

10/21 (6)  
040

**Christine Joyce**

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**From:** Kristen Domurad-Guichard  
**Sent:** Friday, October 11, 2013 5:09 PM  
**To:** Manager Department  
**Cc:** Roland Bartl  
**Subject:** FY15 CPA Application - Housing Services  
**Attachments:** FY15 CPA Application - Housing Services.pdf

Hi Steve and Christine,

Please see the attached a CPA application," FY15 CPA Application – Housing Services", for the Board of Selectmen's consideration at the 10/21 meeting for the Community Preservation Committee's application deadline of November 12, 2013.

Thank you,  
Kristen

Kristen Domurad-Guichard  
Assistant Town Planner  
Town of Acton  
472 Main Street  
Acton, MA 01720  
P: 978-929-6631

## PROJECT APPLICATION FORM – 2014

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**Applicant:** Town of Acton

**Submission Date:** November 2013

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**Applicant's Address:**

Acton Town Hall  
472 Main Street  
Acton, MA 01720

**Phone Number:** 978-929-6631

**E-mail:** ntavern@comcast.net

**Purpose: (Please select all that apply)**

- Open Space
- Community Housing
  
- Historic Preservation
- Recreation

**Town Committee (if applicable):** Town of Acton - Planning Department/Acton Community Housing Corporation (ACHC)

**Project Name:** Housing Services

**Project Location/Address:** N/A

**Amount Requested:** \$42,000.00

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**Project Summary:** In the space below, provide a brief summary of the project.

The Town of Acton and the Acton Community Housing Corporation request funding to continue participation in the Regional Housing Services Office (RSHO). The Town is currently a member of the RSHO with the Towns of Bedford, Concord, Lexington, Sudbury, and Weston. This service is authorized through Inter-Municipal Agreements among the member towns. The intention of ACHC and the Town is to maintain services through the RSHO or if no longer in operation, an alternative consulting service. Acton's current membership in the RSHO was originally funded in 2012 through a Community Preservation Act (CPA) appropriation as a pilot program for two years. The RSHO has proven to fill a much needed gap in housing services for the Town of Acton by providing over 400 hours of service each year. As such, the Town and the ACHC submit this request to continue CPA funding for the following core community housing support services for the Town over the next two years:

**Fulfill State and agency reporting and requirements (approximately 53% of hours):**

- Monitor database of all deed restricted units;
- Monitor regulatory agreements;
- Send and compile self-declaration reports for ownership units;
- Prepare and submit certification reports to DHCD;
- Prepare and submit subsidized housing inventory reports to DHCD.

**Carry out local responsibilities (approximately 47% of hours):**

- Maintain ready-buyer/ready-renter list and housing lotteries;
- Update the Town's assessed value of deed restricted properties;
- Provide educational workshops for affordable owners;
- General local support and housing program administration to the Acton Community and Housing Corporation (ACHC) and the Planning Department.

Prior to the Town receiving CPA funds to join the Regional Housing Services Office, members of the ACHC tried their best to do what they could on their own volunteer time. As the volume of work and responsibility increased and grew more complex over the years, several of the tasks

listed above could not be completed due to both a lack of staffing and focused expertise in the field of affordable housing. In the past two years the RHSO has helped Acton fulfill State and agency requirements as well as local needs. The RHSO considers all affordable housing entities and has strengthened the Town's relationships with the Acton Housing Authority, and Habitat for Humanity.

The RHSO has worked diligently to track regulatory agreements and deed restrictions. Homeownership and rental unit monitoring is a very time consuming charge that requires experience and expertise; but, is a requirement of the Regulatory Agreements. Prior to Acton's membership in the RHSO, this requirement along with other services were not being fulfilled. The Town and the ACHC believe it is in the Town's best interest to continue funding these services, in fear that services listed above will be neglected again and the strength of Acton's affordable housing stock will be weakened over time.

Monitoring affordable units is extremely important in order for the Town to preserve its affordable housing stock on the State's Subsidized Housing Inventory but more meaningfully, to provide diversity of housing options. The monitoring program also helps with identifying owners who have deed restriction violations such as an unapproved refinancing – leading to underwater mortgages which put affordable units at risk. This funding will continue to provide services to prevent the loss of affordable units.

Last year the RHSO hosted a "Smart Homeownership" post purchase workshop on personal finance and homeownership. The program was well attended and subsequent workshops have been requested. Homeownership workshops provided valuable information on preventative maintenance, budgeting, understanding house payments and saving by going green. Now and again an affordable unit is not properly maintained when simple low cost measures could have been taken beforehand. Maintenance becomes an issue for the town when a unit is up for sale and the cost for renovations makes it difficult to find an eligible buyer able to take on this additional cost burden.

The Town and the ACHC envision the program to function similarly to the past two years; the Board of Selectmen and the Town Manager would renew the established Inter-municipal agreement for FY15 and the subsequent term. The Selectmen would sign the agreement. During the term of the agreement, core housing services would be provided with an allocation of approximately 400 hours under the direct supervision of the ACHC.

As a participating municipality, Acton will continue to proportionally share the total costs of operating regional housing services. The proportional share is determined based on the percentage of hours planned to support each municipality for core services as represented in the fee schedule. Supplemental services proposed throughout the year will be invoiced outside of this agreement or payment for additional hours in excess of the allotted hours. If there are unused hours at the end of the first year they will be refunded to the community as part of the next year's membership fees. The expected funds would be processed in the same manner as the past two years, with expected funding to be held in the Community Housing Program Fund and payments made to the regional housing service provider by the Town on an annual basis. This method has proven to work well for the past two years.

**Estimated Date for Commencement of Project:** FY 2015

**Estimated Date for Completion of Project:** This request will fund services through FY 2017.

## Christine Joyce

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**From:** Roland Bartl  
**Sent:** Wednesday, October 09, 2013 1:06 PM  
**To:** Kristen Domurad-Guichard; Manager Department  
**Subject:** RE: FY15 CPA Application - Historic District Study and Design Guidelines & Standards

Just a clarification: The CPC submission deadline is November 12

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

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**From:** Kristen Domurad-Guichard  
**Sent:** Wednesday, October 09, 2013 12:41 PM  
**To:** Manager Department  
**Cc:** Roland Bartl  
**Subject:** FY15 CPA Application - Historic District Study and Design Guidelines & Standards

Hi Steve and Christine,

Please see the attached a CPA application, "FY15 CPA Application – Historic District Study and Design Guidelines & Standards", for the Board of Selectmen's consideration at the 10/21 meeting for the Community Preservation Committee's application deadline of November 20, 2013.

Thank you,  
Kristen

Kristen Domurad-Guichard  
Assistant Town Planner  
Town of Acton  
472 Main Street  
Acton, MA 01720  
P: 978-929-6631

## PROJECT APPLICATION FORM – 2014

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**Applicant:** Town of Acton

**Submission Date:** November 2013

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**Applicant's Address:**

Steve L. Ledoux, Acton Town Manager  
472 Main Street  
Acton, MA 01720

**Phone Number:** 978-929-6611

**E-mail:** sledoux@acton-ma.gov

**Purpose: (Please select all that apply)**

- Open Space
- Community Housing
- Historic Preservation
- Recreation

**Town Committee (if applicable):** Town of Acton - Planning Department

**Project Name:** Historic District Study and Design Guidelines & Standard

**Project Location/Address:** West Acton, Acton Center and South Acton Historic Districts

**Amount Requested:** \$45,000.00

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**Project Summary:** In the space below, provide a brief summary of the project.

