reserved. The MacKay Logo, and MacKay Guardian are either trademarks or registered trademarks of J.J. MacKay Canada Limited in Canada and other countries. Microsoft and Windows are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. ARM is a registered trademark of ARM Limited. All other trademarks are the property of their respective owners. J.J. MacKay Canada Limited reserves the right to modify the specifications without prior notice. Please refer to our website for up-to-date specifications.

Head Office:

J.J. MacKay Canada Limited
1342 Abercrombie Road, PO Box 338,
New Glasgow, Nova Scotia, Canada B2H 5E3

Sales Office:

Phone (902) 752-5124
Fax (902) 752-5955

Head Office customer support and technical support:

Toll free in North America: 1-888-4MACKAY
(462-2529)

Fax (902) 752-4889
Email customer.service@mackaymeters.com
Web www.mackaymeters.com





LUKE

Single-space meters that only take coins are becoming a thing of the past.

Parking operations are more complex and so is policy in municipal government. To meet these changes, on-street pay station solutions must be reliable and flexible.

The LUKE multi-space pay station offers more payment options, better revenue opportunities and lower cost of ownership. LUKE is easier for people to use, and easier for operators to maintain.

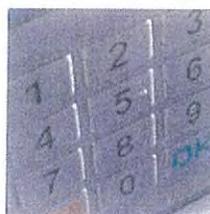
Reduce your costs.
Increase your revenues.
Improve your streetscape.

With LUKE.



Digital Payment Technologies (DPT) created LUKE to improve on-street parking for both municipalities and parkers. LUKE is an effective solution to the growing challenges in municipal parking

Our technology gives LUKE significant advantages, including the RADIUS power management system for pay station deployment in low sunlight conditions, real-time credit card authorization, and remote rate configuration. LUKE has a large, full-color screen that's easy to read and can be programmed with prompts in different languages. And LUKE is available in almost any color.



The LUKE Pay Station

Parkers prefer LUKE because it provides:

- a design that's easy to recognize as a pay station
- large, full-color screen that's easy to read
- a better user experience
- prompts in different languages
- standard payment options including coins, bills, and credit cards
- advanced payment options such as smart cards or value cards

Municipalities and institutions choose LUKE because it provides:

- theft-proof design to protect coins and bills
- high levels of encryption for data security
- reduced street clutter
- improved aesthetics, including custom color options
- better user compliance

Parking operators appreciate LUKE because it provides:

- the ability to configure rates remotely – by date, time and payment type
- Pay-and-Display and Pay-by-Space modes
- integration with industry leading enforcement systems
- real-time credit card processing
- Payment Card Industry (PCI) compliance
- reduced maintenance and collection costs
- RADIUS power management system
- complete audit control
- real-time reporting and alarming

Connect with LUKE

The LUKE pay station can work in different modes.

Stand-Alone

Data is collected manually in an easy and efficient process. Our clients are provided with comprehensive management, reporting, and configuration control. Credit card transactions are processed in batches. Rates and messages are created offline and transferred via sneaker-net. Stand-alone systems can be easily upgraded to online systems when required.

Online

We developed our Enterprise Management System (EMS) to give LUKE online capabilities. With EMS, you can use the Internet to manage your parking systems. EMS can connect you directly to your pay stations – each station can advise you when repairs are required and when they should be emptied. No additional hardware is required – LUKE is EMS-ready and just needs a simple Ethernet connection to the Internet.

Server Option

The Enterprise Server option of our EMS service gives our clients the option to own their own server and online software. This option provides clients with complete control over all data and can be very cost-effective in municipal or campus deployments.

LUKE

Single-space meters that only take coins are becoming a thing of the past.

Parking operations are more complex and so is policy in municipal government. To meet these changes, on-street pay station solutions must be reliable and flexible.

The LUKE multi-space pay station offers more payment options, better revenue opportunities and lower cost of ownership. LUKE is easier for people to use, and easier for operators to maintain.

LUKE Specifications

- Cabinet – 12 gauge cold rolled or stainless steel with no pry points
 - Payment Options – Coins, Bills, Credit Cards, Smart Cards, Value Cards
 - Card Reader – Cards are not ingested – no moving parts. Reads Track 1, 2 and 3 of all magnetic stripe cards conforming to ISO 7810 and 7811 Reads and writes to chip-based smart cards conforming to ISO 7810 and 7816
 - Note Stacker – 1,000 bill capacity
 - Printer – 2” receipt width
 - Display – Color LCD with 640 x 480 resolution – monochrome LCD optional
 - Keypad – Tactile buttons
 - Locks – Can be re-keyed twice without removing lock cylinder
 - Communications – GSM/GPRS, CDMA, 802.11b/g Wi-Fi, Metro Scale Wi-Fi Networks, Ethernet
 - Environmental Specifications – -40° F to +140° F (-40° C to +60° C)* and up to 85 percent relative humidity (non-condensing)
 - Power – AC 120 V, 60 Hz for charging battery or integrated solar panel (20 W)
 - Operation Modes – Pay-and-Display and Pay-by-Space
 - Multilingual Option – Up to four languages using roman or non-roman characters
 - Audible Alarm – Senses shock and vibration
 - Online Option – EMS integration to provide real-time credit card processing, real-time reporting, maintenance and security alarms, remote rate configuration, DPT Web Services integration with third-party technologies, and more
 - Color – Custom colors available
 - Instruction Panel – Customizable
 - Standards – PCI compliant, UL/CSA approved, ADA compliant
- * -40° F (-40° C) based on separately purchased heater/insulator option.
Low end of range is -4° F (-20° C) ambient without heater/insulator option.



Digital Payment Technologies Corp.

We are an industry leader in the design, manufacture, and distribution of multi-space pay stations, parking management software, and online services. From our beginnings with the Intella-Pay, we've grown to become a leading supplier of innovative parking pay station solutions. We offer an expanded range of Web-based applications and integration with third-party technologies in such areas as smart cards, communications protocols, and enforcement systems.

We're always exploring new ways to add value to our products:

- first North American on-street parking pay station integrated with a metro-scale Wi-Fi network
- first to enable clients to host their own server for online services
- first to integrate a color screen into a multi-space on-street parking pay station
- first to develop integration between pay stations and Pay-by-Phone parking so enforcement data can be automatically consolidated for both systems

Our products are supported by outstanding customer service. We're available to help you around the clock with 24/7 telephone support. Our Customer Service Support Portal allows you to e-mail support questions, check the status of your helpdesk ticket, download product documentation, browse knowledgebase articles, and access live remote support. We also have a growing network of resellers to provide local sales and on-site support.



To learn more about LUKE, please call 888-687-6822
or visit our Web site at www.digitalpaytech.com.





FOR CONSUMERS

FOR BUSINESSES

THE COMPANY

verrus™
FOR CONSUMERS

HOME | HOW IT WORKS | WHERE IT WORKS | NEWS | SUPPORT | CONTACT

SIGN UP | LOGIN

HOW IT WORKS

PARKING

Pay Your Parking By Phone

- 1 Call
Posted Phone #
- 2 Enter
Location #
- 3 Enter
Time

TAXIS

Pay Your Fare By Phone

- 1 Call
Posted Phone #
- 2 Enter
Vendor #
- 3 Enter Fare
Amount

DID YOU KNOW?

The same **FREE Verrus account** can be used for paying both your parking fee and your taxi fare. If you need a receipt of your transactions, **log into your Verrus account online.**

NOTE:

When parking with Verrus' Pay By Phone there is no need for placing receipts on your dash or worrying about the meter reading 0:00 minutes. The parking attendants use their handheld devices to recognize your mobile payment.

Benefits



All you need is your mobile phone.



Be automatically reminded when time is almost up.



Extend your time from any phone.



Stay safe & comfortable while paying.



View & print parking transactions online.

Benefits

- ✓ Passenger pays with credit card.
- ✓ Fast & Secure.
- ✓ Credit card not handled by driver.
- ✓ View transactions online at paybyphone.com
- ✓ Trace items left behind.
- ✓ Press * for customer service.



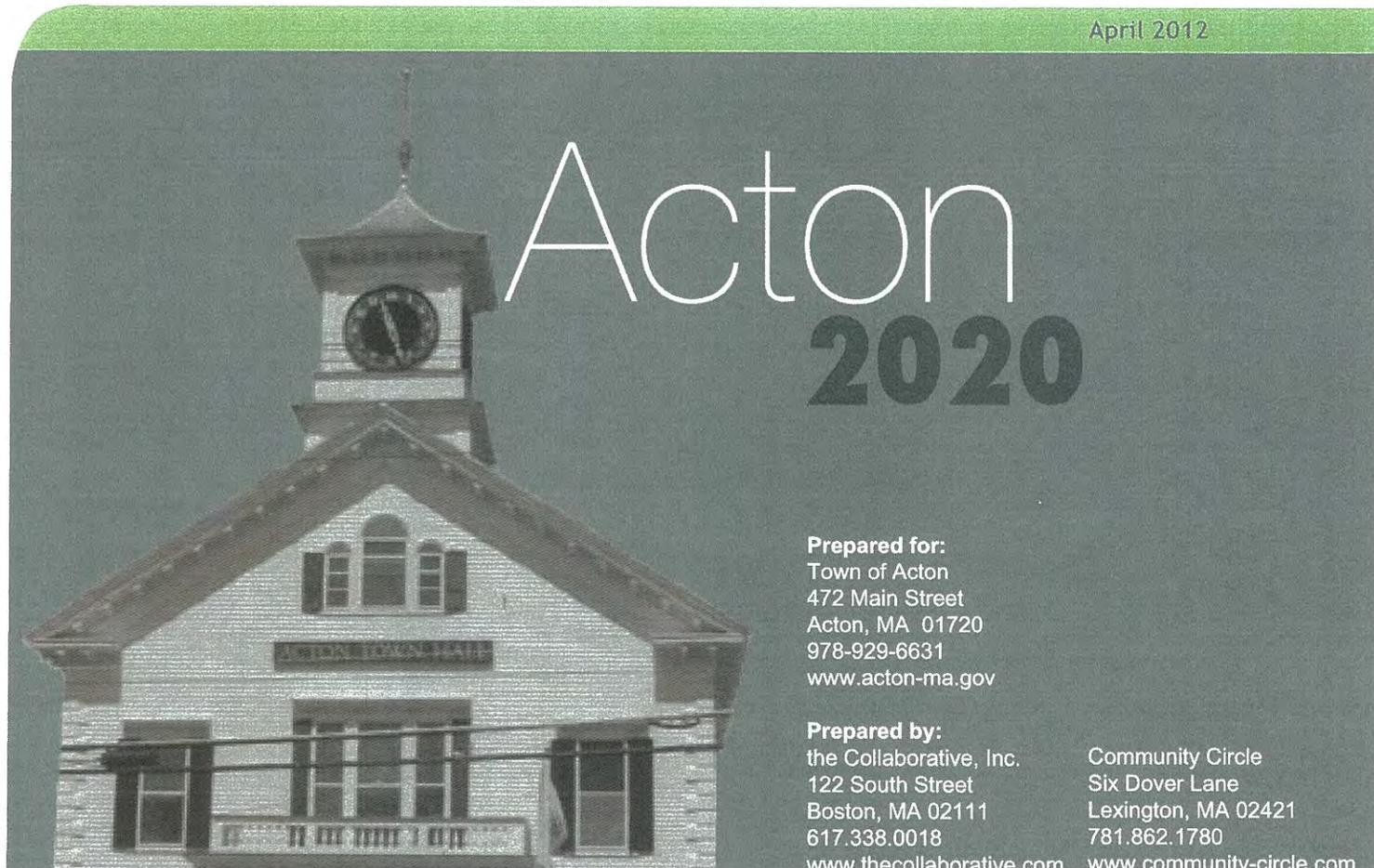


0 195 feet



Acton 2020 Comprehensive Community Plan

April 2012



Prepared for:
Town of Acton
472 Main Street
Acton, MA 01720
978-929-6631
www.acton-ma.gov

Prepared by:
the Collaborative, Inc.
122 South Street
Boston, MA 02111
617.338.0018
www.thecollaborative.com

Community Circle
Six Dover Lane
Lexington, MA 02421
781.862.1780
www.community-circle.com

Today. Tomorrow. Together.

Strategy 3.2.2: Improve traffic circulation and reduce traffic impacts

See Also:

[Organize web-based car pooling and ride sharing.](#)

[Increase resident use of commuter rail](#)

Action Item 3.2.2.1: Traffic and parking in centers

Address local traffic circulation and parking in planning for key centers.

Timing: Short-Term (complete by 2015)

Primary Inventory Element: Transportation

Other Inventory Elements: Economic Development

Lead Owner: Planning Department

Other Owners: Design Review Board

Economic Development Officer

Engineering Department

Fire Department

Historic District Commission

Planning Board

Action Item 3.2.2.2: Reconfigure street layouts

Consider reconfiguring specific street layouts to provide alternate routes for congested areas and/or one-way streets to improve traffic flow.

Timing: Long-Term (complete by 2030)

Primary Inventory Element: Transportation

Lead Owner: Planning Department

Selectmen

Other Owners: Engineering Department

Transportation Advisory Committee

Action Item 3.2.2.3: Traffic calming

Consider traffic calming at locations where speeds are inconsistent with residential areas and village centers.

Timing: Medium-Term (complete by 2020)

Primary Inventory Element: Transportation

Lead Owner: Engineering Department

Other Owners: Planning Board

Action Item 3.2.2.4: Improve business access.

Continue to make improvements to business access and transportation safety.

Timing: Ongoing (existing actions or efforts to be continued and expanded)

Primary Inventory Element: Transportation

Lead Owner: Selectmen

Other Owners: Economic Development Committee

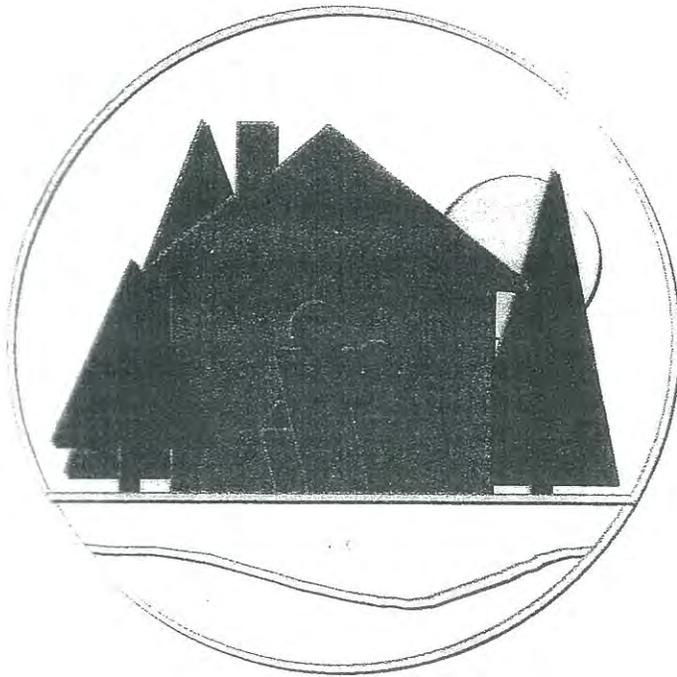
Economic Development Officer

Planning Department

Transportation Advisory Committee

Master Plan Update

Town of Acton, Massachusetts



Acton Planning Board
December 1998

Consulting Assistance Provided By:

Whiteman & Taintor
LandUse, Incorporated
TAMS Consultants, Inc.

and

Howard/Stein-Hudson Associates, Inc.

