Community Preservation Committee

TOWN OF ACTON
472 Main Street
Acton, Massachusetts 01720
Telephone (978) 929-6631
Fax (978) 929-6340
cpc@acton-ma.gov
www.acton-ma.gov

DRAFT

May 10, 2013

Mr. Steven Ledoux, Town Manager
Town of Acton
472 Main Street
Acton, MA 01720

Re: 2013 CPA Project Funding – Town of Acton
NARA Concession & Comfort Station Design – up to $25,000

Dear Mr. Ledoux:

Congratulations to the Town of Acton on being a recipient of 2013 Community Preservation funds (CPA funds) in the amount of $25,000. The Town's effort and cooperation during this year's project selection process helped secure the necessary support at the Annual Town Meeting of the Community Preservation Committee's (CPC) spending recommendation for this project. Voters agreed that each funded project is worthwhile and now they expect that each will be well executed. Before you move forward with the project, please pay close attention to the following important instructions and funding conditions:

- The Town staff person assigned to this project is Catherine Fochtman, Recreation Director. All necessary documentation and communication with the Town regarding this project shall be directed to her.

- CPA funding for this project is available immediately following the release date of this letter.

- CPA funds shall be disbursed in accordance with standard Town of Acton accounting procedures, policies, and controls, after full or partial project completion to your satisfaction consistent with and limited to the project scope as presented in your funding application, and after:

  a) receipt by the assigned Town staff person of contractor invoices for material provided and work performed on the project;

  b) verification that all applicable state purchasing and ethics regulations, local bylaws, and Town financial policies have been met;

c) the assigned staff person has verified that the conditions of this award letter have been met.

- Any significant changes to the project from what was presented in the funding application and during the project selection process shall require CPC approval. Please contact Roland Bartl, Planning Director (978-929-6631; rbartl@acton-ma.gov) to discuss whether or not a change must be considered significant, and if necessary to schedule an appointment with the CPC.

- Upon completion of the project and payment of all bills, you must certify completion in writing to the Planning Director. Once he receives your certification, your project account will be closed and no further funds shall be available thereafter for this project.

- Any CPA funds awarded to this project and not used upon project completion shall be returned to the general CPA fund of the Town and made available for future appropriation by Town Meeting for other projects.

- Good publicity for your project is very important. It is important for Acton citizens to know where their CPA funds are being spent. Therefore, the CPC asks that you make every effort to credit the source of this funding at any meetings and in any written materials related to this project. Upon completion, please submit a letter to the CPC detailing how the funds have benefited your project. The CPC has signs that give funding credit to the Acton CPA program. Please post on such sign at the project site while work is ongoing.

The Community Preservation Committee would appreciate a notice when work on the project has commenced, periodic updates concerning the progress of your project, and especially notification upon completion. For updates or general questions please contact the CPC via email - cpc@acton-ma.gov, or by calling the Planning Department at (978) 929-6631.

Finally, please sign and return to Roland Bartl the attached acceptance form. Thank you for working in partnership with the CPC to make a significant and lasting difference in our Town.

Sincerely,

Roland Bourdon
Chairman
Community Preservation Committee

cc: Board of Selectmen
Roland Bartl, Planning Director
Catherine Fochtman, Recreation Director
Tom Tidman, Natural Resources Director
Lisa Krause, Town Accountant

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Re: 2013 CPA Project Funding – Town of Acton
NARA Concession & Comfort Station Design – up to $25,000

The Town of Acton accepts the foregoing grant of Community Preservation funds and agrees to be bound by the conditions stated in this award letter.

Dated: _____, 2013

_____
Mr. Steven Ledoux
Town Manager
Town of Acton
472 Main Street
Acton, MA 01720

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