This request is for funds to hire an expert consultant to conduct a detailed Study of Acton's three local Historic Districts, to tease out their unique features and characteristics, identify their special places within them, what to preserve and where to allow or encourage change, development, infill, and redevelopment consistent with the areas' historic resources. The consultant will evaluate each district, building on the 20-year old historic district justification survey & study; but, drilling deeper into details - district by district, block by block, and lot by lot. With the findings from this study, the consultant will work with the community to create detailed, justifiable, and predictable design principles, guidelines and codes custom-tailored for each of the three historic districts, subareas and buildings within them as needed and appropriate, using state-of-the-art, widely accepted historic preservation principles and practices.

This foundation is necessary to further the purpose of the Historic Districts in Acton, which goes beyond simply maintaining the status quo in each district. The purpose statement of Acton's Local Historic District Bylaw speaks with equal emphasis about "*encouragement of new building designs compatible with the historically significant architecture existing in the Local Historic District*" as it does about "*preservation and protection of the distinctive characteristics and architecture of buildings and places significant in the history of the Town of Acton*".

Properly justified, documented, and articulated historic preservation principles and guidelines that focus on design, massing, placement, spacing, and layout of new buildings in the context of Acton's historic districts, and the special areas within them, do not exist. Currently, what passes as guidelines are generalities that can apply to any area with old buildings anywhere – just change the name and title. This was better than nothing at the start as a temporary guidance document to bridge the time until something better and more precise could be developed. But, after more than 20 years of Acton's Local Historic Districts, this will no longer do. Having no specificity, the Historic District Committee (HDC) is left to extemporize every time an applicant is before them, causing frustration for applicants and eroding support for historic district protections. Better, more detailed design guidelines and codes will provide architects and developers a good sense for what to expect. The proposed tools will streamline the HDC's project review process, reducing the sometimes 2-year time period of sitting through hearings. Proper design guidelines will foster a higher level of predictability for applicants, and a higher

level of confidence for the members of the HDC. Proper design guidelines can result in project proposals that are at their core consistent with Acton's historic districts before plans even arrive at the hearing, regardless of floor area ratio, number of dwelling units or any other measurements for development intensity. Proper design guidelines let the HDC focus principally on architectural design details and materials. With proper design guidelines and zoning regulations, new development will no longer be viewed as a detriment to the Districts but can be used to facilitate their survival.

Historic Districts without justifiable guidelines and regulations can become victims of arbitrary and inconsistent determinations. In the absence of well documented guidelines and regulations the resulting uncertainty and insecurity appears to generate rejection of proposed new developments and re-developments in historic districts simply for fear that any change may be harmful. This practice misses the point and purpose of historic districting and historic preservation. Rather, it makes historic districts suspect for being just another NIMBY method for trying to prevent, divert, or stop development. Ultimately, such an approach weakens the credibility of historic districts and undermines their long-term viability as a historic preservation tool. If funded, this project will provide a more credible and sustainable approach. The proposed guidelines and regulations will provide the HDC with the tools to issue within reasonably short time frames consistent, well-founded decisions that reinforce the historic uniqueness of each District.

With very few exceptions, historic districts cannot survive long term as museums. Without renewal, rejuvenation and growth they are doomed to economic failure and dilapidation. This is especially true, where historic districts include old commercial village centers. Therefore, the proposed project will help foster the preservation of dynamic historic districts that live and breathe with the times while retaining the roots of their origin. With proper design guidelines and standards, the HDC will have the tools to appropriately preserve the Historic Districts as important historic resources for the Town.

This project is eligible for funding support from the Massachusetts Historical Commission's planning and survey grant program. Showing that local funding commitment is in place advances the chances of obtaining grant funding in a highly competitive program. The Planning Department is prepared to apply for a MHC grant after CPA funding is awarded. If CPA funding is awarded in 2014, the first subsequent MHC funding cycle begins in the winter of 2015 with awards expected in March 2015.

**Estimated Date for Commencement of Project: Spring 2015**

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**Estimated Date for Completion of Project: Spring 2016**

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Consistency with Town of Acton Plans:

Acton 2020, adopted by Town Meeting in 2012 as a policy document, recommends:

**Goal 1: Preserve and Enhance Town Character**

**Objective 1.2: Preserve and enhance key centers.**

**Strategy 1.2.3: Improve West Acton Village Center while preserving its historic character**

**Action Item 1.2.3.1: West Acton – Plan some growth**

Consider designating West Acton Village (WAV) as a “key center” to which some growth is guided. This action step is a planning process focused on WAV that should consider the planning context provided by the *Key Centers Plan*.<sup>12</sup> Prepare a design study and development plan for the village to provide the basis for zoning changes and infrastructure investments.<sup>13</sup>

<sup>12</sup> Use this planning process to ensure we understand what makes West Acton currently a successful village so that efforts to enhance it don't threaten what contributes to its village identity and livability.

<sup>13</sup> Based on this study:

- Delineate any areas that should receive development, infill, and redevelopment.
- Include water and air quality considerations when delineating areas to be redeveloped/subject to infill, and include low impact development and advanced stormwater management in design guidelines.
- Prepare WAV-specific design guidelines.
- Create a list of criteria to apply as incentives during special permit development review.
- Make necessary zoning changes and infrastructure improvements.

**Action Item 1.2.3.2: Concentrate investments in West Acton**

As recommended in the Key Centers Plan and the development plan for West Acton Village, concentrate Town investments such as sidewalks, landscape and streetscape improvements, traffic calming, and wastewater treatment facilities in and around the village.<sup>14</sup>

<sup>14</sup> Sewer extension and package wastewater treatment plants are options to consider. This action step can begin in the medium term (after Kelley's Corner investments) but may not be completed until the long term.

**Objective 1.4: Preserve historic buildings and landscapes**

**Strategy 1.4.1: Develop preservation priorities**

**Action Item 1.4.1.1: Identify historic features**

Continue to define historic characteristics (buildings, views, landscapes, etc.) and work with relevant committees to actively preserve these.<sup>19</sup>

<sup>19</sup> Incorporate appropriate recommendations from 2006 Freedom's Way Heritage Landscape Inventory and refer to Mass Historic Commission Survey Forms. Consider desirability of expanding current historic districts to include older historic homes and historically significant structures (as listed in the Cultural Resources List)

**Strategy 1.4.2: Preserve historic features** Preserve historically significant buildings, landscapes and other historic features.

**Action Item 1.4.2.1: Coordinate Historic District review process**

Coordinate Historic District Commission review with development of design guidelines and BoS special permit review of development in historic village centers. Consider giving HDC jurisdiction to review color choices.



**Town of Acton Recreation Department**

472 Main Street

Acton, MA 01720

Phone: 978-264-9608

Fax: 978-264-9630

Email: [recreation@acton-ma.gov](mailto:recreation@acton-ma.gov)

Website: [www.acton-ma.gov](http://www.acton-ma.gov)

Cathy Fochtman, Recreation Director

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To: Steve Ledoux, Town Manager  
From: Cathy Fochtman, Recreation Director  
CC: Tom Tidman, Natural Resources  
Date: Oct. 16, 2013  
Re: CPA Applications for BOS Consideration

Please find three attached draft CPA applications I am submitting for consideration by the Board of Selectmen for Recreation projects.