- Action SF-2* Plan and implement new construction, and expansions and renovations of the elementary school, junior and senior high schools. Continue community deliberations to reach agreement on implementing improvements to schools.
- Action SF-3* Plan and implement sewer service for West Acton Village and East Acton Village.
- Action SF-4* Continue assisting the Water District in promoting water-conserving practices throughout Acton, with special attention to low water using landscape techniques.
- Action SF-5* Incorporate in the site plan review process standards and criteria relating to the use of low water landscape techniques .
- Action SF-6* Continue assisting the Water District in achieving needed raising of the cap on water withdrawal.
- Action SF-7* Continue assisting the Water District in its efforts to develop new sources of water for the community.
- Action SF-8* Schedule and carry out an examination of the needs for a second facility to serve seniors, and implement the resulting recommendations.

Traffic and Circulation

- Action TC-1* Implement safety studies to identify appropriate improvements at the Route 2/Massachusetts Avenue intersection.
- Action TC-2* Implement a program in coordination with the local or state police department to track accident trends in different areas of town.
-  *Action TC-3* Implement studies of accidents at highest accident locations on a regular basis to develop design improvements at these locations.
- Action TC-4* Develop a town wide traffic calming program to discourage cut-through traffic and enhance the residential environment. Establish guidelines for the specific villages, and explore the possibility of incorporating into the village zoning bylaws.
- Action TC-5* Conduct a comprehensive study of Route 27 from Great Road to High Street.
- Action TC-6* Conduct a comprehensive study of Route 2A from the Concord Town Line to the Littleton Town Line.
- Action TC-7* Monitor traffic operations and accident frequency at completed roadway improvement locations.

Town of Acton Master Plan

RECEIVED
AUG 20 1991

ACTON ENGINEERING DEPT.



February 1991

Prepared For:

Town of Acton
Acton, Massachusetts

Prepared By:

IEP, Inc.
6 Maple Street
Northborough, Massachusetts 01532
(508) 393-8558

and

Vanasse Hangen Brustlin, Inc.
101 Walnut Street
Watertown, Massachusetts 02172
(617) 924-1770

in cooperation with:

The Town of Acton
Planning Department

and

The Planning Council of the
Town of Acton

Table 3
Accident Summary 1984 to 1987

Location	Accidents Per Year	Possible Cause
✓ Route 111 at Central Street	30	<ul style="list-style-type: none"> • Lack of appropriate traffic control (signalization) • Limited sight distance for exiting Central Street southbound
Route 27 at Route 111 (Kelley's Corner)	23	<ul style="list-style-type: none"> • Multiple curb cuts on intersection approach and departure lanes • Lack of exclusive turn lanes • Advance warning signs on Route 27 in disrepair
✓ Route 27 at Routes 2A/119	17	<ul style="list-style-type: none"> • Outdated post-mounted traffic signal layout provides poor visibility • Undefined right-turn lane on Route 27 southbound at Shell Station
✓ Route 2 at Taylor Road and Piper Road	16	<ul style="list-style-type: none"> • High volume intersection • Free right-turn lane on Route 2 eastbound approach leads to single lane departure • Old signal installation • Inadequate signing and signal head indications
Route 2 Ramps at Route 27	14	<ul style="list-style-type: none"> • Heavy side street volumes merging with high volume main-line traffic flows
✓ Route 2 at School and Wetherbee Street	14	<ul style="list-style-type: none"> • Side street volumes crossing heavy mainline traffic flows
Route 27 at Concord Road and Newtown Road	13	<ul style="list-style-type: none"> • Side street vehicles using unsafe gaps to turn onto Route 27

Route 27 (Main Street) Corridor Study

Route 2 to Brook Street

Acton,
Massachusetts

Prepared for **Town of Acton**
Acton, Massachusetts

Prepared by **VHB/Vanasse Hangen Brustlin, Inc.**
Watertown, Massachusetts

August 1, 2001

Route 2 eastbound ramps are projected to operate at LOS A during both peak periods, with the Route 2 westbound ramp intersection controlling the coordinated system.

A preliminary review of the projected operations of the new intersection of the Service Road and Hayward Road would be controlled with a stop sign on the Service Road. One lane would be provided on all of the approaches. Operations at the intersection of the Service Road with Hayward Road is expected to be LOS B and C during the morning and evening peak hours, respectively.



Town Center

To improve safety and operations at the Town Center, the following short-term action plan is recommended:

- Signalize the intersection of Route 27 and Newtown Road;
- Widen the northbound approach to allow vehicles to go around left-turning vehicles;
- Improve signage along Route 27 (on the north side of the triangle) for Concord Road;
- Restrict left turns from Route 27 southbound onto Concord Road at Newtown Road (these vehicles would be accommodated at the northern leg of the Town Center triangle);
- Restrict right turns from Concord Road at Newtown Road onto Route 27 (these vehicles would be accommodated at the north leg of the Town Center triangle); and
- Install crosswalks on all approaches of the intersection.

The volume of Route 27 northbound left turns onto Newtown Road is not enough to warrant their own lane, however, it is important to provide enough room for Route 27 northbound through vehicles to go around these left turning vehicles. If this area is not provided, long delays to the northbound approach would most likely be incurred. Upon implementation of the above listed improvements, operations at the intersection of Route 27 and Newtown Road and Concord Road are expected to be LOS B during the morning peak hour and LOS C during the evening peak hour under future 2010 conditions.

Highway Department - Capital

1	Vehicle Replacement - Inspectional Truck #1	\$ 37,000.00
2	Vehicle Replacement - Inspectional Truck #11	\$ 37,000.00
3	Vehicle Replacement - Inspectional Staff Car	\$ 38,050.00
4	GPS Handheld Equipment	\$ 50,000.00
	Subtotal	\$ 162,050.00

Capital Improvement Program Proposal – Detail

<i>Department Name</i>	HIGHWAY	<i>Project</i>	Insp. Vehicle # 1
		<i>Fiscal Year</i>	FY14
<i>Department Head</i>	RUSSELL ROBINSON	<i>Cost</i>	\$ 37,000
		<i>Priority</i>	1 of 4

1. Description

Replace a 2000 Chevy ½ ton pickup truck which has 130,700 miles September 2012. This truck is used by the Assistant Superintendent for everyday use.

2. Useful Life

10 years

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Schedule Replacement | Increase Personnel Efficiency |
| <input type="checkbox"/> New or Expanded Service | Replace Obsolete or Unsafe Equipment |
| <input type="checkbox"/> Other (Please Explain) | (Explain Disposal of Old Equipment) |

4. Justification

High miles (131,345) and there is major rot and cracks on the frame that cannot be repaired. In addition, the fuel pump has had to be replaced several times.

5. How Was this Project's Priority Determined?

This vehicle is used daily by the Assistant Superintendent during all weather conditions to oversee the road crew, inspect issues raised by residents regarding the roadway, sidewalks, drainage structures, etc. It is also used during snow and rain storms to ensure that the roads are safe to travel on.

6. Estimated Cost	\$37,000
Less Trade-In (If Applicable)	Unknown at this time
Net Cost	\$37,000

7. Are Non-Town Revenues Available to Reduce Cost?

No

8. If this Project is Delayed, What will be the Effect on your Department?

We will keep repairing as needed.

9. Please Describe the Effect of this Project on your Operating Budget.

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase	Increase
Decrease	X Decrease

10. Attachments, if Applicable.

2000 Chevrolet K-1500 Pickup



2000 Chevrolet K-1500 Pickup



Issues:

- 12-year old vehicle
- 131,345 miles
- Major rot and cracks on frame
 - cannot be repaired
- Re-occurring issues with the fuel system
- Used 24/7 for DPW emergencies
 - During all weather conditions



APPENDIX A: VEHICLE PURCHASE REQUEST FORM page 1 of 2

Section 1: Existing Vehicle Information – to be completed by Requestor

Make	Model	Year	Car/Truck #	Lic Plate #
Chevy	½ ton Pickup 1500	2000	1	M64203
Fuel Type: () CNG () DIESEL () LNG () LPG (X) GASOLINE () OTHER _____				

Section 2: Existing Vehicle Condition – to be completed by the Town’s Mechanics

GVWR:	Fuel Usage (mi/gal):		
Engine Type: 4 cyl	6 cyl	8 cyl X	
Transmission Type: Manual	Automatic X		

Condition of Vehicle – to be completed by the Town’s Mechanics

Part	Excellent	Good	Fair	Poor	Date Last Repaired
Engine		X			
Transmission			X		
Frame				X	
Differential			X		
Brakes (Power?)			X		
Steering (Power?)			X		
Suspension			X		
Clutch - N/A					
Body			X		
Radiator				X	
Battery				X	
Air Conditioner		X			
Heater		X			
Lights		X			
Upholstery		X			
Paint			X		
Glass			X		
Jack	X				
Radio AM/FM	X				
Radio – 2-Way		X			
Tires:					
R Front		X			
L Front		X			
R Rear		X			
L Rear		X			
Spare		X			



APPENDIX A: VEHICLE PURCHASE REQUEST FORM page 2 of 2

Mechanic's Narrative

This vehicle has 131,345 hard miles on it. At this point the frame has major rot and cracks in it. These cannot be repaired. There is a possibility that the frame could break at any time.

The other problem that has occurred is in the fuel system. The fuel pump has had to be replaced several times.

This vehicle is utilized by the Assistant Superintendent and is a major part of the department. It is on duty 24 hours a day, 7 days a week in all weather conditions. I recommend that it be replaced as soon as possible.


Mechanic's Signature

9/17/12
Date

VEHICLE ORDER SHEET

VEHICLE	OPTION #	COST \$
6800 GVW 4x4 Pick Up Truck		\$21,290
Green - Estimated 2013 model increase		\$1,065
Ecoboost Engine	1.05	\$1,895
Extended Cab	1.14	\$3,645
Elect. Shift 4 Wheel Drive	1.16	\$185
Power Windows and Door Locks	1.17	\$895
Chrome Bumpers	1.2	\$275
40/20/40 Seat	1.27	\$315
Strobe Lights	C3.06	\$475
Rhino Coat	10.02	\$490
Tool Box	10.09	\$695
Trailer Hitch Pintle	1.02	\$400
Road Watch/Surface Patrol	10.36	\$1,795
RAC Plus II Measuring Device	10.37	\$1,150
Extended Warranty	13.03	\$1,585
TOTAL		\$36,155

This is to replace vehicle #1 & #11

Quote from Plymouth County Commissioner's Cooperative procurement specifications.

Capital Improvement Program Proposal – Detail

<i>Department Name</i>	HIGHWAY	<i>Project</i>	Insp. Vehicle # 11	
		<i>Fiscal Year</i>	FY14	
<i>Department Head</i>	RUSSELL ROBINSON	<i>Cost</i>	\$ 37,000	
		<i>Priority</i>	2	of 4

1. Description

Replace a 2002 Chevy ½ ton pickup truck which has 110,000 miles as of September 2012. This truck is used by the Superintendent for everyday use.

2. Useful Life

10 years

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

- | | |
|---|--|
| <p><input checked="" type="checkbox"/> Schedule Replacement</p> <p><input type="checkbox"/> New or Expanded Service</p> <p><input type="checkbox"/> Other (Please Explain)</p> | <p><input type="checkbox"/> Increase Personnel Efficiency</p> <p><input type="checkbox"/> Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)</p> |
|---|--|

4. Justification

This vehicle has high mileage and the frame has major rot and cracking which is not repairable.

5. How Was this Project's Priority Determined?

This vehicle is used daily by the Superintendent. The Superintendent often assists the Assistant Superintendent with inspecting the roads during severe weather conditions.

6. Estimated Cost	\$37,000
Less Trade-In (If Applicable)	Unknown at this time
Net Cost	\$37,000

7. Are Non-Town Revenues Available to Reduce Cost?

No

8. If this Project is Delayed, What will be the Effect on your Department?

We will keep repairing as needed.

9. Please Describe the Effect of this Project on your Operating Budget.

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase	Increase
Decrease	X Decrease

10. Attachments, if Applicable.

2002 Chevrolet 1500 Pickup



2002 Chevrolet 1500 Pickup



Issues:

- 10-year old vehicle
- 110,000 miles \pm
- Major rot and cracks on frame
 - cannot be repaired
- Used 24/7 for DPW emergencies
 - During all weather conditions





APPENDIX A: VEHICLE PURCHASE REQUEST FORM page 1 of 2

Section 1: Existing Vehicle Information – to be completed by Requestor

Make	Model	Year	Car/Truck #	Lic Plate #
Chevy	1500 Pickup	2002	11	M55039
Fuel Type: () CNG () DIESEL () LNG () LPG () GASOLINE () OTHER _____				

Section 2: Existing Vehicle Condition – to be completed by the Town’s Mechanics

GVWR: 1600	Fuel Usage (mi/gal):		
Engine Type: 4 cyl	6 cyl	8 cyl X	
Transmission Type: Manual	Automatic X		

Condition of Vehicle – to be completed by the Town’s Mechanics

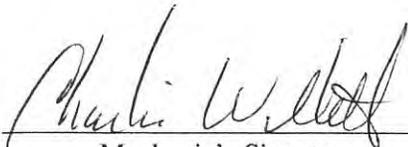
Part	Excellent	Good	Fair	Poor	Date Last Repaired
Engine			X		
Transmission			X		
Frame				X	
Differential			X		
Brakes (Power?)			X		
Steering (Power?)			X		
Suspension			X		
Clutch - N/A					
Body			X		
Radiator			X		
Battery		X			
Air Conditioner		X			
Heater		X			
Lights		X			
Upholstery		X			
Paint		X			
Glass		X			
Jack		X			
Radio AM/FM		X			
Radio – 2-Way		X			
Tires:					
R Front		X			
L Front		X			
R Rear		X			
L Rear		X			
Spare		X			

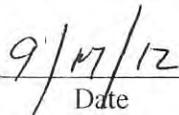


APPENDIX A: VEHICLE PURCHASE REQUEST FORM page 2 of 2

Mechanic's Narrative

This vehicle is utilized by the Highway Superintendent on a daily basis. It is on call 24 hours a day. There is major frame rot and cracking that is not repairable. Replacement is needed.


Mechanic's Signature


Date

VEHICLE ORDER SHEET

VEHICLE	OPTION #	COST \$
6800 GVW 4x4 Pick Up Truck		\$21,290
Green - Estimated 2013 model increase		\$1,065
Ecoboost Engine	1.05	\$1,895
Extended Cab	1.14	\$3,645
Elect. Shift 4 Wheel Drive	1.16	\$185
Power Windows and Door Locks	1.17	\$895
Chrome Bumpers	1.2	\$275
40/20/40 Seat	1.27	\$315
Strobe Lights	C3.06	\$475
Rhino Coat	10.02	\$490
Tool Box	10.09	\$695
Trailer Hitch Pintle	1.02	\$400
Road Watch/Surface Patrol	10.36	\$1,795
RAC Plus II Measuring Device	10.37	\$1,150
Extended Warranty	13.03	\$1,585
TOTAL		\$36,155

This is to replace vehicle #1 & #11

Quote from Plymouth County Commissioner's Cooperative procurement specifications.

Capital Improvement Program Proposal – Detail

Department Name HIGHWAY

Project Replace Pool Vehicle
Fiscal Year FY14

Department Head RUSSELL ROBINSON

Cost \$38,050
Priority 3 of 4

1. Description

Replace a 1999 Ford Taurus with 44,000 mi.

2. Useful Life

10 years

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

- Schedule Replacement**
- New or Expanded Service**
- Other (Please Explain)**

- Increase Personnel Efficiency**
- Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)**

4. Justification

This vehicle has severe undercarriage rot, the rocker panels on the body are rusted through and floor panels are rusting out. The underbody is not repairable. This will not pass state inspection next July.

5. How Was this Project's Priority Determined?

Useful life of about ten years with this being 13 years old it is time to replace.

6. Estimated Cost

Less Trade-In (If Applicable)
Net Cost

\$38,050
Unknown at this time
\$38,050

7. Are Non-Town Revenues Available to Reduce Cost?

No

8. If this Project is Delayed, What will be the Effect on your Department?

We will continue to repair as needed.

