



**Community Preservation
Committee**

TOWN OF ACTON
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Acton, Massachusetts 01720
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May 10, 2013

Ms. Nancy L. Hoover, Moderator
West Acton Baptist Church
592 Massachusetts Avenue
Acton, MA 01720

**Re: 2013 CPA Project Funding – West Acton Baptist Church
Master Plan – up to \$22,500**

Dear Ms. Hoover:

Congratulations to the West Acton Baptist Church on being a recipient of 2013 Community Preservation funds (CPA funds) \$22,500. 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 recommendations 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 Roland Bartl, Planning Director. All necessary documentation and communication with the Town regarding this project shall be directed to him.
- CPA funding for this project is available immediately following the release date of this letter, and it is contingent upon receipt of a fully executed perpetual historic preservation restriction that is acceptable to the Town, and the Secretary of the Interior's Standards for the Treatment of Historic Properties, 36 C.F.R. Part 68.
- CPA funds shall be disbursed only in accordance with the following rules:
 - a) No disbursement of CPA funds shall be made until after West Acton Baptist Church has made its payment of \$2,500 (10%), to the project architect.
 - b) No disbursement of CPA funds shall be made until after the West Acton Baptist Church has contracted the architect for the work to be performed under this CPA Fund award, and the Planning Director has received proper documentation of such engagement.

- c) All CPA fund disbursements shall be made as reimbursements to the West Acton Baptist Church for expenses incurred by the Church in connection with this project.
 - d) CPA fund disbursements may be made after receipt by the Planning Director of West Acton Baptist Church invoices. The number of reimbursement payments shall not exceed two (2) in total, or such other number as the Planning Director may determine.
 - e) The payment requests shall be in form of invoices from West Acton Baptist Church, and shall include (1) supporting architects invoices for the completed work; (2) a statement from you certifying that all work has been completed to the satisfaction of West Acton Baptist Church consistent with the project scope presented in your funding application and consistent with project deliverables in the attached "Acton West Acton Baptist Church Master Plan – Fee Proposal" dated November 26, 2012, (3) a copy of the architect's deliverables, and (4) the contracting architect's certification that all work in connection with the study - the extent applicable - was performed in compliance with the Massachusetts Building Code, the Acton Historic District Bylaw, and Historic District Commission certificates.
 - f) No reimbursements shall be made until after the assigned Town 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. 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 that should be posted at any project site.

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
Lisa Krause, Town Accountant
Acton Historic District Commission

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**Re: 2013 CPA Project Funding – West Acton Baptist Church
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The West Acton Baptist Church accepts the foregoing grant of Community Preservation funds and agrees to be bound by the conditions stated in this award letter.

Dated: _____, 2013

Nancy L. Hoover, Moderator
West Acton Baptist Church
592 Massachusetts Avenue
Acton, MA 01720

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