- |  |                 |
|--|-----------------|
| 1. Morrison Farm Well & Irrigation System for Community Gardens  | <b>\$18,249</b> |
| 2. Basketball Court Renovations – Goward and Gardner Playgrounds | <b>\$45,000</b> |
| 3. NARA Improvements   | <b>\$47,474</b> |
| (a) Beach and Playground Shade Structures                        | \$ 8,668        |
| (b) Picnic Tent Replacements                                     | \$17,566        |
| (c) NARA Amphitheater Elevated Stage Components                  | \$14,735        |
| (d) NARA Bathhouse Security Upgrade                              | \$ 6,505        |



2013

# Morrison Farm Well & Irrigation



Draft CPA Application

Town of Acton

10/15/2013

# PROJECT APPLICATION FORM – 2013

**Applicant: Town of Acton**

**Submission Date: 11/19/13**

**Applicant's Address, Phone Number and Email**

**Purpose: (Please select all that apply)**

Stephen L. Ledoux, Acton Town Manager

472 Main Street

Acton, MA 01720

sledoux@acton-ma.gov

Open Space

Community Housing

Historic Preservation

Recreation

**Town Committee (if applicable): Recreation Commission**

**Project Name: Morrison Farm Community Garden Well & Irrigation**

**Project Location/Address: 25 Ledge Rock Way, Acton, MA**

**Amount Requested: \$18,249**

**Project Summary:** The Morrison Farm Community Garden requires a new water source that is independent of the Morrison House Town water system. It is currently supplied via the Morrison household Town Water hookup and meter. The Recreation Department pays the water bill via fees collected for Community Garden plot rentals. Because the house will eventually be turned over for household use, Municipal Properties Director Dean Charter has advised the Natural Resources Department to seek an alternative water source.

When Recreation consulted with the Acton Water District about installing a permanent water source for the Community Garden, District Manager Chris Allen recommended that this community garden operate from an independent well. Acton Town Water costs are on the rise. There is no guarantee that outside watering will be available in the future due to outside water use restrictions imposed on Town Water. A private well will provide a more cost effective and reliable source for the Community Garden.

This project proposes that a new well be installed in the farm orchard area, supplied by an expanded electrical service from 100 to 200 amps to operate the well, and an irrigation system to deliver water to the garden plots.

<b>Expanded electrical service</b>	<b>\$ 4,300</b>
<b>Drilled Water Well, pump system, services</b>	<b>\$ 9,949</b>
<b>Irrigation installation</b>	<b>\$ 4,000</b>
<b>TOTAL</b>	<b>\$ 18,249</b>

**Estimated Date for Commencement of Project: May 2014**

**Estimated Date for Completion of Project: June 2014**

Rogan Electric LLC  
 84 Seminole Road  
 Acton, MA 01720

# Proposal

Date	Estimate #
9/27/2013	418

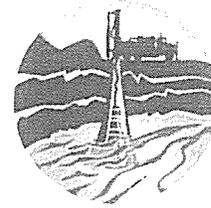
Name / Address
Melissa Rier Acton Town Hall 472 Main Street Acton, MA 01720

Terms

Qty	Description	Total
1	<p>Morrison Farm</p> <p>Upgrade existing house electrical service from 100 amp to 200 amp.</p> <p>Run power from house to well pump location (estimate 100 feet from house) in PVC conduit. Trench and back filling by others. Pump and controls by others.</p> <p>Wire and conduit is only sized to power the well pump, no additional loads.</p>	4,300.00
<b>Total</b>		\$4,300.00

If you have any questions concerning this estimate, please call Tom Rogan at 978-804-2557.

Thursday, August 29, 2013



**Skillings & Sons, Inc.**<sup>TM</sup>  
*Bringing water well technology to a whole new level*

Acton Community Garden  
116 Concord Road  
Acton, Massachusetts

**116 Concord Road, Acton Massachusetts**

Dear Ms. Rier,

Skillings & Sons Inc. is pleased to offer you a proposal for a drilled water well, pump system and services for the above referenced site.

Based on an average well depth, casing and services, the following is an estimate only and is not the final cost of your well (Please refer to the last page of this document for local well data). The final cost cannot be calculated until the well is drilled, the proper pump size is selected and services are calculated. Pump size and depth of installation are determined by the well depth and flow rate. A well should produce 5 gallons per minute for 4 hours to pass most town requirements. A wells capability of producing this flow rate depends on both its depth and flow. As the depth increases, the flow rate needed decreases. For example, a 100' well should produce 8GPM, 150' -6GPM, 200' -5GPM, 300' -4GPM, 400' -3GPM, 500' -2GPM.

Well Drilling Permit .....	\$ 70.00
6" Drilled Well to 540' at \$10.00/Ft.....	\$ 5,400.00
50' of 6" Well Casing at \$15.00/Ft.....	\$ 750.00
6" Drive Shoe.....	\$ 125.00
Pump System: 1HP pump with 35 gallon tank .....	\$ 3,174.00
Pump Test .....	\$ 325.00
Lab Analysis .....	\$ 105.00
<b>Estimated Cost .....</b>	<b>\$ 9,949.00</b>
<b>Deposit Amount.....</b>	<b>\$ 3,300.00</b>

\*Installation and removal of temporary pump: \$450.00

\*Additional labor for hook up: \$128.00/hour plus the cost of materials

\*If drilling exceeds a depth of 1000', the rate will increase to \$14.00 per/ft

**DEFINITIONS AND ADDITIONAL COSTS DETERMINED AFTER DRILLING**

**Offset Piping from well to house (50ft included, additional per foot)..... \$ 4.75**

*Offset piping is the piping conduits between the well and house. Most proposals will have a set distance that is included in the well installation. Any distance beyond the original proposal is by the foot that will be added to the final invoice.*

**Mud Rotary ..... \$ 450.00**

*Mud Rotary is a process that uses a sealant to keep surface water contamination from entering the well. Mud Rotary is used on Non-Conforming wells and/or if the overburden is loose and the borehole may collapse before we can set the casing. In most cases we do not know if this will be necessary until the drilling process is started.*

**Hydrofracking ..... \$ 1,800.00**

*Hydrofracking is a process that uses water under high pressure and volume in attempt to increase the gallons per minute of the well.*

**Excavation**

*Excavation is excluded in this contract. All Digging, backfilling, excavation labor and all necessary fills are to be provided by others and coordinated with Skillings & Sons, Inc. If it becomes necessary for Skillings & Sons, Inc. to provide this service it will be billed accordingly at the time of invoice. Please check the box for the desired upgrade.*

- Backhoe move charge (This is the cost to get the equipment to the site) ..... \$ 195.00
- Backhoe labor charge (This is the cost per hour the machine is on site) .....\$ 105.00

**Pump Test**

*A pump test is to determine the flow rate of the well. A generator will be set to operate the well pump and the system will be pumped to determine a flow rate. This process can also include flushing the well of chlorine so water samples may be taken prior to bringing the water into the home.*

**Pump Systems**

*Additional cost to be added to the invoice for upgraded costs from original pump size. The size of the pump is dictated by the recovery rate and depth of the well. For example: If a 1/2 HP Pump is chosen as the preferred pump system and due to a low yielding well we need to place a larger pump deeper to utilize the storage of the well column, the below costs will be added to the invoice. Skillings & Sons, Inc. can make recommendations regarding the proper pump size after the well is drilled. Please check the box for the desired upgrade.*

- 1HP to 1-1/2HP ..... \$ 580.00
- Constant pressure pump system upgrade (covers up to 1 hp) .....\$ 990.00
- Constant pressure pump system upgrade (covers 1 1/2 hp - 2 hp) .....\$ 1,190.00

**Tank Upgrades**

*Additional costs to be added to the pump system package price. A larger pressure tank will make the well pump cycle less often and help extend the life of the well pump. Please check the box for the desired upgrade.*

- 35gal to 50gal ..... \$ 130.00
- 50gal to 65gal.....\$ 260.00
- 65gal to 90gal..... \$ 445.00

**Flood Protection (On Site Performing Pump System Installation)**

*This is a water system shutoff device to shut down power to the pump in the case water is detected on the basement floor. This device disconnects power to the pump so no water can continue to be pumped out of the well. Any water in the pressure tank already will be evacuated from it, but no new water (from the well) will be allowed to enter. Please check the box for the desired upgrade.*

- TEC Innovators ~ Water Leak Detection System ..... \$ 375.00

**EXCLUSIONS (not included in contract)**

- The well drillings will be left on-site. These solids can be removed by Skillings & Sons, Inc. Please talk with your proiceject manager about logistics and any additional charges that may apply.
- All electrical connections will be made by a licensed electrician (material and labor provided by others). These connections will be made from the well head to storage tank or control area.