9. Please Describe the Effect of this Project on your Operating Budget.

Personnel Budget
Increase
Decrease

Expense Budget
Increase
Decrease x

10. Attachments, if Applicable.

VEHICLE ORDER SHEET

VEHICLE	OPTION #	COST \$
Ford Edge All wheel drive - White		\$27,490
Estimated 2013 model increase		\$1,500
Administrative package II	2	3,795
Navigation system	13	\$795
All wheel drive	22	\$3,995
4 coner LED's	47	\$475
TOTAL		\$38,050

This is to replace vehicle #2

Quote from Plymouth County Commissioner's Cooperative procurement specifications.



APPENDIX A: VEHICLE PURCHASE REQUEST FORM page 1 of 2

Section 1: Existing Vehicle Information – to be completed by Requestor

Make	Model	Year	Car/Truck #	Lic Plate #
Ford	Taurus	1999	2	M18638
Fuel Type: () CNG () DIESEL () LNG () LPG (X) GASOLINE () OTHER _____				

Section 2: Existing Vehicle Condition – to be completed by the Town’s Mechanics

GVWR:	Fuel Usage (mi/gal):		
Engine Type: 4 cyl	6 cyl X	8 cyl	
Transmission Type: Manual	Automatic X		

Condition of Vehicle – to be completed by the Town’s Mechanics

Part	Excellent	Good	Fair	Poor	Date Last Repaired
Engine			X		
Transmission			X		
Frame				X	
Differential			X		
Brakes (Power?)			X		
Steering (Power?)			X		
Suspension			X		
Clutch					
Body				X	
Radiator			X		
Battery			X		
Air Conditioner		X			
Heater		X			
Lights		X			
Upholstery		X			
Paint				X	
Glass			X		
Jack		X			
Radio AM/FM		X			
Radio – 2-Way					
Tires:					
R Front			X		
L Front			X		
R Rear			X		
L Rear			X		
Spare			X		

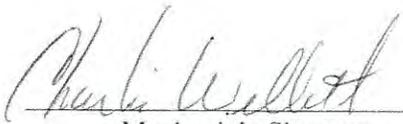


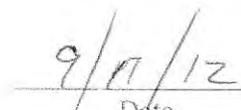
APPENDIX A: VEHICLE PURCHASE REQUEST FORM page 2 of 2

Mechanic's Narrative

This vehicle has severe undercarriage rot. The underbody construction is unrepairable. Rocker panels on body are rusted through and floor panels are rusting out.

This vehicle will not pass state inspection next July. Needs to be replaced as soon as possible.


Mechanic's Signature


Date

1999 Ford Taurus



Issues:

- 13-year old vehicle
- 44,000 miles \pm
- Severe undercarriage rot
- Rocker panels & floors rusting out
- Will not pass the next state inspection
- Used by all Town Departments

Capital Improvement Program Proposal – Detail

Department Name Highway Department

Project GPS Handheld Equipment
Fiscal Year 2014

Department Head Corey York

Cost \$50,000
Priority 4 of 4

1. Description

This request is to fund the purchase of new GPS handheld equipment to improve the efficiency of the Department in our daily operations and inspections. These GPS units would also be used during emergency conditions to help compile and assess issues throughout Town.

2. Useful Life 15 years

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

<p><input type="checkbox"/> Schedule Replacement</p> <p><input checked="" type="checkbox"/> New or Expanded Service</p> <p><input type="checkbox"/> Other (Please Explain)</p>	<p><input type="checkbox"/> Increase Personnel Efficiency</p> <p><input type="checkbox"/> Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)</p>
---	--

4. Justification

This equipment will allow the Town to improve upon our current methods for collecting, managing and analyzing information from our daily tasks and inspections while also aiding in our compliance with mandated reporting requirements. During emergency conditions, these units will be utilized to better coordinate the Town's effort in compiling critical information throughout Town in order to keep pertinent parties abreast of the current situation.

5. How Was this Project's Priority Determined?

The Town GIS is a valuable tool that needs be leveraged to its fullest capacity to best promote it's effectiveness for normal operations as well as during emergency situations. This equipment will allow the Town to keep the data up-to-date while improving our overall coordination and sharing of information.

6. Estimated Cost \$50,000.00
Less Trade-In (If Applicable) Na
Net Cost \$50,000.00

7. Are Non-Town Revenues Available to Reduce Cost?

I am not aware of any other types of funding sources unless there is a grant opportunity available for purchasing this type of equipment.

8. If this Project is Delayed, What will be the Effect on your Department?

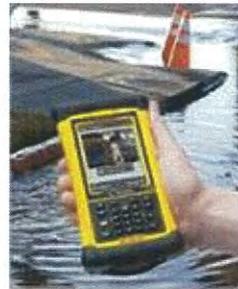
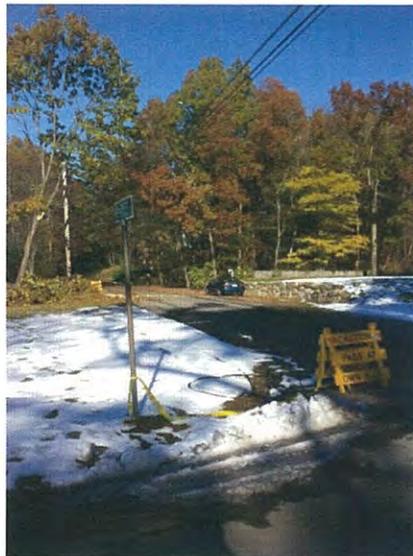
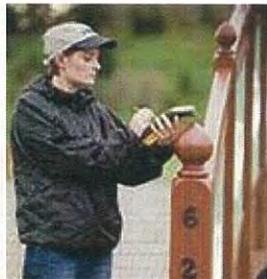
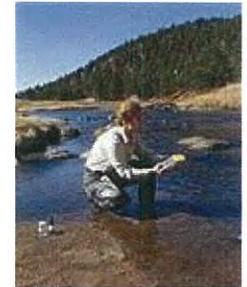
We would continue our existing operations and try to find other ways that might allow us to start utilizing the Town GIS.

9. Please Describe the Effect of this Project on your Operating Budget.

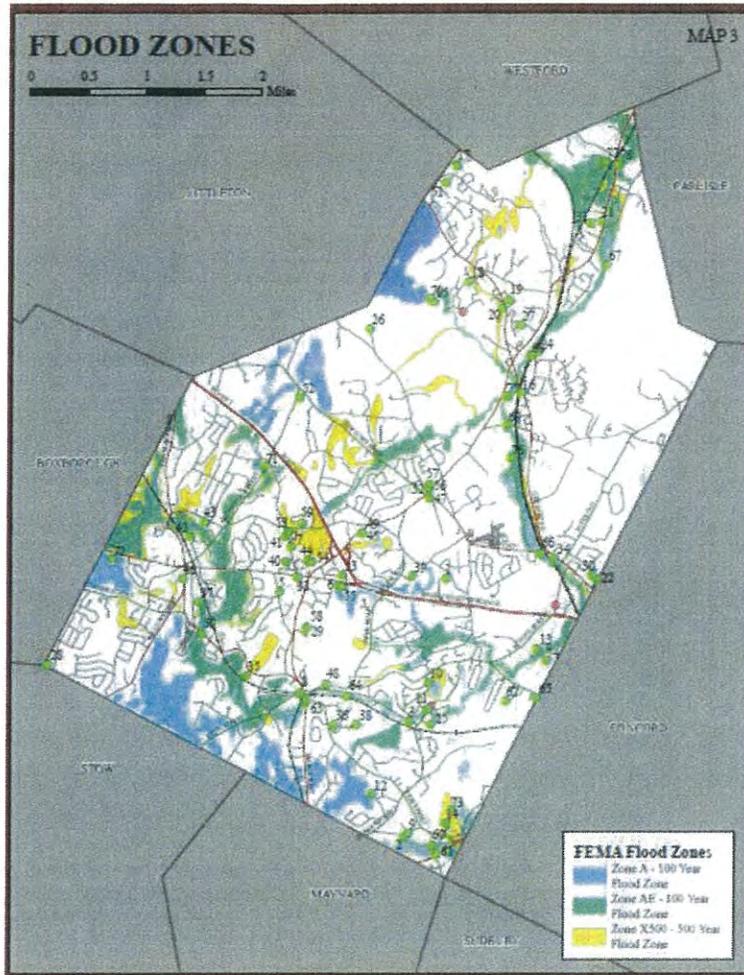
<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase None	Increase None
Decrease None	Decrease None

10. Attachments, if Applicable.

GPS Handheld Equipment



TOWN OF ACTON HAZARD MITIGATION PLAN



Conditionally Approved by MEMA
May 7, 2010

ACTON HAZARD MITIGATION PLAN

VII. POTENTIAL MITIGATION MEASURES

What is Hazard Mitigation?

Hazard mitigation means to permanently reduce or alleviate the losses of life, injuries and property damage resulting from natural and human-made hazards through long-term strategies. These long-term strategies include planning, policy changes, programs, projects and other activities. FEMA currently has three mitigation grant programs: the Hazards Mitigation Grant Program (HMGP), the Pre-Disaster Mitigation program (PDM), and the Flood Mitigation Assistance (FMA) program. See <http://www.fema.gov/government/grant/government.shtm> for more information.

Identification and Evaluation of Potential Mitigation Measures

During the local hazard mitigation team meetings, officials in Acton determined possible mitigation measures for the various natural hazards that have impacted or could impact the town. In addition, MAPC solicited suggestions for mitigation measures when it collected hazard information from town officials and from other town plans and studies. MAPC compiled all suggested strategies into a matrix.

MAPC staff attended the FEMA Benefit-Cost Analysis Training Course on October 31-November 1, 2005 and on November 15, 2007. Information from this training was shared with local officials in order to help them understand the role of a benefit/cost analysis in developing and evaluating potential mitigation projects.

Local officials then prioritized the measures using the matrix. Prior to choosing priorities, participants reviewed the project Goals and STAPLEE evaluation considerations, such as:

- The number of homes and businesses affected by the hazard
- Whether or not road closures occurred and what impact closures had on delivery of emergency services and the local economy
- Whether any environmental constraints existed
- Is there political support and public support to implement the mitigation measures?
- Can the town provide the necessary maintenance when the mitigation measure is completed?
- Does the cost seem reasonable when considering the size of the problem and likely benefits from mitigation?

The breakdown of high and medium priority measures, along measures to ensure ongoing compliance with NFIP, is provided in the section below and summarized in Table 15.

ACTON HAZARD MITIGATION PLAN

High Priority Mitigation Measures

A) Long-Term Management Plan To Control Beaver Activity

Generally every brook in town has had some degree of beaver activity in the past few years. Development of a long-term management plan for beaver mitigation and for areas impacted by beaver dams is a high priority.

B) Assessment of River Street Dam

This dam is located at River Street on Fort Pond Brook. This dam does back up in the spring and floods and there are concerns about the downstream impacts if this dam is breached. A development is occurring nearby and the commuter rail is also nearby. A large amount of water would be stored behind the dam during a large storm. An assessment of this dam is needed, such as an investigation of removal of the dam to reduce the risk of having an impoundment of water here, and an assessment of current risks to downstream development, future downstream development and the commuter rail.

C) Overall Town-Wide Dam Study

Due to the numerous amounts of dams in Acton, a town-wide evaluation of which dams should be restored and which ones should be removed will help prevent future impacts to property and human safety.

D) Acquire Generators that Run on Fuels other than Natural Gas

The town has emergency generators for the public safety building, fire stations, public works facility, town hall, sewer treatment plant, schools, Water Department, and also has portable generators. However, some of the generators used in town and for town buildings rely on natural gas (a detailed list under "Multi-Hazard Mitigation" shows the status of the town's existing generator inventory). If the natural gas lines are impacted, such as during an earthquake, the generators will not function. Two of the fire stations have generators that rely on natural gas. The town needs to invest in additional generators that do not run on natural gas in order to ensure continual emergency service during a hazard event. In addition, homeowners should be encouraged to buy generators for their septic systems (if they require power).

E) Program To Upgrade Communications

The communications systems in the town need upgrades to ensure reliable and efficient service. This could include switching to a fiber optic system or radio system. Currently the communications equipment is affected by rain, wind and snow approximately 4 times per year, which requires a dependence on reduced capacity backup systems and cell phones.

F) Upgrades to Fire Stations

The Fire Stations in Acton are unreinforced older structures that are at risk in the event of a major earthquake. The town is in the process of considering a new fire

ACTON HAZARD MITIGATION PLAN

station, but if this does not occur, an assessment should be made to look into options for securing the stations from damage during a major earthquake.

G) Tree Maintenance Program Funding

The town needs additional funding to identify hazardous trees in the ROW and adjacent to the ROW, and funds to remove hazardous trees. Ideally a comprehensive survey should be conducted every 4 to 5 years. Perhaps the town could set up funding for partial reimbursements for taking down hazardous trees on private properties.

Measures to Assure Compliance with the National Flood Insurance Program

H) Post-Construction Stormwater Bylaw Revisions to Include a Maintenance and Inspection Program For Private Drainage Facilities

The bylaw should require aggressive and legally-binding operation and maintenance plans and reporting, with enforcement mechanisms, for private drainage facilities. In addition, further resources need to be put into town staffing to have a more robust maintenance and inspection program.

I) Land Acquisition / Protection of Open Space

Although Acton does not see significant flooding in the town compared to more urbanized towns, protection of open space in the wake of development is important in order to ensure future development does not increase flooding. The town should continue its efforts for open space purchases and negotiate conservation restrictions and easements

Medium Priority Mitigation Measures

J) Assessment of Erickson's Grain Mill Dam

This dam, located on Fort Pond Brook, is privately owned, but important for maintaining the water body as a scenic and recreational resource. It is made of stone masonry and is in poor condition. An assessment of this dam is needed, such as an investigation of current risks to downstream development, future downstream development and the commuter rail.

K) Ongoing Culvert and Drainage Upgrades

The town should continue to monitor and alleviate localized flooding problems with culvert or pipe upgrades, as it has done successfully in the past.

L) More Frequent Maintenance of Town-Owned Drainage Facilities

Additional funding for more frequent maintenance of town-owned drainage facilities would be helpful (removal of sediment, etc.). The town should develop a map and schedule for catch basin cleaning.

ACTON HAZARD MITIGATION PLAN

M) Acquire GIS and Create an Inventory of Drainage Infrastructure

The town should acquire GIS and create an inventory of drainage infrastructure.

Other Potential Mitigation Measures

A number of additional mitigation measures arose during the course of the project. These additional measures were either considered to be a low priority, a better alternative was deemed a medium or high priority, or they were not considered feasible. However, it is worth recording them in the plan, because they could be revisited in the future. They include:

N) Long-Term Solution to Stop Boxborough Condominiums From Flooding

A long-term solution is needed to stop flooding at the condominium complex in Boxborough that floods as a result of beaver activity in Acton.

O) Expand MIT Low-Impact Pilot Project

MIT graduate students developed a low-impact design (LID) for reducing runoff effects at Jones Field consisting of a rain garden. The town should continue the pilot projects and secure funding to construct the LID techniques.

P) Assessment of Options for Fire Water Service if an Earthquake

95% of the town is served by fire hydrants. If the water system goes down, such as a result of a major earthquake, it would be difficult to find water for fire fighting. There are some fire ponds in Acton, but not likely enough if a major earthquake hit. An assessment of options for water service in the event of an earthquake should be completed.