**NOTE**

- Skillings & Sons, Inc. will notify Dig Safe Systems, Inc. before conducting underground digging; however Dig Safe Systems, Inc. does not mark all underground utilities. If we damage any underground piping or electrical that is not identified by Dig Safe Systems, Inc. or by our customer we are not liable. We will attempt to make the repair and additional charges may be incurred.
- Skillings & Sons, Inc. does not guarantee the quality or quantity of water, if any, obtained by drilling. *(If necessary, one bacteria retest will be performed at no charge).* In the event the well water quality has primary and/or secondary contaminants we have a full service water treatment division to help solve your water quality issues.
- Skillings & Sons, Inc. will attempt to minimize damage to the driveway, shrubs and lawn, but due to the size of the equipment needed to drill a well, some damage may occur. Skillings & Sons, Inc. is not liable for repairs. Please note that we will not reseed or reloam the area. Skillings & Sons, Inc. will not landscape the area affected by the well installation process. The area will be backfilled and graded to the best of our ability to pre-work conditions if excavation is included in the contract.
- Skillings & Sons, Inc. will not be responsible or repair any damaged irrigation lines.
- Skillings & Sons, Inc. cannot take responsibility of well location without a septic plan. Customer agrees with the location of the well.
- Prices quoted will be honored for 30 days from the date of this proposal.

**PAYMENT SCHEDULE**

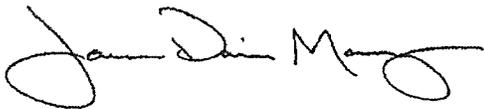
- The balance, for completed work is due upon receipt of invoice. You may hold back \$400.00 until the offset and tank are installed.
- Lab results will not be released until account is paid in full.
- All applicable state taxes will be added at the time of billing.
- Interest is 2% monthly on all past due balances.
- Customer agrees that any collection costs and attorney fees will be the responsibility of the customer.

**ADDITIONAL NOTES:**

- A shed/pump house should be supplied by the customer for the housing of the pump system components (i.e.: Tank, Controls, VFD, necessary filtration). Power requirements in the shed will be a 110V outlet for service tools and electric light and a subpanel with 230V capacity. At this time a 25-30 Amp two poll 230V breaker is needed to supply the pump system.
- Ideally, this structure should be close to the garden and to the location of the proposed well
- Attached is an orthographic photo of the property
- Attached is a review of well data in the area

**ACCEPTANCE OF PROPOSAL:** Please sign and return a copy of this contract to Skillings & Sons, Inc. with your deposit. Upon receipt of the deposit and signed contract, we will promptly place you on the schedule

Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Date of Acceptance: \_\_\_\_\_  
 Property Owner's Name: \_\_\_\_\_  
 Property Owner's Address: \_\_\_\_\_  
 Property Owner's Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Alternate Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_



James David Morey  
 Project Manager  
 Skillings & Sons, Inc.  
 9 Columbia Drive  
 Amherst, NH 03031

Local Office: (603) 459-2600  
 Toll Free (800) 441-6281  
 Cell: (603) 235-5127  
 Fax: (603) 821-3822  
 Email: [jmorey@skillingsandsons.com](mailto:jmorey@skillingsandsons.com)  
 Web Site: [www.skillingsandsons.com](http://www.skillingsandsons.com)



Please be advised:

Local well data contributed to the development of the 540' estimate. I averaged the 5 closest wells reported on the Mass DEP web site. Below are the results that I found.

House	Well Depth	Length of Casing	Well Recovery Rate
#1	525	90	40
#2	535	25	15
#3	505	40	4
#4	600	22	15
#5	540	50	15
<b>Average</b>	<b>541</b>	<b>45</b>	<b>17.8</b>

## Catherine Fochtman

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**From:** Charles Aaronson [charlie@charlieaaronson.com]  
**Sent:** Friday, September 20, 2013 6:58 PM  
**To:** Catherine Fochtman  
**Cc:** Tom Tidman  
**Subject:** Larry Flannery Irrigation Quote

Hi Cathy,

I have attached the Larry Flannery quote and I have some added notes here.

- 1) Note that the garden plot plan on the second page does not include a spur out to the orchard and that his quote of \$3351.00 includes 2x4 posts and key turn vandal proof bibs. I would substitute lever action ball valves and 4x4 posts and a spur out to the orchard which will raise the cost but should still keep it under \$4000.00.
- 2) I still think that we should proceed with immediately adding a tap to the Concord Road well so that we can get a clean sample for testing. When (if) a sample passes the test for potability, we will then have a fallback position.
- 3) Flannery plan (not documented) includes a diagonal line across the area behind the Robbins cellar hole to the gardens. If we were to change that to be parallel to the street and then make a 90° turn to get to the gardens, that should add less than \$500.00 more.
- 4) Roughly speaking then, the Flannery plan would come in at less than \$21500.00.
- 5) All of the above assumes that we can get agreement from the Cemetery Commission to run the lines and that the situation would remain stable for the foreseeable future.
- 6) Given the above, if we were to instead choose to dig a new well, the costs would be the Skilling costs for the well, plus any ancillary costs for bringing in electricity etc, plus the Flannery cost of \$4000.00 for the plumbing and valves in the gardens.

Let me know if there are any other things that I may have left out.

Charlie A.

Morrison Farm water project Proposal:

Install 8 taps or bibs using key turn vandle prof bibs for garden area mounted on 2x4 pressure treated posts, 420' 1"poly NSF all necessary fittings with gate valve for service.-3351.00

Install 1.5"PVC main line from end of irrigation main to garden area with 2 gate valves for service,all pipe and fittings.-5380.00

My suggestion with irrigation systems ageing valves is to run 1.5"PVC to well head area add master valve for irrigation only when irrigation clock turns on it charges irrigation main line and zones.-1858.00

Change pump controller to a constant pressure system,1 VFD,50 gal fiberglass tank,all piping and pressure sensing equipment and connections.-8675.10

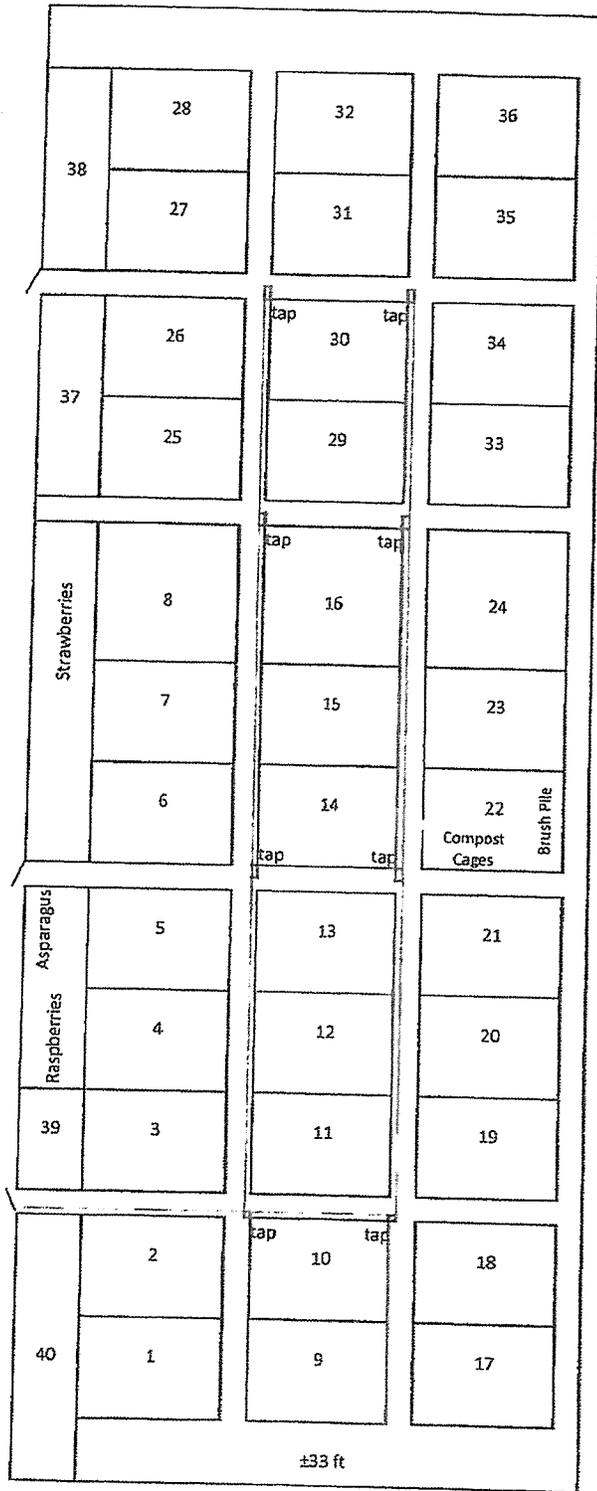
Shed to mount tank and VFD wood construction (price may change with town codes and floor mat.) -975.00

All areas will be seeded after trenching.

Total cost for all = 20239.10

Cost from end of main line = 18381.10

Larry Flannery  
Flannery Irrigation  
PO Box 477 Stow,MA  
978-562-8616  
flanneryirrigation@verison.net



± 221 ft

To Well →

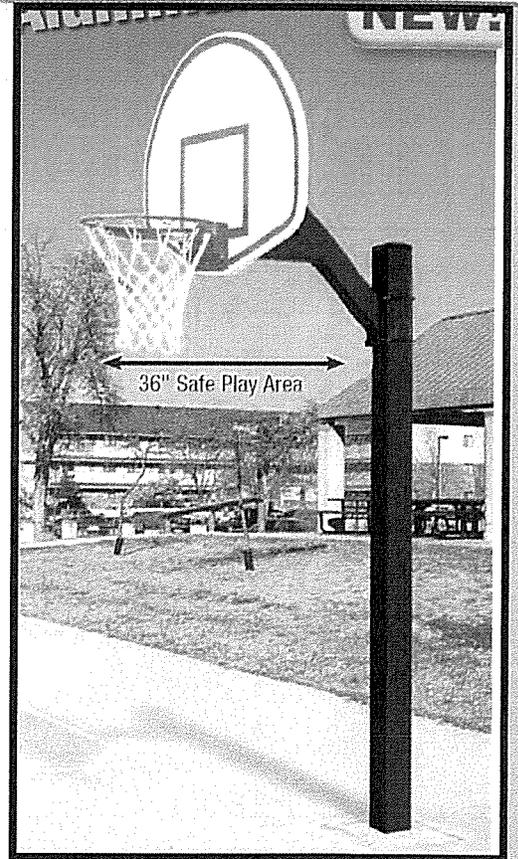
±33 ft

Concord Road



# 2013

## Basketball Court Renovation Goward and Gardner Playgrounds



DRAFT CPA Application

Town of Acton

10/15/2013

# PROJECT APPLICATION FORM – 2013

---

**Applicant: Town of Acton**

**Submission Date: 11/19/13**

**Applicant's Address, Phone Number and Email**

**Purpose: (Please select all that apply)**

Stephen L. Ledoux, Acton Town Manager

Open Space

472 Main Street

Community Housing

Acton, MA 01720

Historic Preservation

sledoux@acton-ma.gov

Recreation

**Town Committee (if applicable): Recreation Commission**

**Project Name: Basketball Court Renovation – Goward and Gardner Playgrounds**

**Project Location/Address: 486 Main St. and 534 Massachusetts Ave.**

**Amount Requested: \$45,000**

**Project Summary:**

The basketball courts at these playgrounds require updating, due to aging, which has resulted in cracks and uneven surfacing. This project would resurface, permanently line and replace the adult hoops with junior size & up adjustable hoops. Gardner would remain a 30' x 50' junior court; Goward would be modified from a 40' x 40' half court to a 30' x 50' junior court.

This request will address safety concerns and updates that are overdue. Creation of equipment targeted to this age group will create new recreation programming opportunities for youth basketball players.

It is an appropriate time to address these upgrades with the completion of the new Goward playground and the West Acton WAVE project parking improvements on Massachusetts Ave., near Gardner playground. A citizen has expressed interest in fundraising for these improvements.

**Estimated Date for Commencement of Project: June 2014**

**Estimated Date for Completion of Project: August 2014**

Gardner Court Comparison to Elm Street Court



Goward Court Comparison to Elm Street Court



P. O. Box 6  
ST. JOHNSBURY, VT 05819



# Estimate

1-802-748-4378  
1-800-237-6774  
1-802-748-9974 FAX

Town of Acton  
Attn: Melissa  
472 Main Street - Town Hall  
Acton, MA 01720

October 1, 2013

978-929-6640

## RECONSTRUCTION OF TWO JUNIOR BASKETBALL COURTS:

- a. Remove existing Basketball Standards.
- b. Remove existing asphalt surface.
- c. Rough grade to a slope of 1" in 10'.
- d. Supply and install stabilization fabric.
- e. Haul, place, and compact 12" of bank run gravel. (4" minus) 95%-98% compaction every 4"-6" lift.
- f. Haul, place, and compact 6" of crushed bank run gravel. (3" minus) 95%-98% compaction every 4"-6" lift.
- g. Fine grade and pave entire areas of two basketball courts 50' x 30' in two lifts; 2" of 3/4" binder, and 1" of 3/8" hot plant mix.
- h. Supply and install four (4) new Bison Ultimate Jr. Playground Goal. Basketball standards to be set at six feet.
- i. Total area to receive one (1) coat of **ELITE Fill**. This will fill surface voids and act as a prime coat for the color system. Material manufactured by CCR Sports, Inc.
- j. Total area to receive two (2) coats of **ELITE Color**. Color to be selected by owner. Texture coats to contain the proper amount of sand to provide a tough wearing base. Top coat to contain proper amount of pigment to give a long lasting and attractive surface. Material manufactured by CCR Sports, Inc.
- k. Apply two (2) sets of hand painted, white, textured basketball lines.

**Estimated cost: \$ 40,000.00 - \$45,000.00**

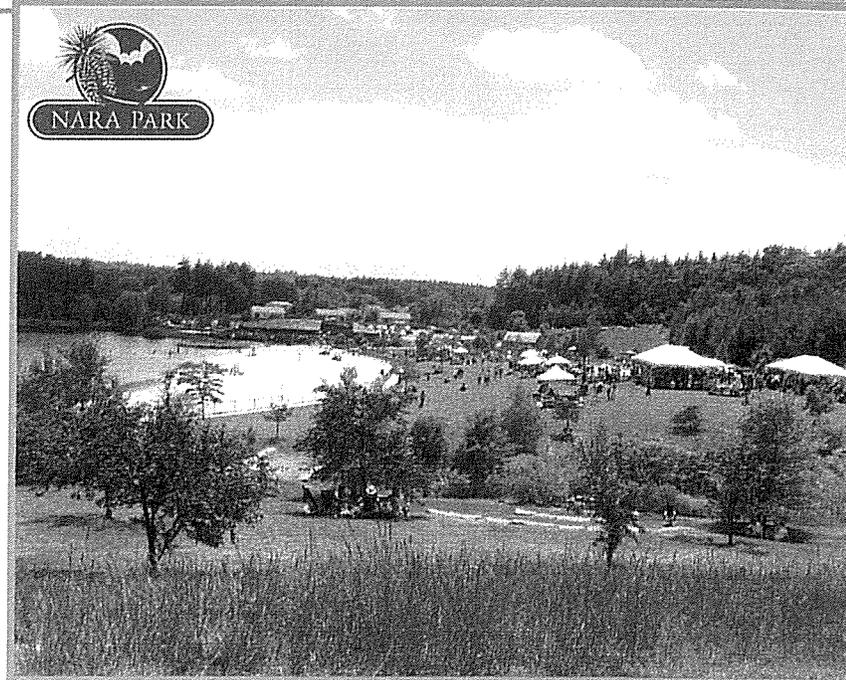
**Note:** This is an estimate for budget purposes only. VTCS feels that these dollar figures represent an average cost for a project such as yours.