Recycling & Transfer Station - Capital

Ranking	Description of Capital Item	FY14
1	Equipment Replacement - Front End Loader	\$ 230,000.00
2	Personell - New Staff Member	\$ 65,209.00
	Subtotal	\$ 295,209.00

Capital Improvement Program Proposal – Detail

<i>Department Name</i>	TRANSFER STATION & RECYCLING CENTER	<i>Project</i>	REPLACE FRONT END LOADER	
		<i>Fiscal Year</i>	FY14	
<i>Department Head</i>	Russell Robinson	<i>Cost</i>	\$ 230,000	
		<i>Priority</i>	1	of 1

1. Description

Replace the front end loader used at the Transfer Station & Recycling Center. Old loader will be traded toward the purchase of new similar model

2. Useful Life 10 years

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

- | | |
|---|--|
| <p><input checked="" type="checkbox"/> Schedule Replacement</p> <p><input type="checkbox"/> New or Expanded Service</p> <p><input type="checkbox"/> Other (Please Explain)</p> | <p><input type="checkbox"/> Increase Personnel Efficiency</p> <p><input type="checkbox"/> Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)</p> |
|---|--|

4. Justification

This loader is used for work done at the transfer station associated with refuse removal and recycling. It is also equipped to plow snow during the winter.

5. How Was this Project's Priority Determined?

By the age and condition of the existing vehicle.

6. Estimated Cost	\$ 230,000
<i>Less Trade-In (If Applicable)</i>	<i>Unknown at this time</i>
Net Cost	\$ 230,000

7. Are Non-Town Revenues Available to Reduce Cost?

No.

8. If this Project is Delayed, What will be the Effect on your Department?

This machine is built primarily for refuse removal and recycling. Should the machine fail, it cannot be replaced by one of our other loaders as it is equipped with foam filled tires for puncture resistance.

9. Please Describe the Effect of this Project on your Operating Budget.

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase	Increase
Decrease	X Decrease

10. Attachments, if Applicable.

2004 Front End Loader



- 11,000 hours of use ±
- Major work needed soon
 - Undercarriage & hydraulic issues
- Has special foam-filled puncture resistant tires
- Used for Transfer Station & Snow Removal operations



APPENDIX A: VEHICLE PURCHASE REQUEST FORM page 1 of 2

Section 1: Existing Vehicle Information – to be completed by Requestor

Make	Model	Year	Car/Truck #	Lic Plate #
CAT	IT 38G Loader	2004	70	M35595
Fuel Type: () CNG () DIESEL () LNG () LPG () GASOLINE () OTHER _____				

Section 2: Existing Vehicle Condition – to be completed by the Town’s Mechanics

GVWR:	Fuel Usage (mi/gal):		
Engine Type: 4 cyl	6 cyl X	8 cyl	
Transmission Type: Manual	Automatic X		

Condition of Vehicle – to be completed by the Town’s Mechanics

Part	Excellent	Good	Fair	Poor	Date Last Repaired
Engine			X		
Transmission			X		
Frame			X		
Differential			X		
Brakes (Power?)			X		
Steering (Power?)			X		
Suspension – N/A					
Clutch			X		
Body			X		
Radiator				X	
Battery			X		
Air Conditioner		X			
Heater		X			
Lights		X			
Upholstery			X		
Paint				X	
Glass			X		
Jack – N/A					
Radio AM/FM			X		
Radio – 2-Way			X		
Tires:					
R Front			X		
L Front			X		
R Rear			X		
L Rear			X		
Spare			X		



APPENDIX A: VEHICLE PURCHASE REQUEST FORM page 2 of 2

Mechanic's Narrative

This loader is used at the Transfer Station & Recycling Center to load trash into the trailers and other associated duties at the Transfer Station. It has approximately 1100 hours and will soon need some major work. It has undercarriage and hydraulic related issues. Replacement now is more cost efficient rather than ongoing repairs.

Charlie Wallitt
Mechanic's Signature

9/17/12
Date

Capital Improvement Program Proposal – Detail

Department Name	TRANSFER STATION & RECYCLING CENTER	Project	FULL TIME POSITION	
		Fiscal Year	FY14	
Department Head	RUSSELL ROBINSON	Cost	\$65, 209 estimate (includes benefits)	
		Priority	1	of 1

1. Description

Hire a full time position for the Transfer Station & Recycling Center

2. Useful Life Permanent position

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

- | | |
|--|--|
| <input type="checkbox"/> Schedule Replacement | <input type="checkbox"/> Increase Personnel Efficiency |
| <input checked="" type="checkbox"/> New or Expanded Service | <input type="checkbox"/> Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment) |
| <input type="checkbox"/> Other (Please Explain) | |

4. Justification

With the expansion of the recycling program, we could use a full time person to oversee and educate the residents on the proper disposal of CRT's, fluorescent bulbs, concrete blocks, brick, metal material, landscape material, paper, glass, cans etc. This employee would also be responsible for rolling the compost pile which takes 1 man from Highway each week. Currently we have 1 employee working overtime each Saturday to assist with the recycling operations.

5. How Was this Project's Priority Determined?

By the work load and expanding the town's recycling program

6. Estimated Cost	\$
Less Trade-In (If Applicable)	Unknown at this time
Net Cost	\$

7. Are Non-Town Revenues Available to Reduce Cost?

No

8. If this Project is Delayed, what will be the Effect on your Department?

Highway will continue take an employee off of the road crew to assist with the composting. One employee will continue to work overtime on Saturday.

9. Please Describe the Effect of this Project on your Operating Budget.

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase <input checked="" type="checkbox"/>	Increase
Decrease	Decrease

10. Attachments, if Applicable.

Capital Improvement Program Proposal – Detail

Department Name	HEALTH	Project	Community Coordinator Administrative Assistance
		Fiscal Year	2014
Department Head	Doug Halley	Cost	\$22,000
		Priority	2 of 4

1. Description

This position will provide part-time (19 hrs per week) administrative support for the Community Services Coordinator.

2. Useful Life Personnel

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

<input type="checkbox"/> Schedule Replacement	<input type="checkbox"/> Increase Personnel Efficiency
<input checked="" type="checkbox"/> New or Expanded Service	<input type="checkbox"/> Replace Obsolete or Unsafe Equipment
<input type="checkbox"/> Other (Please Explain)	<input type="checkbox"/> (Explain Disposal of Old Equipment)

4. Justification

The case load for the Community Services Coordinator continues to increase each year. The expansion of low income housing combined with a sluggish economy has significantly increased the number of individuals and families that need to be connected to services.

5. How Was this Project's Priority Determined?

The Community Services Coordinator's time is too valuable to have an ever increasing amount of time dedicated to administrative functions. An administrative assistant will free up the Coordinator's time and may also be able to help the Veteran's Services Officer with administrative assistance.

6. Estimated Cost **\$22,000**
Less Trade-In (If Applicable) **N/A**
Net Cost **\$22,000**

7. Are Non-Town Revenues Available to Reduce Cost?

There are no non-town revenues currently available.

8. If this Project is Delayed, What will be the Effect on your Department?

Delay of this proposal would require the Community Services Coordinator to continue providing administrative duties at the expense of direct assistance for individuals and families.

9. Please Describe the Effect of this Project on your Operating Budget.

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase \$22,000	Increase No affect
Decrease	Decrease No affect

10. Attachments, if Applicable.

Capital Improvement Program Proposal – Detail

Department Name	HEALTH	Project	Assistant Social Services Coordinator
		Fiscal Year	2014
Department Head	Doug Halley	Cost	\$30,000
		Priority	3 of 4

1. Description

This will fund a part-time Assistant Community Services Coordinator to work with the Full time Community Service Coordinator to meet the needs in the community. The part-time position may be shared with the Town Of Stow.

2. Useful Life Personnel

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

<input type="checkbox"/> Schedule Replacement	<input type="checkbox"/> Increase Personnel Efficiency
<input checked="" type="checkbox"/> New or Expanded Service	<input type="checkbox"/> Replace Obsolete or Unsafe Equipment
<input type="checkbox"/> Other (Please Explain)	<input type="checkbox"/> (Explain Disposal of Old Equipment)

4. Justification

Since the implementation of Community Services program the individual and family needs within the community have continued to increase. There is a growing population of at risk citizens who are seeking the means and methods to have their needs addressed. This program has been successful in identifying that population and directing them to where they can be assisted. The current needs within the community exceed the current hours dedicated to this position.

5. How Was this Project's Priority Determined?

The current economic climate and the impacts it has on Acton's at risk population was the determining factor for priority.

6. Estimated Cost **\$30,000**
Less Trade-In (If Applicable) **N/A**
Net Cost **\$30,000**

7. Are Non-Town Revenues Available to Reduce Cost?

There are no alternative funds identified.

8. If this Project is Delayed, What will be the Effect on your Department?

Delay of this proposal would continue the current status quo of citizen needs exceeding the hours dedicated to the social services coordinator.

9. Please Describe the Effect of this Project on your Operating Budget.

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase \$30,000	Increase No affect
Decrease	Decrease No affect

10. Attachments, if Applicable.

Capital Improvement Program Proposal – Detail

Department Name	HEALTH	Project	Employee Health Incentive		
		Fiscal Year	2014		
Department Head	Doug Halley	Cost	\$30,000		
		Priority	4	of	4

1. Description

This will fund the design and implementation of a performance based health program designed to drive sustained behavior change through the proper application of incentives and rewards.

2. Useful Life 20 years

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

<input type="checkbox"/> Schedule Replacement	<input type="checkbox"/> Increase Personnel Efficiency
<input checked="" type="checkbox"/> New or Expanded Service	<input type="checkbox"/> Replace Obsolete or Unsafe Equipment
<input type="checkbox"/> Other (Please Explain)	<input type="checkbox"/> (Explain Disposal of Old Equipment)

4. Justification

This project will proactively address the growing economic impacts of health coverage by providing and atmosphere and system that encourages and rewards employees for following a healthier life style. Healthier employees generally require less expensive health care and can provide more effective productivity with a decrease in the reliance on sick time.

5. How Was this Project's Priority Determined?

The administration and employees have brought forward the value of an incentive based health program. Successful implementation of this program could have long term financial benefits for the town and its employees.

6. Estimated Cost \$30,000
Less Trade-In (If Applicable) N/A
Net Cost \$30,000

7. Are Non-Town Revenues Available to Reduce Cost?

No

8. If this Project is Delayed, What will be the Effect on your Department?

Delay of this project will continue the current strategy of allowing each employee to individually address their health concerns through their own mechanisms.

9. Please Describe the Effect of this Project on your Operating Budget.

<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase	No affect	Increase	No affect
Decrease	No affect	Decrease	No affect

10. Attachments, if Applicable.

See Attached.

Capital Improvement Program Proposal – Detail

Department Name	HEALTH	Project	Wastewater Treatment Plant Repairs		
		Fiscal Year	2014		
Department Head	Doug Halley	Cost	\$27,250		
		Priority	1	of	2

1. Description

This would allow the purchase of the following items; a.) new foot valve for one of the two disk filter high pressure wash pumps, b.) UV System troubleshooting and repair, c.) plant boiler hot water recirculation pump replacement, d.) generator load bank testing at the plant and stations and e.) roof snow and ice guards for the Treatment Plant.

2. Useful Life 20 years

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

<input type="checkbox"/> Schedule Replacement	Increase Personnel Efficiency
<input checked="" type="checkbox"/> New or Expanded Service	Replace Obsolete or Unsafe Equipment
<input type="checkbox"/> Other (Please Explain)	(Explain Disposal of Old Equipment)

4. Justification

a. Original valves are corroded and no longer capable of maintaining the pressure necessary to wash the effluent disk filters. b. will include the services of Trojan Technologies and include repair to the system thereby eliminating chronic false system alarms. c. One of the two pumps has failed and is in need of replacing to restore pump redundancy. d. This special test equipment/procedure is necessary to ensure generators will run at full load and the fouling (soot) that builds up over time from running under full load is burned off. e. This is particularly critical for the roof above the Control Building south side over the basement garage door. There is roughly a thirty foot drop from the roof to the driveway/walkway below. Personnel have carefully navigated this area during the winter yet this building modification would significantly reduce the hazard posed by falling ice and snow.

5. How Was this Project's Priority Determined?

The Town's Treatment Plant Operator, Woodard and Curran developed a 5 year capital plan and identified these items as a high priority for this year.

6. Estimated Cost **\$27,250**

Less Trade-In (If Applicable) **N/A**

Net Cost **\$27,250**

7. Are Non-Town Revenues Available to Reduce Cost?

All of these items will be completely be paid for through the Sewer Enterprise Fund.

8. If this Project is Delayed, What will be the Effect on your Department?

Delay of this project will put the wastewater process or people at risk

9. Please Describe the Effect of this Project on your Operating Budget.

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase No affect	Increase No affect
Decrease No affect	Decrease No affect

10. Attachments, if Applicable.

See Attached.

		Budget Dollars					
Acton Fiscal Year:		FY13	FY14	FY15	FY16	FY17	
Plan:		Year 1	Year 2	Year 3	Year 4	Year 5	
Item #	Equipment/Structures	Jul'12-Jun'13	Jul'13-Jun'14	Jul'14-Jun'15	Jul'15-Jun'16	Jul'16-Jun'17	Comments
1	Preliminary Treatment						
	Step screen			\$2,500.00			Electrc motors, replace screen, bearings
	Grit classifier				\$2,500.00		Electrc motors, replace screw, bearings
	Wash press			\$2,500.00			Electrc motors, replace screw, bearings
2	Influent Pumping:						
	Pumps 1-3			\$4,500.00	\$4,500.00		Rotating assembly rebuilds
3	Sequencing Batch Reactor:						
	Floating mixers 1 & 2						Emergency repair on wire and wire floats in spring '12
	Floating decanter						Compressor rebuilt in early summer '12
	Process air compressors 1 & 2						same as decanter compressor.
	Post EQ blowers 1 & 2						Anticipated needs at FY '17 and beyond.
	SBR blowers 1 - 4						Anticipated needs at FY '17 and beyond.
4	Sludge storage and pumping:						
	WAS and TWAS tank blowers						
	WAS grinders 1 & 2			\$4,000.00			Rebuild Muffin Monster Blades
	WAS pumps 1 & 2	\$1,500.00					Rebuild Penn-Valley Diaphragm Pumps (pass through)
	Thickened sludge pump 1						not in use
	Gravity belt thickener (GBT)		\$1,000.00				Electric Motor, Air compressor
	Polymer feed pump						spares possily avail at ps
5	Effluent:						
	Cloth media filter 1 & 2						Purchased in July 2011. New set approx. FY17.
	Cloth Filter Backwash Pump 1 & 2				\$2,000.00		Pump replacement
	Cloth Filter Spray Wash Pump 1 & 2				\$2,000.00		Pump Replacement
	High Pressure Spray Wash Pumps 1 & 2		\$2,250.00	\$2,250.00			foot valve from manufacturer (\$2k per valve)
	Post EQ pumps	\$2,000.00		\$5,000.00			Rebuild seals, impellers
	Effluent pumps 1-3			\$2,500.00			Rebuild seals, impellers

		Budget Dollars					
Acton Fiscal Year:		FY13	FY14	FY15	FY16	FY17	
Budget	Plan:	Year 2	Year 3	Year 4	Year 5	Year 5	
Item #	Equipment/Structures	Jul'12-Jun'13	Jul'13-Jun'14	Jul'14-Jun'15	Jul'15-Jun'16	Jul'16-Jun'17	Comments
6	Disinfection:						
	UV banks 1 & 2						
	UV Controls and cooling cabinets		\$5,000.00				Trojan to diagnose and resolve phantom alarms
	UV coolant pumps 1 & 2						
	Hydraulics and wipers						
7	Chemical Feed System:						
	Metal salts feed pump 1-4	\$1,500.00	\$1,500.00		\$2,000.00		Pump rebuilds
8	SCADA & Instrumentation:						
	Ultrasonic level detectors	\$2,000.00			\$2,000.00		HydroRanger (WAS) and The Probe (influent)
	Pressure transducers	\$810.00	\$810.00	\$810.00	\$810.00		9 Prssure transducers at the plant
	Flow meters		\$2,500.00		ve		improve daily totlization
	Pump and intrument control panels (10)	\$5,000.00		\$5,000.00	\$5,000.00		Work with Gary A for strateric phased approach to bringing equip. up-to-date.
	Network hardware	\$15,000.00					Outdated computers and software.
	Data Management	\$2,500.00					Lab and permit reporting/storage software.
9	Plant HVAC:						
	Ventilation fans	\$1,000.00					Air Handlers throughout plant -electric motors, belts, etc
	Unit heaters		\$1,000.00				Unit heater rebuilds.
	Boiler		\$3,000.00		\$5,000.00		need new recirc. Pump
	AC units			\$3,000.00			Overhaul if needed
10	Odor Control - Plant:						
	Canister 1 - prelim treatment		\$2,500.00				Carbon canister replacement
	Canister 2 & 3 - sludge			\$2,500.00			Carbon canister replacement
	Canister 4 & 5	\$2,500.00			\$2,500.00		Every 3 years to replace carbon canister
23	Rapid Infiltration Basins						