\_\_\_\_\_  
*Jeff Zangla, Representative*



2013

# NARA Park Improvements



DRAFT CPA Application

Town of Acton

10/15/2013

# PROJECT APPLICATION FORM – 2013

**Applicant: Town of Acton**

**Submission Date: 11/19/13**

**Applicant's Address, Phone Number and Email**

**Purpose: (Please select all that apply)**

Stephen L. Ledoux, Acton Town Manager

Open Space

472 Main Street

Community Housing

Acton, MA 01720

Historic Preservation

sledoux@acton-ma.gov

Recreation

**Town Committee (if applicable): Recreation Commission**

**Project Name: NARA Improvements**

**Project Location/Address: 25 Ledge Rock Way, Acton, MA**

**Amount Requested: \$47,474**

**Project Summary:**

(a) Two additional shade structures \$6,968 with \$1,700 installation: \$8,668

Two shade structures are currently located on NARA Beach. A third would be installed on the beach to augment the remaining space, and the fourth would be installed in the children's playground. Shade in the playground has been frequently requested and lack of shade in general is the number one complaint at NARA.

(b) Picnic Area replacement 20'x30' and 20'x40' Twin Tube canopy tents with delivery: \$17,565.75

The tents will replace two identical tents that have reached the end of their useful life. The canopies were repaired two years ago and the framework may no longer be serviceable or safe once dismantled to make room for the construction of the permanent Picnic Pavilion. They provide important shelter for NARA Camp activities and generate rental income. They will be relocated to new areas of the park.

(c) NARA elevated stage components: \$14,735

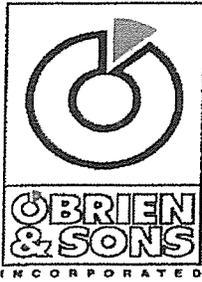
Six 4'x8'x2' portable elevated stage units, one ADA compliant ramp onto the 2' high stage and 128' of skirting will complete the acquisition of elevated stage components for the NARA amphitheater. These components will interlock to the eighteen portable units and stage staircase purchased last year, to provide a handicap accessible 48' x 16' elevated stage.

(d) Bathhouse Security Upgrade: \$6,505

Furnish and install new locking hardware on all bathhouse doors, additional electronic lock for the bathhouse office door. The bathhouse office was broken into and a safe was stolen one year ago. Subsequent attempted break-ins necessitate better security measures. Approximately 20 Natural Resources and NARA Summer staff employees will be assigned electronic access to the bathhouse.

**Estimated Date for Commencement of Project: May 2014**

**Estimated Date for Completion of Project: June 2014**



93 West Street  
P.O. Box 650  
Medfield, MA 02052  
SDO CERTIFIED WBE

Date: March 25, 2013  
Job: NARA Playground  
Location: Acton, MA  
Salesperson: John Taylor, ASLA/CPSI  
*John\_Taylor@obrienandsons.com*  
Attn: Maura Haberman  
Tel.: 978-929-6640 Fax: 978-929-6340  
E-mail: mhaberman@acton-ma.gov

Corporate Office: 800-835-0056 • Telephone: 508-359-4200 • Fax: 508-359-2817  
Web: [www.obrienandsons.com](http://www.obrienandsons.com) • Email: [mail@obrienandsons.com](mailto:mail@obrienandsons.com)

## QUOTATION

We are pleased to offer our quotation on the following for the above subject job:

<u>QTY.</u>	<u>MODEL #</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
2		Shade Systems 14' x 22' Double Post Hip Cantilever Shade System 8' High	
<b>TOTAL FURNISHED AND DELIVERED:</b>			<b>\$6,968.00</b>

Date: _____	Signature of Approval: _____
Purchase Order #, if applicable _____	Printed Name: _____
Ship to <u>business</u> name _____	
Ship to address _____	
Contact Name _____	Telephone _____
Bill to <u>business</u> name _____	
Bill to address _____	
Contact Name _____	Telephone _____
Need colors _____	

**IMPORTANT NOTES:**

- ❖ Pricing on this product is valid for 30 days only, due to the erratic cost of steel at the present time. Prices are subject to review thereafter; prices quoted are for 2013 projects only.
- ❖ Prices based on quantities listed. Any change to quantities may impact prices quoted. The above prices are f.o.b. to your specified destination and are for materials only unless otherwise noted.
- ❖ Prices do not include off-loading, taxes, resilient surfacing, lift gate, assembly or installation, unless specifically listed in item description.
- ❖ If ordered, upon receipt of equipment, please inspect the entire delivery carefully making note on the delivery receipt of ANY damage so that a freight claim can be filed if damage is found after opening the packages.
- ❖ Standard manufacturer's colors, design, specifications, and construction apply, unless specifically noted in description.
- ❖ Our terms are: TBD - First order requires 50% deposit & execution of a credit application.
- ❖ Retainage does not apply as we are a material supplier only.
- ❖ Please allow 7 to 8 weeks for delivery after receipt of order and architectural approval should it be required.
- ❖ No back charges will be honored unless express written approval has been issued by O'Brien & Sons and price has been agreed on before execution of remedy. Failure to do so will void any obligation of payment toward said remedy on the part of O'Brien & Sons and could result in termination / suspension of your credit / account.
- ❖ Restocking fees will apply on returned items

If we can be of further assistance, please feel free to contact us.

**PROPOSAL #: 33347-10**



25 Bodwell Street  
Avon, MA 02322

Tel: (508) 586-0900  
(800) 660-TENT (8368)  
Fax: (508) 586-7177  
E-Mail: info@bctent.com

EVENT DAY: WEDNESDAY DATE: 05-01-2013  
EVENT TIME:  
SALES PERSON: RAC PURCHASE ORDER #:  
PROPOSAL DATE: 03-20-2013  
TEL: (978) 929-6640 FAX:  
ORDERED BY: MAURA HABERMAN TEL:  
EVENT DESC: TENT PURCHASE

BILL TO:

JOB SITE:

TOWN OF ACTON 472 MAIN STREET  ACTON MA 01720	MAURA HABERMAN NARA PARK 25 LEDGE ROCK WAY ACTON MA
--	--

WE ARE PLEASED TO QUOTE THE SALE OF THE FOLLOWING:

1 FREIGHT	250.00	250.00
BASED ON WHITE FABRIC		
0 30X40 ALL TWIN TUBE TOP , FRAME	14,600.00	0.00
1 20X30 TWIN TUBE PERIMETER ( ROOF 2" PIPE )TOP , FRAME	7,573.75	7,573.75
1 20X40 TWIN TUBE PERIMETER ( ROOF 2" PIPE) TOP, FRAME	8,550.00	8,550.00
1400 SQ FT INSTALL CUSTOMER OWNED EQUIPMENT	0.75	1,050.00
1 CUSTOMER WILL OBTAIN PERMIT		

SUBTOTAL: 17,423.75

IF DROP SHIP THEN DEDUCT ( BC ) DELIVERY BUT NOT FREIGHT  
42' X 51' MEGA SPAN SHADE SYSTEM - 10' HIGH

SALES TAX: 0.00  
LABOR: 0.00  
DEL/PU FEE: 142.00  
TOTAL: \$ 17,565.75

Valid For: 21 DAYS

Payment to be as follows: 50% DOWN BALANCE ON DELIVERY

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Deposits are not refundable or transferable unless otherwise specified. Sub-rental of equipment to others without authorization is prohibited.

Please sign and return one copy of this proposal

Authorized  
Signature: \_\_\_\_\_  
RAC

Date of  
Acceptance: \_\_\_\_\_

Customer  
Signature: \_\_\_\_\_



## Quotation

Quote Town of Acton Recreation Dept.  
 To: 472 Main Street  
 Acton, MA 01720  
 United States

Quote Number:	25102	Expires:	10/30/13	Contact:	Maura Haberman
Quote Date:	09/30/13	Inquiry:		Terms:	Prepayment Required
Customer:	TOWNOFACTON	Phone:	(978) 929-6640	FAX:	
Salesman:	Alexander McCallum	Delivery:	TBD		
Ship Via:	Best Way				

The Customer has sole responsibility for off loading of their shipment(s) from the commercial carrier.  
 Any and all applicable taxes are NOT included.  
 Any permits or fees are the responsibility of the Customer.  
 Thank you for the opportunity to submit this quote.

<u>Item</u>	<u>Description</u>	<u>Revision</u>	<u>Quantity</u>	<u>Price</u>
1	EZ-48FIX24-BP EZ-STAGE- 4' x 8' x 24" (FIXED) - BLACK POLY, VELCRO		6	\$1,225.00 /EA
2	SKIRT-24 SKIRT-24" height, Black, Wyndham Material, 50% Fullness, Box Pleat, Loop Velcro Skirting is typically shipped separately		128	\$14.00 /LF
3	ADA RAMP#87 See attached drawing for specifications.		1	\$4,445.00 /EA
4	FREIGHT Estimated shipping/handling ESTIMATE ONLY, actual cost billed on invoice		1	\$1,148.00 /EA
			<b>Total:</b>	<b>\$14,735.00</b>

By Alex McCallum  
 Staging Concepts

## Catherine Fochtman

---

**From:** Mark Hald  
**Sent:** Monday, September 30, 2013 8:22 AM  
**To:** Catherine Fochtman  
**Cc:** Tom Tidman  
**Subject:** Re: Bathhouse Security Upgrade

Sorry, yes. This is rekeying the entire facility. Electronic locks, which are already on some doors, would be considerably more. Figure about \$2,000 depending on complexity, per door.

**Nara Park** – Furnish and install new locking hardware on all park doors

Hardware required

**Office**

1	ND53LD ATH 613	Schlage office function lever
2	SB453-8 10B	Ives surface bolts
1	20W20073	Medeco cylinder
6		Medeco keys

**Dutch door**

1	AL53LD ORB 613	Schlage office function knob set
1	20W20053	Medeco cylinder

**Adjoining door**

1	AL80LD SAT 613	Schlage storeroom function lever
1	20W20073	Medeco cylinder
1	80BZ-CW	Don Jo cover plate

**Electrical room**

1	AL80LD SAT 613	Schlage storeroom function lever
1	20W20073	Medeco cylinder
1	80BZ-CW	Don Jo cover plate

**Bathroom**

1	10W0200	Medeco mortise cylinder
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**Public restrooms**

2	B663P-613 238	Schlage deadbolts
2	10W662S4	Medeco cylinders

**Public showers**

2	B664P-613 234	Schlage deadbolts
2	10W662S4	Medeco cylinders

**Storage room**

1	B664P-613 234	Schlage deadbolt
1	10W662S4	Medeco cylinder

Cost	3,585.00
Labor	<u>920.00</u>
Total	<b>\$4,505.00</b>

**From:** Catherine Fochtman <[cfochtman@acton-ma.gov](mailto:cfochtman@acton-ma.gov)>  
**Date:** Monday, September 30, 2013 8:18 AM  
**To:** Mark Hald <[mhald@acton-ma.gov](mailto:mhald@acton-ma.gov)>  
**Cc:** Tom Tidman <[ttidman@acton-ma.gov](mailto:ttidman@acton-ma.gov)>  
**Subject:** RE: Bathhouse Security Upgrade

Mark,

Any luck finding the bathhouse security quotation from the locksmith?  
That's one of the FY15 items I was waiting on.

Cathy

*Cathy Fochtman, CPRP, CPSI  
Recreation Director  
Town of Acton  
472 Main Street  
Acton, MA 01720  
978-929-6640 office  
978-929-6340 fax  
[www.acton-ma.gov/recreation](http://www.acton-ma.gov/recreation)*

**From:** Mark Hald  
**Sent:** Thursday, September 26, 2013 7:22 AM  
**To:** Catherine Fochtman  
**Cc:** Tom Tidman  
**Subject:** Re: Bathhouse Security Upgrade

Hi Cathy – I just got a quote from the locksmith on one phase of this upgrade. I've been out of the office the last three days so let me locate that and forward.

Mark

**From:** Catherine Fochtman <[cfochtman@acton-ma.gov](mailto:cfochtman@acton-ma.gov)>  
**Date:** Thursday, September 26, 2013 7:17 AM  
**To:** Mark Hald <[mhald@acton-ma.gov](mailto:mhald@acton-ma.gov)>  
**Cc:** Tom Tidman <[ttidman@acton-ma.gov](mailto:ttidman@acton-ma.gov)>, Catherine Fochtman <[cfochtman@acton-ma.gov](mailto:cfochtman@acton-ma.gov)>  
**Subject:** Bathhouse Security Upgrade

Hi Mark,

I'm touching base with you about any further exploration that you've done regarding the scope and cost of upgrading security at the bathhouse building. My primary interest is to replace the office entrance with a much more secure door that has card-key/fob admittance, which also requires assigning about 20 people of the 50 seasonal people we employ security identification. If you think this is a potential capital project, it would be good to know if this can be included in next week's On the Hill discussions.

Thanks,  
Cathy

Cathy Fochtman  
Recreation Director  
Town of Acton  
472 Main St.  
Acton, MA 01720  
Phone 978-929-6640 ext. 0  
Fax 978-929-6340  
Email [cfochtman@acton-ma.gov](mailto:cfochtman@acton-ma.gov)

10/21 (6)  
040

# PROJECT APPLICATION FORM – 2014

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**Applicant:** Town of Acton Natural Resources Dept.

**Submission Date:** 10/18/13

**Applicant's Address:**

472 Main Street, Acton MA 01720

---

**Phone Number:** 978-929-6634

---

**E-mail:** NR@acton-ma.gov

**Purpose: (Please select all that apply)**

- Open Space
- Community Housing
- Historic Preservation



**Town Committee (if applicable):** \_\_\_\_\_

**Project Name:** Acton Arboretum Bog Boardwalk Rehabilitation \_\_\_\_\_

**Project Location/Address:** 2 Taylor Road, Acton MA \_\_\_\_\_

**Amount Requested:** \$30,000 \_\_\_\_\_

**Project Summary:**



The Acton Arboretum bog boardwalk was built in 1989 for approximately \$800.00 by two Eagle Scouts using recycled telephone poles and standard lumber.

**High degree of urgency:** for the past 5 years it has required constant repairs due to rot and heavy foot traffic. In recent years the boardwalk has been buried by heavy snows and submerged in seasonal flooding. There are currently holes and gaps.

New boardwalk plans include raising the platform 18" above the plant life for reduced ecological impact.

Boardwalk will be ADA accessible, have wheelchair curbs the entire length, and handrails along open water sections.