		Budget Dollars					
Acton Fiscal Year:		FY13	FY14	FY15	FY16	FY17	
Budget	Plan:	Year 2	Year 3	Year 4	Year 5	Year 5	
Item #	Equipment/Structures	Jul'12-Jun'13	Jul'13-Jun'14	Jul'14-Jun'15	Jul'15-Jun'16	Jul'16-Jun'17	Comments
11	Misc. Equip.:						
	Backflow Preventors (7)						
	Tractor		\$18,000.00				Shared purchase with cemetary division
	Lighting						
	Generator, Plant and Portable		\$5,000.00				Load bank testing
	Transfer Switch						
	MCC and Electrical service				\$2,500.00		FY '12 Arc Flash Survey - resolve unknown findings? Otherwise unexpected repairs
	Fire alarm panel and signal devices (7)						This service as an annual service pass-through
	Emergency Eye Wash and Shower (6)			\$5,000.00			Update to tempered water
12	Laboratory						
	Analytical Equipment				\$1,500.00		refrig?
13	Safety						
	Electrical						FY12: Arc Flash Study
	Structural		\$12,000.00				Plant roof snow/ice guards
	Equipment						
14	Pump Station 1 - River St.						Generator batteries
15	Pump Station 2 - Main St.						
16	Pump Station 3 - Prospect	\$1,500.00					Check valve rehab (pass through)
17	Pump Station 4 - Mass. Ave.						
18	Pump Station 5 - Charter Rd.						flow meter issue -total not reaching plant properly.
19	Pump Station -6 Railroad St.	\$2,800.00					#1 pump rebuild - pass through completed
20	Pump Station - 7 Adams St.	\$1,500.00	\$1,500.00				FY13 Check valve rebuild- done FY14 Odor Canister Replacment
21	Pump Station - 8 Hillcrest Drive						
22	Pump Station 11 - High Street	\$1,500.00					Replace odor canister
23	SCADA for pump stations						See item #8
24	Station pressure transducers	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00		Update Gary Alders quote/recommendation
	Contingency	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00		
	Annual Total Expense	\$52,110.00	\$67,060.00	\$50,560.00	\$43,310.00		

Notes

Doug Halley

From: Mike Thompson [mthompson@woodardcurran.com]
Sent: Monday, October 01, 2012 3:08 PM
To: Doug Halley
Subject: Acton WWTF FY 14 Capital Forecast

Attachments: ActonCapForecastSept2012.xls

Hi Doug, We have revisited the 5 year capital plan for the Acton WWTF (see attached) and have come up with the following summary of projects and costs for your budget planning. Note that the plan shows a number of smaller value projects that we are viewing as in the pass through category thus not included in the list below. If you should have any questions, or require additional details, please don't hesitate to contact myself or Bill Dickson.

- 1.) New foot valve for one of the two disk filter high pressure wash pumps. Original valves are corroded and no longer capable of maintaining the pressure necessary to wash the effluent disk filters. Cost estimate at \$2,250.
- 2.) UV System troubleshooting and repair. This project will include the services of Trojan Technologies and include repair to the system thereby eliminating chronic false system alarms. Cost estimate at \$5,000.
- 3.) Plant boiler hot water recirculation pump replacement. One of the two pumps has failed and is in need of replacing to restore pump redundancy. Cost estimate at \$3,000.
- 4.) Generator load bank testing at the plant and stations. This special test equipment/procedure is necessary to ensure generators will run at full load and the fouling (soot) that builds up over time from running under full load is burned off. Cost estimate at \$5,000.
- 5.) Roof snow and ice guards. This is particularly critical for the roof above the Control Building south side over the basement garage door. There is roughly a thirty foot drop from the roof to the driveway/walkway below. Personnel have carefully navigated this area during the winter yet this building modification would significantly reduce the hazard posed by falling ice and snow. Cost estimate at \$12,000.
- 6) RIBs and grounds tractor. Facility staff must coordinate the borrowing of a tractor from the Town's cemetery department so they can perform disc harrowing of the rabid infiltration basins. Regularly harrowing is necessary breakup the filmy crust that accumulates on the surface of the sand and to control weed growth during the warmer months of the year. This tractor would also be used for snow removal and general grounds maintenance throughout the year. This cost estimate is based on the sharing of the total tractor cost with the cemetery department. The thought is that WWTF and cemetery would combine resources to purchase a new tractor. The new tractor then goes to the cemetery department while the older unit goes to the WWTF. Cost estimate at \$18,000.

In summary; total FY 14 capital project cost estimate at \$45,250. The projects above are arranged in descending order from most critical at the top to less critical at the bottom.

Thank You,

Michael Thompson, Asst. Area Manager
Concord Wastewater Treatment Facility
509 Bedford Street
Concord, MA 01742
978-371-7174 ph
781-858-0222 cell
mthompson@woodardcurran.com

10/5/2012

Capital Improvement Program Proposal – Detail

Department Name HEALTH

Project John Deere Tractor

Fiscal Year 2014

Department Head Doug Halley

Cost \$36,000

Priority 2 of 2

1. Description

This would allow the purchase of a John Deere 4320 Tractor, John Deere 400CX Loader and a Frontier DH1180 – 6 ft 8 in 3-point disk harrow with 20 blades on 7.5 in. spacing.

2. Useful Life 20 years

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

Schedule Replacement

Increase Personnel Efficiency

New or Expanded Service

**Replace Obsolete or Unsafe Equipment
(Explain Disposal of Old Equipment)**

Other (Please Explain)

4. Justification

The tractor will be shared with Natural Resources. Currently existing tractor is shared by both departments. Additional tractor will allow more flexibility for both departments and allow a greater ability to harrow the open sand beds and remove snow at the treatment plant.

5. How Was this Project's Priority Determined?

The Town's Treatment Plant Operator, Woodard and Curran developed a 5 year capital plan and identified this item as a high priority.

6. Estimated Cost \$36,000

Less Trade-In (If Applicable) N/A

Net Cost \$36,000

7. Are Non-Town Revenues Available to Reduce Cost?

The Tractor and equipment could either partially or completely be paid for through the Sewer Enterprise Fund.

8. If this Project is Delayed, What will be the Effect on your Department?

Delay of this project will require the continued reliance of equipment within the Natural Resource Department. Scheduling and Transportation of equipment will continue to be a problem.

9. Please Describe the Effect of this Project on your Operating Budget.

Personnel Budget

Increase No affect
Decrease No affect

Expense Budget

Increase No affect
Decrease No affect

10. Attachments, if Applicable.

See Attached

Capital Improvement Program Proposal – Detail

<i>Department Name</i>	HEALTH	<i>Project</i>	MinuteVan Road Runner	
		<i>Fiscal Year</i>	2014	
<i>Department Head</i>	Doug Halley	<i>Cost</i>	\$215,645	
		<i>Priority</i>	1	of 1

1. Description

This would continue the provision of the MinuteVan (Dial-A-Ride and Rail Shuttle) and Road Runner transportation systems.

2. Useful Life

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

<input type="checkbox"/> <i>Schedule Replacement</i>	<input type="checkbox"/> <i>Increase Personnel Efficiency</i>
<input checked="" type="checkbox"/> <i>New or Expanded Service</i>	<input type="checkbox"/> <i>Replace Obsolete or Unsafe Equipment</i>
<input type="checkbox"/> <i>Other (Please Explain)</i>	<input type="checkbox"/> <i>(Explain Disposal of Old Equipment)</i>

4. Justification

Ridership on both of the MinuteVans is still increasing. During the next year we anticipate more growth with commuters due to the work on the South Acton Train Station and with the after school age population as the word spreads of the service. The Road Runner program is just beginning but we anticipate ridership to be similar to the COA van by the end of the Fiscal Year.

5. How Was this Project's Priority Determined?

The draft 2020 recommended implementation program has identified expansion of the MinuteVan shuttle system with more vehicles, more frequent service and longer service hours as a highest priority.

6. Estimated Cost **\$215,645**
Less Trade-In (If Applicable) *N/A*
Net Cost \$215,645

7. Are Non-Town Revenues Available to Reduce Cost?

It is anticipated that \$27,000 of fare fees will be collected to offset the costs. Additional grants will be sought from the Community Innovative Challenge Grant Program the Department of Transportation New Freedom Program to offset the costs.

8. If this Project is Delayed, What will be the Effect on your Department?

Delay of this project will mean the cessation of the current Dial-A-Ride component of the MinuteVan program (Road Runner, Rail Shuttle and Dial-A-Ride).

9. Please Describe the Effect of this Project on your Operating Budget.

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase NA	Increase NA
Decrease NA	Decrease NA

10. Attachments, if Applicable.

See Attached.

2013 Minutevan Project Budget

	FY 2014			TOTAL	FY 2015			TOTAL	FY 2016	
	Dial-A-Ride	Park & Ride	Road Runner		Dial-A-Ride	Park & Ride	Road Runner		Dial-A-Ride	Park & Ride
Expenses										
Administration										
Staff Salary (22 hrs/week @\$31.20/hour*)	\$9,735.00	\$9,735.00	\$16,224.00	\$35,694.00	\$10,027.05	\$10,027.05	\$16,710.72	\$36,764.82	\$10,327.86	\$10,327.86
Supervisor (7 hrs/week\$55/hour*)	\$7,150.00	\$7,150.00	\$5,720.00	\$20,020.00	\$7,364.50	\$7,364.50	\$5,891.60	\$20,620.60	\$7,585.44	\$7,585.44
Administration (5 hrs/week@\$31.20/hour*)			\$8,112.00				\$8,355.36			
Software	\$1,500.00	\$1,500.00	\$3,000.00	\$6,000.00	\$1,500.00	\$1,500.00	\$3,000.00	\$6,000.00	\$1,500.00	\$1,500.00
Total Administration	\$18,385.00	\$18,385.00	\$33,056.00	\$61,714.00	\$18,891.55	\$18,891.55	\$33,957.68	\$63,385.42	\$19,413.30	\$19,413.30
Shuttle Operations										
Vehicle/Driver	\$90,000.00	\$95,411.00	\$52,461.00	\$237,872.00	\$92,700.00	\$98,273.33	\$54,034.83	\$245,008.16	\$95,481.00	\$101,221.53
Parking Lot Lease		\$2,000.00		\$0.00		\$2,000.00		\$0.00		\$2,000.00
Total Operations Expenses	\$90,000.00	\$97,411.00	\$52,461.00	\$237,872.00	\$92,700.00	\$100,273.33	\$54,034.83	\$245,008.16	\$95,481.00	\$103,221.53
Total Administration & Operations	\$108,385.00	\$115,796.00	\$85,517.00	\$309,698.00	\$111,591.55	\$119,164.88	\$87,992.51	\$318,748.94	\$114,894.30	\$122,634.83
Income										
Potential Fares**	\$13,500.00	\$5,000.00	\$8,500.00	\$27,000.00	\$13,905.00	\$5,150.00	\$8,755.00	\$27,810.00	\$14,322.15	\$5,304.50
DOT Grant			\$6,500.00	\$6,500.00				\$0.00	\$0.00	
LRTA Contribution			\$60,853.00	\$60,853.00			\$60,853.00	\$60,853.00		
Parking Contribution					\$8,799.25	\$97,102.28	\$8,799.25	\$114,700.78	\$9,054.23	\$117,330.33
Total Income	\$13,500.00	\$5,000.00	\$75,853.00	\$94,353.00	\$22,704.25	\$102,252.28	\$78,407.25	\$203,363.78	\$23,376.38	\$122,634.83
Town Contribution	\$94,885.00	\$110,796.00	\$9,664.00	\$215,345.00	\$88,887.30	\$16,912.60	\$9,585.26	\$115,385.16	\$91,517.92	\$0.00
Budget Assumptions										
Expenses and Fares increase by 3% each year										
H 901 will pass prior to FY 15										
Rail Shuttle minus fares would be covered by funds from parking receipts in FY 15 and FY 16										
Dial-A-Ride & Road Runner expenses would be covered by fares, 10% from parking receipts and the remainder a town contribution										

Capital Improvement Program Proposal – Detail

<i>Department Name</i>	Natural Resources	<i>Project</i>	81 Wood Lane – Land Purchase	
		<i>Fiscal Year</i>	2014	
<i>Department Head</i>	Tom Tidman	<i>Cost</i>	\$33,497.00	
		<i>Priority</i>	1	of 1

1. Description

This capital request involves the purchase of 1 acre of forested land abutting the Acton Arboretum (see attached plan). The land is currently owned by the Acton Conservation Trust. The parcel is intended to remain in its natural state, be used for passive conservation use, and become part of the Arboretum.

2. Useful Life

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

- | | |
|---|--|
| <input type="checkbox"/> Schedule Replacement | <input type="checkbox"/> Increase Personnel Efficiency |
| <input type="checkbox"/> New or Expanded Service | <input checked="" type="checkbox"/> Replace Obsolete or Unsafe Equipment
(Explain Disposal of Old Equipment) |
| <input checked="" type="checkbox"/> Other (Please Explain)
-Land Purchase (Open Space) | |

4. Justification

This parcel was listed in the 2002-2007 Open Space & Recreation Plan as a significant open space parcel, with passive recreation and wildlife value.

5. How Was this Project's Priority Determined?

Friends of the Arboretum and Natural Resources staff had been in communication with the land owners regarding purchase of the parcel. This is a valuable addition to the Arboretum.

6. Estimated Cost

<i>Less Trade-In (If Applicable)</i>	Purchase Price = \$25,000	} Total = \$33,497
<i>Net Cost</i>	Closing Cost = \$ 5,025	
	Parcel Survey = \$ 3,472	

7. Are Non-Town Revenues Available to Reduce Cost?

No.

8. If this Project is Delayed, what will be the Effect on your Department?

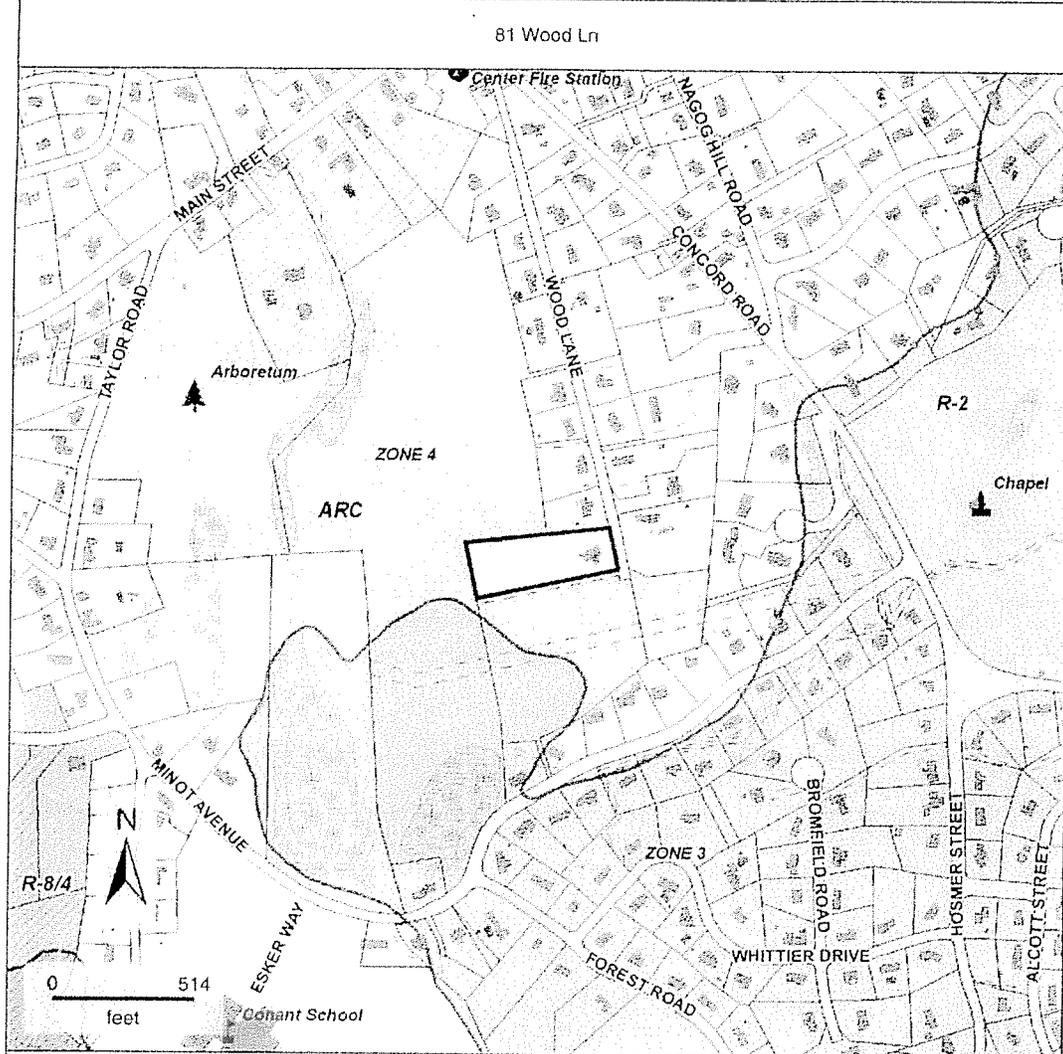
No impact.

9. Please Describe the Effect of this Project on your Operating Budget.

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase	Increase
Decrease	Decrease
No Change X	No Change X

10. Attachments, if Applicable.

Property Survey, Parcel Locus, Arboretum Map.

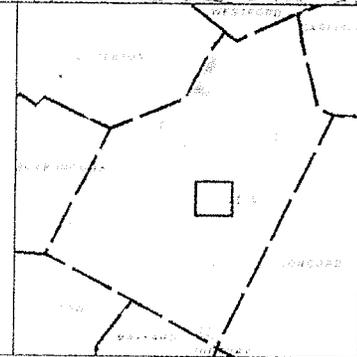


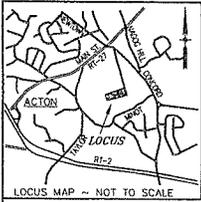
Property information
 Property ID F4-41
 Location 81 WOOD LN



**MAP FOR REFERENCE ONLY
 NOT A LEGAL DOCUMENT**

This data set/map is for planning purposes only and should not be used for larger scale analysis. The Town of Acton shall not be held liable for any use of the data or images shown on this map, nor is any warranty of accuracy expressed. All uses of this data set/map are subject to field verification.





LEGEND			
N/F	NOW OR FORMERLY	CTR	CENTER
1111/111	DEED BOOK/PAGE	DH	DRILL HOLE
(F)	FOUND	○	PIPE/ROD
(S)	SET	□	STONE BOUND
IP	IRON/STEEL PIPE	●	DRILL HOLE
SB	STONE BOUND	⊞	STONE WALL

FOR REGISTRY USE ONLY

JOB NO. 111052

PLANNING BOARD ENDORSEMENT IS NOT A DETERMINATION AS TO CONFORMANCE WITH THE ZONING BYLAWS.

APPROVAL UNDER THE SUBDIVISION CONTROL LAW NOT REQUIRED. ACTON PLANNING BOARD

DATE: _____

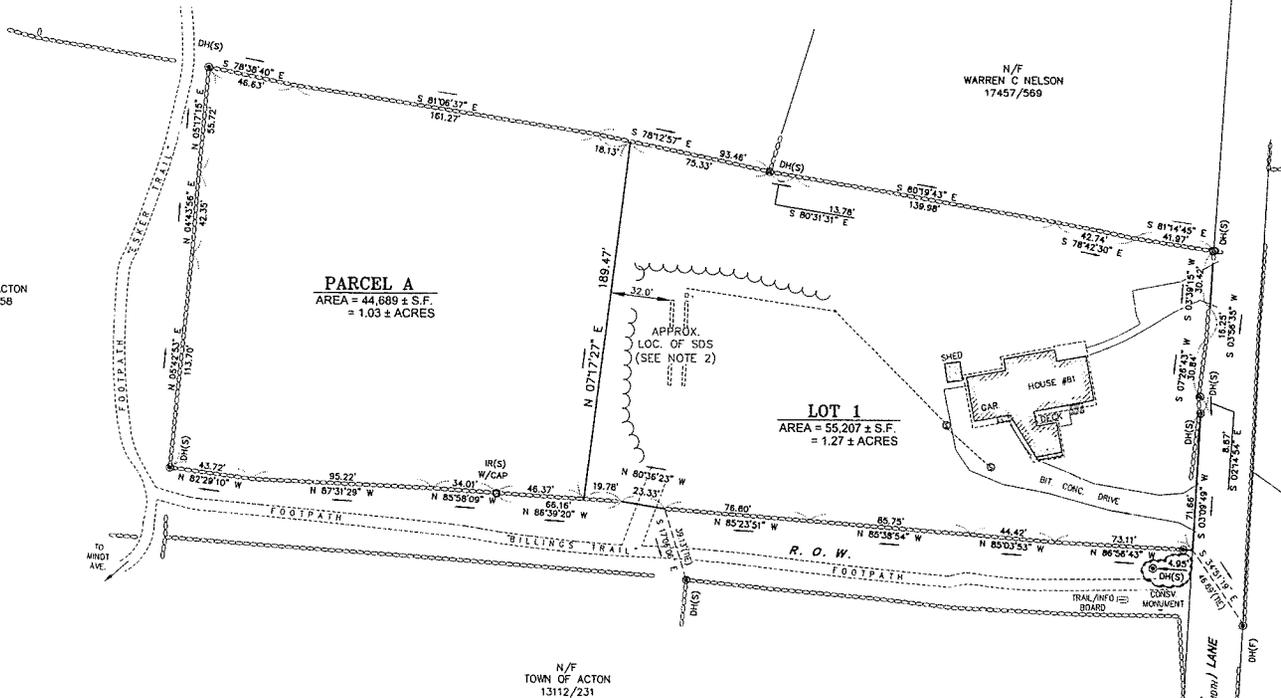
I CERTIFY THAT THIS PLAN HAS BEEN PREPARED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS.

DAVID J. DeBAY, P.L.S. # 33887 DATE

N/F TOWN OF ACTON 13085/558

PARCEL A
AREA = 44,889 ± S.F.
= 1.03 ± ACRES

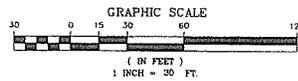
LOT 1
AREA = 55,207 ± S.F.
= 1.27 ± ACRES



OWNER'S DEED: 54990 / 522
ASSESSOR'S REF: F-4 / 41
ZONING CLASSIFICATION: R2
MIN. AREA - 20,000 S.F.
FRONTAGE - 150'
SETBACKS: FRONT 30' / SIDE & REAR 10'

- NOTES:**
- 1 PARCEL A IS NOT TO BE CONSIDERED A BUILDING LOT AND TO BE CONVEYED/COMBINED TO LAND OF ADJUTER.
 - 2 SEPTIC SHOWN FROM RECORD INFORMATION AVAILABLE AT THE TOWN OF ACTON BUILDING DEPT.

- PLAN REFERENCES:**
- PLANS ON FILE AT THE MIDDLESEX SOUTH DISTRICT REGISTRY OF DEEDS
- PLAN 42 OF 1972 "COMPILED PLAN OF LAND IN ACTON, MA" BY HARLAN TUTTLE; DEC. 28, 1971.
 - PLAN 1653 OF 1955 "LAND IN ACTON, MA" BY HORACE TUTTLE; JUNE 6, 1955.
 - PLAN 499 OF 1971 "PLAN OF LAND IN ACTON, MA" BY HARLAN TUTTLE; APR. 2, 1971.



THIS LAND IS SUBJECT TO ANY EASEMENTS, RIGHTS-OF-WAY, RESTRICTIONS, COVENANTS, OR OTHER LIMITATIONS WHICH MAY BE DISCLOSED BY A TITLE EXAMINATION.

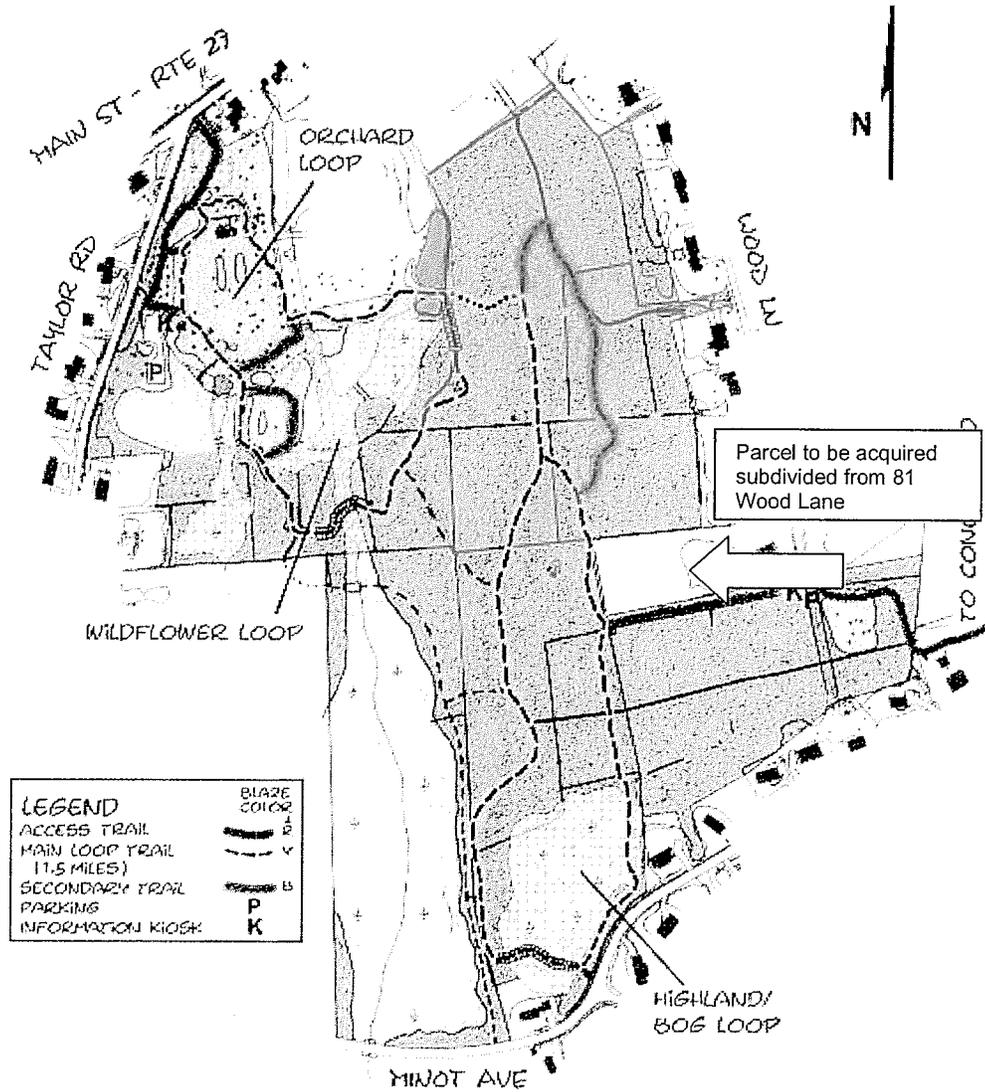
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CIVIL & STRUCTURAL ENGINEERING • LAND SURVEYING & LAND PLANNING
VOICE: 978.712.1900 FAX: 978.772.1951
www.gpr-inc.com

PLAN OF LAND IN ACTON, MASS.

OWNED BY:
CEDRIC F. HARRING, Jr.
AT
81 WOOD LANE

DATE: AUG. 22, 2011 JOB 111052 1 OF 1

ACTON ARBORETUM



Acton Arboretum Description

Printab



Capital Improvement Program Proposal – Detail

Department Name Municipal Properties

Project Replace 2004 F-150 (truck 7)
Fiscal Year 2014

Department Head Dean Charter

Cost \$34,000
Priority 1 of 8

1. Description

Replace existing F-150, half ton pick up truck with similar unit. Originally requested in 2009 for funding in the FY 2012 Capital Plan

2. Useful Life 7-10 years

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

# Schedule Replacement	Increase Personnel Efficiency
New or Expanded Service	Replace Obsolete or Unsafe Equipment
Other (Please Explain)	(Explain Disposal of Old Equipment)

4. Justification

Truck is in daily use by the Municipal Properties Director, essential to have a reliable vehicle. This is used for inspections and hauling tools and equipment. It is used by the Director every day, and is fully equipped with arborist and other equipment for frequent emergency call outs.

5. How Was this Project's Priority Determined?

Expected condition and mileage of vehicle

6. Estimated Cost \$34,000

Less Trade-In (If Applicable)
Net Cost

7. Are Non-Town Revenues Available to Reduce Cost?

NO

8. If this Project is Delayed, What will be the Effect on your Department?

Delay in response if vehicle is under repair

9. Please Describe the Effect of this Project on your Operating Budget.

Personnel Budget on impact

Increase
Decrease

Expense Budget no impact

Increase
Decrease

10. Attachments, if Applicable.

Quote under state bid in July 2012. To this you must add warning lights, tool boxes, radio

Acton Municipal Property Department
472 Main Street
Acton, MA 01720
Attn.: Dean Charter, Director

July 13, 2012

Dear Mr. Charter,

Per your request, I am writing to offer a proposal to supply your department with a new Chevrolet per our contract #12-13-14 with the Plymouth County Commissioners. All vehicles offered under this contract come with a 5 year/100,000 mile powertrain warranty.

	2012 Chevrolet Full Size, Short Bed C1500 Silverado Pick up	
	119" Wheelbase Short Bed, 6,400 LBS GVWR Pick up	
	4.3 Liter V6, 195 HP Engine	
	4 Speed Automatic Transmission	
	145 Amp Alternator and 600 CCA Battery	
	Front Independent, Coil Spring Over Shock Suspension	
	Rear 2 Stage Multi Leaf Suspension with Semi-Floating Axle	
	Automatic Halogen Headlights with Daytime Running Lights	
	Power Four Wheel Anti-Lock Front and Rear Disc Brakes	
	(5) P245/70R17 All Season Radials with Full Size Spare	
	Vinyl Trim, 40/20/40 Split Bench Seat with Center Fold Down Armrest	
	Heavy Duty Vinyl Floor Mat	
	AM/FM Radio with CD Payer Digital Clock	
	Tilt Steering Wheel and Cruise Control	
	Dual Auxiliary Power Outlets	
	Factory Air Conditioning	
	Factory Gauge Package	
	Manual Windows and Door Locks	
	Manual Folding OSRV Mirrors	\$16,282.00
1.05	Four Wheel Drive for 1/2 Ton Pick up	\$ 3,213.00
1.06	4.8 Liter V8 Gas Engine	\$ 973.00
1.20	Extended Cab for 1/2 Ton Pick up	\$ 3,224.00
10.02	Spray-in Type Bedliner	\$ 499.00
1.02	Whelen Liberty Super LED 14 Module Bar	\$ 1,595.00
11.06	Whelen 6 Function Control Box	\$ 125.00
	TOTAL DELIVERED PRICE	\$25,911.00

Thank you for your consideration of Liberty Chevrolet. If you have any questions concerning our proposal, please don't hesitate to contact me at (781) 287-7541.

Sincerely,

Kevin Nugent
Fleet Sales Manager



Quote Id: 7102715

Customer: TOWN OF ACTON DEPT OF MUNICIPAL PROP

Quote Summary

Prepared For:

TOWN OF ACTON DEPT OF
MUNICIPAL PROP
472 MAIN ST

ACTON, MA 01720

Home:

Business: 978-264-9629

Mobile:

Prepared By:

PADULA BROS., INC.
Stephen Harris
PADULA BROS., INC.
133 LEOMINSTER-SHIRLEY
ROAD

LUNENBURG, MA 01462

Phone: 978-537-3356

Mobile:

steveh@padbros.com

Quote Id: 7102715

Created On: August 31, 2012

Last Modified On: August 31, 2012

Expiration Date: September 29, 2012

Home:

Business:

Mobile:

Equipment Summary

2012 ALLIED ALAMO VERSA
BOOM MOWER

Selling Price

\$ 51,750.00 X

Qty

1 =

Extended

\$ 51,750.00

Equipment Total

\$ 51,750.00

Quote Summary

Equipment Total

\$ 51,750.00

SubTotal

\$ 51,750.00

Total

\$ 51,750.00

Down Payment

(0.00)

Rental Applied

(0.00)

Balance Due

\$ 51,750.00

Salesperson : X _____

Accepted By : X _____



Selling Equipment



Quote Id: 7102715

Customer: TOWN OF ACTON DEPT OF MUNICIPAL PROP

2012 ALLIED ALAMO VERSA BOOM MOWER

Hours: 0

Stock Number:

Code	Description	Qty	Unit	Selling Price
				\$ 51,750.00
VERSA BOOM	ALAMO VERSA BOOM MOWER EQUIPPED WITH 48" FLAIL HEAD AND ALL REQUIRED MOUNTING COMPONENTS INCLUDING OIL AND INSTALATION	1	\$ 51,750.00	\$ 51,750.00
Suggested Price				\$ 51,750.00
Customer Discounts				
Customer Discounts Total			\$ 0.00	\$ 0.00
Total Selling Price				\$ 51,750.00

Capital Improvement Program Proposal – Detail

Department Name	Municipal Properties	Project	Town Hall HVAC replacement		
		Fiscal Year	2014		
Department Head	Dean Charter	Cost	\$171,000		
		Priority	3	of	8

1. Description

Replace chiller, compressor, and control system for Town Hall HVAC. Possible upgrades for fresh air intakes and advanced energy management system. Costs include engineering and design. The project was included in the Capital Plan in 2009 for construction in FY 2013

2. Useful Life 20 years

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

Schedule Replacement

Increase Personnel Efficiency

New or Expanded Service

Replace Obsolete or Unsafe Equipment
(Explain Disposal of Old Equipment)

Other (Please Explain)

4. Justification

Existing system is aged, past expected service life, and is probably energy inefficient

5. How Was this Project's Priority Determined?

Age of system (25 years)

6. Estimated Cost \$171,000

Less Trade-In (If Applicable)

Net Cost

7. Are Non-Town Revenues Available to Reduce Cost?

NO

8. If this Project is Delayed, What will be the Effect on your Department?

Possible high repair costs as unit ages

9. Please Describe the Effect of this Project on your Operating Budget.

Personnel Budget no impact

Expense Budget no impact

Increase

Increase

Decrease

Decrease

10. Attachments, if Applicable.

Due diligence report from Garcia, Galuska, Desouza Consulting Engineers. Estimate has been increased based on comment from MetroWest Mechanical

Acton Town Hall Chiller Study
Acton, MA
HVAC Existing Conditions Systems Report
J#945 005 00.00
L#38652/Page 1/September 7, 2012

Executive Summary:

The Acton Town Hall cooling plant consists of one 30 ton indoor liquid chiller with one associated outdoor air-cooled condenser. The piping associated with this equipment appears to be copper. The piping system is insulated with what appears to be one and one half inch fiberglass insulation. The pumping system is a primary/secondary arrangement. Chilled water from the chiller is injected into the building loop via two inline, in series pumps. Chilled water travels throughout the building with the use of two lead/standby inline pumps mounted in parallel. R-22 refrigerant travels from the outdoor condenser to the indoor chiller. The electronic controls associated with the chiller are factory-mounted and tied into the main existing electronic control board for on/off operation and status.

Observations:

The chiller and matching outside condenser are approximately 30-years-old and past their usable service life. The system was installed during the renovation/addition to the building. The existing system utilizes R-22 refrigerant which is no longer in production yet still readily available for servicing existing installations. As the surplus reduces, the cost to service will increase.



Indoor Liquid Chiller



Outside Air Cooled Condenser

Acton Town Hall Chiller Study
Acton, MA
HVAC Existing Conditions Systems Report
J#945 005 00.00
L#38652/Page 2/September 7, 2012

Sections of the fiberglass insulation have been removed to accommodate repairs and were not replaced. As a result, the piping has been allowed to condensate, saturating the remaining existing insulation.



Building Pumps with Missing and Damaged Insulation

The chiller pumps are mounted in series. Centrifugal pumps in series are used to overcome larger system head losses that one pump could not handle alone. With the pumps in series, if a pump fails, the chilled water system will not be able to operate while the failed pump is being replaced.



In-Series Chiller Pumps

Acton Town Hall Chiller Study
Acton, MA
HVAC Existing Conditions Systems Report
J#945 005 00.00
L#38652/Page 3/September 7, 2012

Chiller water is allowed to flow through the boiler. The piping within the boiler is not insulated, and as a result, is condensing within the boiler. Condensate on the boiler's heat exchanger will reduce the boiler's life span due to rusting or rotting heat exchanger.



Heating Boiler

RECOMMENDATIONS:

The following are recommendations for the Acton Town Hall Chiller:

- Replace existing chiller and condenser with new energy efficient chiller and condenser.
- Re-work piping to prevent chilled water from entering the boiler.
- Provide summer / winter isolation valves.
- Replace existing series mounted in-line pump with new parallel mounted in-line pumps to allow primary/standby arrangement.
- Replace existing damaged and missing pipe insulation



GARCIA • GALUSKA • DESOUSA
Consulting Engineers Inc.

370 Faunce Comer Road, Dartmouth, MA 02747-1217

PROJECT: Acton Town Hall

JOB NO:

CLIENT: Town Of Acton

DATE: 9/7/2012

BY: DAH

Chiller Replacement

ITEM OF WORK	NO.	UNIT PRICE	AREA	PRICE/S.F.	TOTAL
30 Ton indoor chiller	1	\$36,000			\$ 36,000.00
30 Outdoor Air cooled Condenser	1	\$15,000			\$ 15,000.00
Dual Temp Piping & Insulation	1	\$10,000			\$ 10,000.00
Chilled Water Pumps w/ VFD	2	\$5,500			\$ 11,000.00
Controls	1	\$15,000			\$ 15,000.00
Refrigerant piping & Insulation, including piping accessories, valves and filters	1	\$10,000			\$ 10,000.00
Electrical	1	\$5,000			\$ 5,000.00
Testing and Balancing	1	\$1,500			\$ 1,500.00
Commissioning	1	\$1,500			\$ 1,500.00
Coordination and As builds drawings	1	\$2,000			\$ 2,000.00
TOTAL					\$ 107,000.00
\$/S.F.					\$5.35

Capital Improvement Program Proposal – Detail

Department Name	Municipal Properties	Project	Replace heating systems at Fire Stations 2 & 3 DESIGN ONLY		
		Fiscal Year	2014		
Department Head	Dean Charter	Cost	\$80,000		
		Priority	4	of	8

1. Description

Feasibility, cost estimate, and construction documents to remove and replace existing heating systems in Fire Station 2 (South Acton) and Fire Station 3 (West Acton). Funds would be requested in subsequent year for actual construction (estimate of \$500,000). This project was placed on the Capital Plan in 2008, with funds requested for FY 2010. Need for system upgrade noted in the 2004 facilities engineering study.

2. Useful Life 40 years

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

<p># Schedule Replacement</p> <p>New or Expanded Service</p> <p>Other (Please Explain)</p>	<p>Increase Personnel Efficiency</p> <p># Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)</p>
---	--

4. Justification

The existing heating systems are essentially unchanged from when built almost 50 years ago. Systems are prone to failure, and are energy inefficient.

5. How Was this Project's Priority Determined?

The original plan was to perform this work as a part of a major project when the new Fire Station came on line. Time frame for that project is uncertain, so the project is being done piecemeal. Condition of existing systems is dire.

6. Estimated Cost \$80,000

Less Trade-In (If Applicable)

Net Cost

7. Are Non-Town Revenues Available to Reduce Cost?

NO

8. If this Project is Delayed, What will be the Effect on your Department?

Continued high energy and repair bills, unreliable system

9. Please Describe the Effect of this Project on your Operating Budget.

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase	Increase
Decrease #	Decrease #

10. Attachments, if Applicable.

Budget estimate from MetroWest Mechanical and is several years old. This is a price per each unit, which are virtually identical.

Capital Improvement Program Proposal – Detail

Department Name	Municipal Properties	Project	Fire Station 1 Generator
		Fiscal Year	2014
Department Head	Dean Charter	Cost	\$99,000
		Priority	5 of 8

1. Description

Replace the existing 15 KW standby generator at Fire Station 1 (Acton Center) with a new 50 KW generator.

2. Useful Life 30 years

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

Schedule Replacement

Increase Personnel Efficiency

New or Expanded Service

Replace Obsolete or Unsafe Equipment
(Explain Disposal of Old Equipment)

Other (Please Explain)

4. Justification

Existing generator is original to the building (1952) and is unreliable, and inadequate in capacity to operate mechanical systems. See attached report.

5. How Was this Project's Priority Determined?

Necessity of having reliable systems in the Fire Station

6. Estimated Cost \$99,000

Less Trade-In (If Applicable)

Net Cost

7. Are Non-Town Revenues Available to Reduce Cost?

NO

8. If this Project is Delayed, What will be the Effect on your Department?

Little impact upon Municipal Properties, grave consequences for the Fire Department

9. Please Describe the Effect of this Project on your Operating Budget.

Personnel Budget no impact

Increase

Decrease

Expense Budget no impact

X Increase

Decrease

10. Attachments, if Applicable.

Study from Garcia, Galuska, Desouza Consulting Engineers (GGD). Budget includes engineering costs and contingency not included in GGD report.

Acton Fire Station District 1 - Generator Upgrade Study
7 Concord Road
Acton, MA
Electrical Existing Conditions Systems Report
J#945 004 00.00
L#38653/Page 1/September 10, 2012

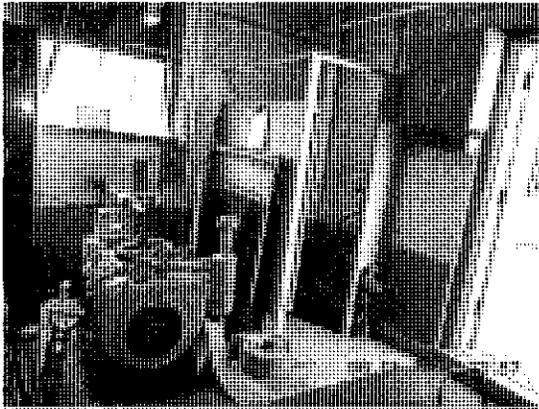
ELECTRICAL

Summary:

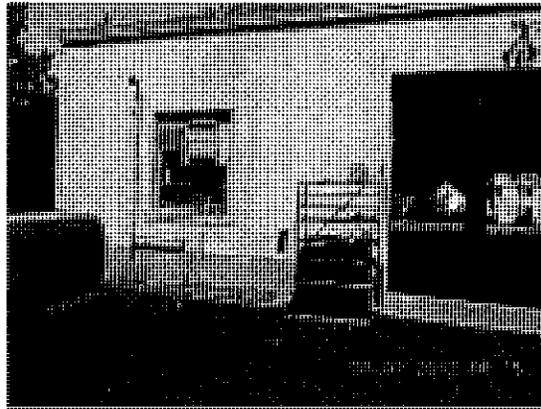
The existing facility is serviced with a 15kW natural gas generator located in the boiler room. The facility also has a manual transfer switch to allow management of loads on the emergency mode. The generator is in very poor condition and is undersized for the facility. The generator does not meet current codes. The generator should be replaced with an exterior sound attenuated weather proof generator that is code compliant and sized to back up the entire facility.

Generator:

The existing generator is located in the boiler room and is rated at 15 kW, 120/240 V, 1Ø, 3W. The unit is powered by natural gas. The generator was manufactured by Katolight Model No. 15FGW4. The unit feeds an 8X load center with a 100A/2P main circuit breaker. The generator full load amperes is 62.5 amp which requires a maximum 80A/2P rated breaker; therefore, the 100A/2P breaker is oversized. The exhaust pipe discharge outlet is in close proximity to the boiler room intake louvers which is in violation of code.



Generator



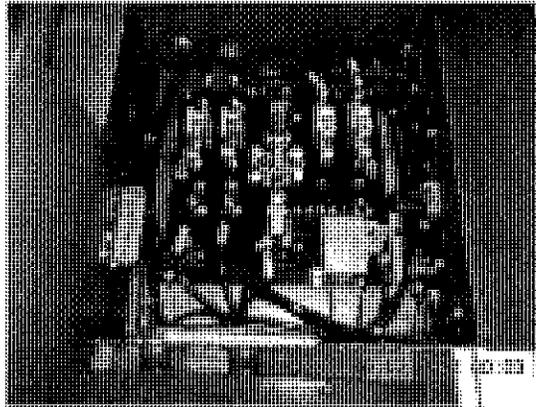
Generator Emissions Exhaust

A generator battery charger was recently installed within the last 5 years. The exhaust pipe system appears to have received repairs due to portions being corroded.

Acton Fire Station District 1 - Generator Upgrade Study
7 Concord Road
Acton, MA
Electrical Existing Conditions Systems Report
J#945 004 00.00
L#38653/Page 2/September 10, 2012

Automatic Transfer Switch:

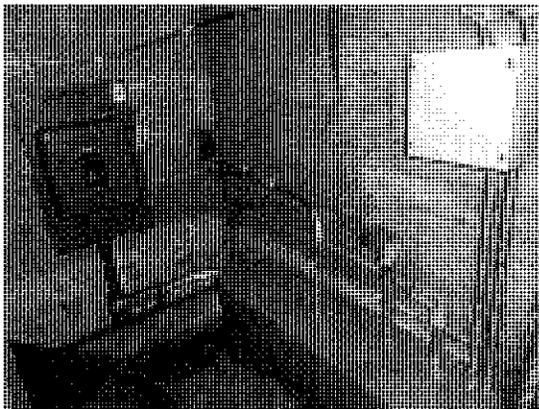
The automatic transfer switch, also located in the boiler room, is rated at 60 amperes, 120/240V, 1 ϕ , 3w. The switch was manufactured by Zenith Model No. D1034C. The 60 amp switch is fed from a 100A breaker on the generator and is undersized and in violation of code.



Automatic Transfer Switch

Main Electric Service:

The incoming main electric service runs underground between Pole #2 on Concord Street in a 2" conduit plus (1) 2" spare to a meter socket in the building. The service is rated at 200 ampere, 120/240V, 1 ϕ , 3 wire. The service panel, meter socket, and manual transfer switch are located underneath a stairwell. Current codes do not allow electric equipment to run through a stairwell or be housed in a stairwell except when it serves that stairwell.



Service Equipment Under Stairwell



Manual Transfer Switch

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Acton Fire Station District 1 - Generator Upgrade Study
7 Concord Road
Acton, MA
Electrical Existing Conditions Systems Report
J#945 004 00.00
L#38653/Page 3/September 10, 2012

Recommendations:

An exterior mounted 50 kW/50 KVA, 120/240V, 1Ø 3w diesel generator within a weatherproof, sound attenuated enclosure should be provided at the rear of the parking lot to back-up the entire facility during a power failure. The integral fuel tank with double walls and alarms should have approximately 48 hours of fuel capacity. An automatic transfer switch and remote annunciator will be provided. The sound attenuation enclosure should reduce noise to approximately 65 Dba around the unit.

Budget Pricing:

1. 50 kW, 65 Dba wP housing, diesel, ATS, Annunciator	\$ 45,000.00
2. Underground ductbank, 200A feeder, auxiliary wiring, concrete pad, etc.	\$ 18,000.00
3. New panelboard and service modifications	\$ 10,000.00
4. Miscellaneous including relocation of water piping on wall for new equipment	<u>\$ 5,000.00</u>
Total	\$ 78,000.00

Acton Fire Station District 2 Generator Upgrade Study
54 School Street
Acton, MA
Electrical Existing Conditions Systems Report
J#945 004 00.00
L#38658/Page 1/September 10, 2012

ELECTRICAL

Summary:

The existing facility is serviced with a 15kW natural gas generator located in the boiler room. The facility also has a manual transfer switch to allow management of loads on the emergency mode. Personnel are required to manually turn off loads during a power failure as the generator is under-sized. The generator is in poor condition. During last test, generator would not turn off automatically and required manual intervention to turn off. The generator location currently blocks safe access to natural gas service and meters. The generator should be replaced with an exterior sound attenuated weather proof generator that is code compliant and sized to back up the entire facility.

Generator:

The existing generator is located in the boiler room and is rated at 15 kW, 120/240 V, 1Ø, 3W. The unit is powered by natural gas. The existing location of the generator blocks access to the main gas service equipment. The generator was manufactured by Onan Model No. 15JC-3R. The unit has no main breaker as required by code for over-current protection. The generator full load amperes is 62.5 amp which requires a maximum 80A/2P rated breaker.



Generator & Gas Service



Generator in Boiler Room



Generator Emissions Exhaust

Acton Fire Station District 2 Generator Upgrade Study
54 School Street
Acton, MA
Electrical Existing Conditions Systems Report
J#945 004 00.00
L#38658/Page 2/September 10, 2012

Automatic Transfer Switch:

The automatic transfer switch, also located in the boiler room, is not readily accessible and does not have required code clearances. The unit is rated at 120/240V, 1 ϕ , 3w. The switch was manufactured by Cutler Hammer. There is no breaker on the emergency side of the generator to protect the conductors as required by code.



Automatic Transfer Switch Above Manual Transfer Switch

Main Electric Service:

The incoming main electric service runs underground between Pole #49/11 on School Street in a 3" conduit to a 200A fused disconnect switch and into a meter socket in the building. The service is rated at 200 ampere, 120/240V, 1 ϕ , 3 wire. The service panel, meter socket, manual transfer switch, and automatic transfer switch are located in the boiler room.



Service Conduit on Pole 49/11



Main Feed Disconnect

Acton Fire Station District 2 Generator Upgrade Study
54 School Street
Acton, MA
Electrical Existing Conditions Systems Report
J#945 004 00.00
L#38658/Page 3/September 10, 2012

Recommendations:

An exterior mounted 50 kW/50 KVA, 120/240V, 1Ø, 3w diesel generator within a weatherproof, sound attenuated enclosure should be provided at rear of parking lot to back-up the entire facility during a power failure. The integral fuel tank with double walls and alarms should have approximately 48 hours of fuel capacity. An automatic transfer switch and remote annunciator will be provided. The generator sound attenuated housing should reduce noise to 65 Dba around the unit.

Budget Pricing:

1. 50 kW, 65 Dba wP housing, diesel, ATS, Annunciator	\$ 45,000.00
2. Underground ductbank, 200A feeder, auxiliary wiring, concrete pad, etc.	\$ 15,000.00
3. New panelboard and service modifications	\$ 10,000.00
4. Miscellaneous including relocation of water piping on wall for new equipment	\$ <u>5,000.00</u>
Total	\$ 75,000.00

Fred's Construction Services

Fred Given
 2 Fairfield Street
 Maynard, MA 01754

Estimate

Date	Estimate #
7/19/2012	556

Name / Address
Town Of Acton 472 Main Street Acton Ma 01720

Project		
COA New Roof		
Description	Total	
Strip and replace with new shingles Tarp off house to help prevent damage to house and lawn area Rip and remove off property existing roofing materials Completely de-nail roof and re-nail roofing boards as needed All wall flashing will be inspected and replaced as needed Fasten 8" drip edge on perimeter Fasten 6" of ice and water shield on eaves, valleys, and Grace tri-flex underlayment on remainder of roof Install 30 year architectural shingle Install Cobra Ridge Vent Install all new flashing devices on pipes Re-flash entire chimney, install new aluminum step flashing, and install new lead counter flashing if needed Properly flash and terminate new roof Clean all gutters Roll magnets will be used to pick up any nails off lawn area for final clean-up Cost of Permit not included Total Contract Price includes Contractor's 5 year no leak guarantee on labor covering any leaks associated with poor workmanship: chimney-roof flashing joints, loose sheathing, raised nails, low nails, bent nails, improperly installed ice and water shield, or shingles *Please note: any plywood replaced will be an extra cost of \$60.00 per 4'x8' sheet - labor and materials included 25,800.00 \$25,800.00	27,300.00	
If you have any questions call me @ 508 527-9850. Thank You!		
Total		
\$27,300.00		
E-mail	Web Site	Terms
Fred.nwd@verizon.net	www.Fredsconstructionservices.com	Due upon completion

Fred's Construction Services

Fred Given
 2 Fairfield Street
 Maynard, MA 01754

Estimate

Date	Estimate #
7/18/2012	554

Name / Address
Town Of Acton 472 Main Street Acton Ma 01720

Project		
Town Hall Roof		
Description	Total	
New asphalt roof for Acton Town Hall ,472 Main St, Acton, MA Tarp off house to help prevent damage to house and lawn area Rip and remove off property existing roofing materials Completely de-nail roof and re-nail roofing boards as needed All wall flashing will be inspected and replaced as needed Fasten 8" drip edge on perimeter Fasten 6' of ice and water shield on eaves, valleys, and Grace tri-flex underlayment on remainder of roof Install 30 year architectural shingle Install Cobra Ridge Vent Install all new flashing devices on pipes Re-flash entire chimney, install new aluminum step flashing, and install new lead counter flashing if needed Properly flash and terminate new roof Clean all gutters Roll magnets will be used to pick up any nails off lawn area for final clean-up Cost of Permit not included Total Contract Price includes Contractor's 5 year no leak guarantee on labor covering any leaks associated with poor workmanship: chimney-roof flashing joints, loose sheathing, raised nails, low nails, bent nails, improperly installed ice and water shield, or shingles *Please note: any plywood replaced will be an extra cost of \$60.00 per 4'x8' sheet - labor and materials included	7,475.00	
If you have any questions call me @ 508 527-9850. Thank You!		
Total		
\$7,475.00		
E-mail	Web Site	Terms
Fred.nwd@verizon.net	www.Fredsconstructionservices.com	Due upon completion

Capital Improvement Program Proposal – Detail

Department Name Municipal Properties

Project AML HVAC & Roof design
Fiscal Year 2014

Department Head Dean Charter

Cost \$75,000
Priority 8 of 8

1. Description

The membrane roofing and the HVAC system for the Memorial Library were installed and became operational in 1997, although the building was not dedicated until 1998. The rooftop units are approaching the end of their expected service life, and the membrane roofing is also getting close. One HVAC unit required \$10,000 in repairs in 2007, and there have been a series of small leaks due to flashing and seam failures over the past years. The existing HVAC control system is quite old, and a newer system would allow closer monitoring and control of heating and cooling. Originally requested in 2009 for funding in the FY 2012 Capital Plan.

2. Useful Life 15-20 years

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

Schedule Replacement

Increase Personnel Efficiency

New or Expanded Service

Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)

Other (Please Explain)

4. Justification

See notes above regarding repair costs and leaks

5. How Was this Project's Priority Determined?

High public use of building versus fairly short service life of original installation

6. Estimated Cost

\$75,000 for design, Construction cost TBD

Less Trade-In (If Applicable)

Net Cost

7. Are Non-Town Revenues Available to Reduce Cost?

NO

8. If this Project is Delayed, What will be the Effect on your Department?

Continued high repair costs and damage due to leaks

9. Please Describe the Effect of this Project on your Operating Budget.

Personnel Budget no impact

Expense Budget

Increase

Increase

Decrease

Decrease Amount TBD

10. Attachments, if Applicable.

Personnel Improvement Program Proposal – Detail

Department Name	Municipal Properties	Project	Arborist (Tree Climber)
		Fiscal Year	2014
Department Head	Dean A. Charter	Cost	\$63,325
		Priority	2 of 3

1. Description

Hire a new, full time position to perform street tree work, including tree climbing, on a Certified Arborist level. Duties will include climbing, possible aerial lift operation, tree planting, pesticide applications, and related duties. This position was first requested at least as far back as 2000 for funding in Fiscal 2002.

2. Useful Life Permanent Position

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

<input type="checkbox"/> Schedule Replacement	<input type="checkbox"/> Increase Personnel Efficiency
<input type="checkbox"/> # New or Expanded Service	<input type="checkbox"/> Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)
<input type="checkbox"/> Other (Please Explain)	

4. Justification

We have a backlog of tree work that spans at least two to three years. The Crew Leader has a background in Grounds operation, but not an extensive background in arboriculture. Adding this person will allow us to dedicate one crew to grounds, one crew to trees

5. How Was this Project's Priority Determined?

Extensive backlog of work, slow response time during storm emergencies.

6. Estimated Cost \$63,325 which includes benefits (H-5-A)
Less Trade-In (If Applicable)
Net Cost

7. Are Non-Town Revenues Available to Reduce Cost?
NO

8. If this Project is Delayed, What will be the Effect on your Department?

Will continue with backlog of work and slow response in storms.

9. Please Describe the Effect of this Project on your Operating Budget.

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase #	Increase #
Decrease	Decrease

10. Attachments, if Applicable.

See attached job description

January 1989

TREE CLIMBER H-5

REPORTS TO DIRECTOR OF MUNICIPAL PROPERTIES

SUMMARY: Highly skilled manual work related to the pruning, removal, planting, spraying, and propagation of ornamental, shade, and forest trees. Work involves climbing of trees, operation of power tools, occasional operation of aerial lift truck, and "groundskeeper" tasks.

SUPERVISORY RESPONSIBILITY: Partial supervision and training of junior seasonal, and part time employees. May serve as crew leader in crew leader's absence.

DISTINGUISHING CHARACTERISTICS OF THE POSITION:

Required Knowledge: High school education plus three years of experience in arboriculture, specifically involving rope-and-saddle tree climbing, pruning, and removal.

Supervisory Controls: Supervisor provides assignments, indicating generally what is to be done, setting priorities and deadlines. Additional instructions are provided for new or unusual assignments. Employee expected to use some initiative in carrying out recurring assignments independently, referring unusual problems to supervisor for assistance.

Guidelines: Specific, detailed guidelines covering most aspects of the position are provided. Employee is expected to adhere to guidelines, using own initiative to solve simple operating problems. Employee expected to be able to read and follow directions, such as pesticide labels, maintenance manuals, assembly instructions, and training, and safety manuals, such as A.N.S.I. Z-133 and pesticide training materials.

Complexity: Work includes duties that are related to arboriculture, landscaping, turf maintenance, and grounds equipment maintenance. Employee must recognize differences among recognizable situations and make decisions based on various choices.

Scope and Effect: Much of the work involves pruning and removal of street and park trees, each of which presents unique situations. Errors could result in serious injury or death of the employee. Errors could also effect the work, productivity, or safety of other employees or the public. Failures could also effect the lifespan of equipment, vegetation, natural environment, and the Town's public image.

Personal Contacts/Purpose of Contacts: Contacts are primarily with other employees within the department, but may also include employees in other town departments, contractors, and the general public. Contacts with other employees may involve assigning tasks or allocating equipment to seasonal or part time employees. Employee must be able to work in a pleasant, cooperative, efficient, and unobtrusive fashion around other town employees and the public.

Physical Demands/Work Environment: Work involves climbing, pruning, and removing hazardous trees. Work involves working at great heights, and in proximity to energized wires. Work requires considerable and strenuous physical exertion, such as lifting heavy objects, digging with hand tools, and using power cutting tools. Environment involves exposure to extreme outdoor weather conditions, extreme heights, and exposure to pesticides.

SPECIAL REQUIREMENTS:

Licenses: Employee must possess valid Massachusetts Class 3 Drivers License, and valid Massachusetts Pesticide Applicator's Certificate 6 & 37. Hoisting Equipment Operators License required to operate backhoe.

Skills: Skill in using and maintaining tools and mechanical equipment, such as chain saws, power lawn mowers, trucks, tractors, chippers, sprayers, and related equipment. Working knowledge of standard arboriculture, turf management, and landscaping techniques. Advanced ability to perform rope-and-saddle tree climbing, removal, and pruning.

Examples of Duties:

Partial supervision and training of junior, seasonal, and part time employees.

May perform all functions of crew leader in that employee's absence.

Maintain public grounds and trees, which includes using lawn mower, tractor, light and medium trucks, brush chippers, sprayer, chain saws, and related equipment.

Maintains hand and power tools, tractors, vehicles, and pesticide application equipment.

Performs minor carpentry tasks, such as building picnic tables, small bridges, and boardwalks.

Clears brush and trees both along roadsides and in conservation areas. Grades and plants lawns. Plants trees and shrubs, and operates pest control equipment.

Plows snow for Highway Department.

Operate roadside brush mower, turf mower, aerator, fertilizer spreader, and related equipment.

Works with Contractors.

Maintains records of materials used, hours worked, and work completed in absence of crew leader.

Hand climbs, prunes, removes hazardous street and park trees.

Personnel Improvement Program Proposal – Detail

Department Name	Municipal Properties	Project	Building Maintenance Craftsman
		Fiscal Year	2014
Department Head	Dean A. Charter	Cost	\$63,325
		Priority	3 of 3

1. Description

Hire a new, full time position to perform maintenance and upgrades of facilities on the "Craftsman" level. Duties will include painting, carpentry, electrical, plumbing, etc. Duties will not generally include custodial. This position was requested at least as far back as 2003, for Fiscal Year 2005 funding

2. Useful Life Permanent position

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

<input type="checkbox"/> Schedule Replacement	<input type="checkbox"/> Increase Personnel Efficiency
<input type="checkbox"/> # New or Expanded Service	<input type="checkbox"/> Replace Obsolete or Unsafe Equipment
<input type="checkbox"/> Other (Please Explain)	<input type="checkbox"/> (Explain Disposal of Old Equipment)

4. Justification

The interior portions of our facilities can be upgraded by enhancing our schedule of routine repairs. The existing Building Maintenance Crew Leader is overworked on a daily basis trying to keep up.

5. How Was this Project's Priority Determined?

As facilities have expanded and we have hired outside custodial contractors, the backlog of repairs that could be done with in house help has expanded

6. Estimated Cost \$63,325 which includes benefits (H-5-A)
Less Trade-In (If Applicable)
Net Cost

7. Are Non-Town Revenues Available to Reduce Cost?

NO

8. If this Project is Delayed, What will be the Effect on your Department?

Continued degradation of the facilities

9. Please Describe the Effect of this Project on your Operating Budget.

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase #	Increase #
Decrease	Decrease

10. Attachments, if Applicable.