Project includes a paved, 'universal access' sidewalk ramp from Minot Ave. connecting to the boardwalk.

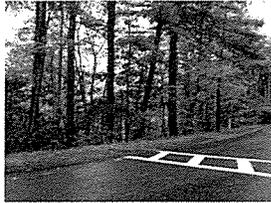


Photo: Minot Avenue crosswalk where paved ADA compliant ramp will connect to boardwalk.

Acton Commission on Disabilities endorses this project because it improves recreational opportunities to an underserved population of the community.

Non-slip grating: new boardwalk will have fiberglass grating, allowing more light to pass through to plants and animals below the boardwalk. Decking will be slip-resistant and corrosion-resistant.

Feasibility: Boardwalk construction materials will be of traditional building products already in widespread use by the Acton Land Stewardship Committee on Acton conservation lands. Design has been used dozens of times.

A double-wide viewing platform will include a teak bench.

New Boardwalk should need very little maintenance with 30 year lifespan.

**Additional benefits:** active and passive recreational use; enhances resources for hiking; provides scenic vistas and open space appreciation; teaches about historic uses of bogs (cranberry and iron ore harvesting); satisfies main goals of OSRP to expand recreation opportunities, protect the environment and enhance quality of life in Acton.

**Costs:**

- Traditional Lumber and hardware: **\$10,000**
- Tree work: 2 days for crane, operator and climber **\$3,128**
- Safe –T-Span grating (decking): **\$20,000**
- Educational Panels about Bog life and geology: **\$1,500**
- Labor to build boardwalk: **\$20,000**
- Teak Bench **\$905**

**Contributions/Leverage:**

1. Friends of the Acton Arboretum, Inc. is collecting donations for a boardwalk fund; and recently made a verbal commitment of **\$3,000** for this project. Community fundraiser activities are planned by the FAA to raise awareness and participation in project (bog walk, bog talk, plant swap, etc.)
2. A private donor has made a strong verbal commitment of **\$30,000** to this project.
3. The Town of Acton Engineering Department surveyed and created engineered plans for the paved ramp from Minot Ave. sidewalk.
4. Town of Acton Natural Resources Department has and will contribute:
  - hours for administrative work and design
  - According to the Wetlands Protection Acton, a **Notice of Intent** will be filed with the Acton Conservation Commission after town meeting approval and before construction (Summer, 2014).
5. Highway Dept. sidewalk ramp: site prep, fill, paving from Minot Ave. to boardwalk.

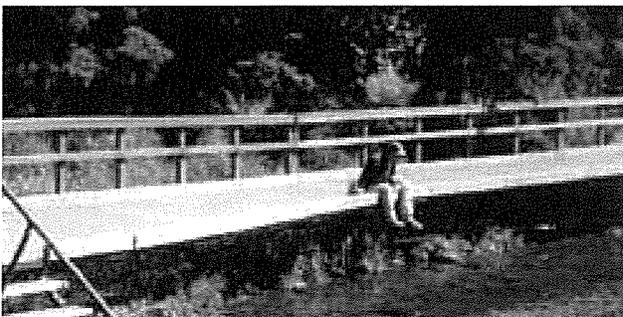
**Concept Photos:**



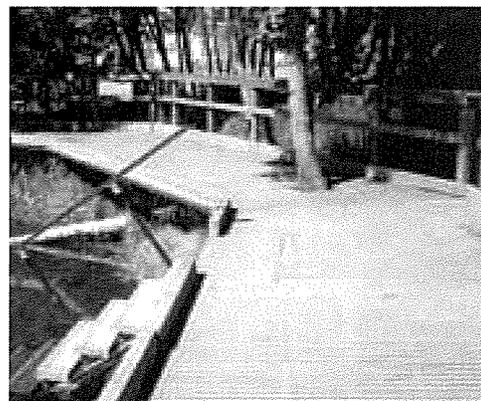
Boardwalk with viewing platform



boardwalk with paved ramp connection



Fibergrate boardwalk with handrails and toe rails.



Fibergrate boardwalk example.

### Existing conditions:

Currently a 214 feet long and 3 feet wide wooden boardwalk. There is a five foot side and 10 feet long section where a bench once sat, but broke off.



Tall grasses grow in along sides for half the length. There is open water on both sides halfway across the boardwalk. There are 2 holes in the boardwalk. It is no longer possible to hammer nails in to the saturated stringers beneath. There are wooden steps leading down from Minot Ave. to the site. A muddy trail runs along Minot Ave. Several boardwalks have been built in recent years due to high water levels. 15 Tall white pines are growing in a cluster along Minot Ave. NR and the Friends of the Acton Arboretum have put signs up on trees asking the public not to run on the fragile boardwalk and asking for donations to a boardwalk fund. The western end of the boardwalk connects to a trail that leads up a rocky hill along an esker. Rare pitcher plants, leather leaf and other acid-loving plants grow along the boardwalk in addition to the sphagnum peat moss. Frogs, birds, dragonflies and butterflies live nearby. Fall foliage of red maples and staghorn sumac are vibrantly colorful.

For the past 25 years, thousands of visitors have enjoyed this rare and beautiful area. Joggers, cross-country athletes, skiers, snowshoers, hikers, dogwalkers, school groups, nature groups, families, painters and photographers regularly use this resource. Making it handicap accessible will increase its popularity. School groups with handicap students will be able to enjoy the new boardwalk. It will be strong and sturdy and large enough to accommodate bigger groups than before. It will become an even more popular resource than it is today.

**Photo: Northern Pitcher Plant**





Photo: American Toad

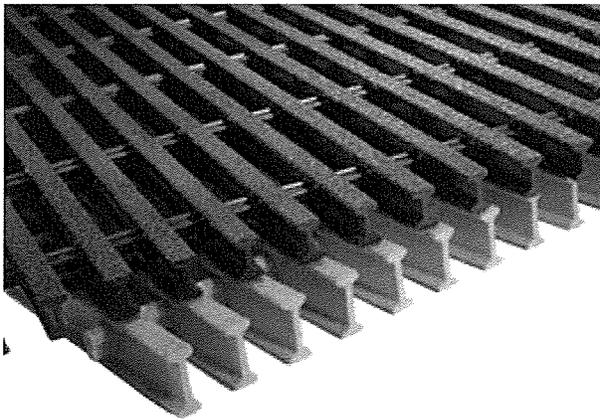
**Estimated Date for Commencement of Project: Summer 2014 Ramp; December, 2014 metal pilings; spring 2015 boardwalk construction.**

**Estimated Date for Completion of Project: Late spring, early summer, 2015**

The old boardwalk may remain in use while new boardwalk is constructed.

**Decking Material:**

**Safe-T-Span® Pultruded Gratings made by Fibergrate, Inc.**



The following information was obtained from the company website, [www.fibergrate.com](http://www.fibergrate.com).

Fibergrate began manufacturing in 1966. In 1996 it was acquired by RPM International Inc. a 4 billion dollar corporation.

Grating for applications where wide support spans are required

- Corrosion Resistant
- Slip Resistant
- Fire Retardant
- High Strength-to-Weight Ratio
- Non-Conductive
- Low Installation Cost
- Long Service Life
- Superior Ergonomics

Fibergrate's pultruded gratings are manufactured with a high percentage of glass, providing durability and an extremely high unidirectional strength and stiffness. Due to its exceptional stiffness, Safe-T-Span can be used with confidence in applications where wide support spans are required.

Fibergrate Composite Structures consistently exceeds the mark of excellence set forth by safety and regulation organizations and has earned certification and approval for many of its products. All Fibergrate's manufacturing facilities are ISO 9001:2008 certified. Some of Fibergrate's other certifications include the following Approvals and Regulatory Standards:

- American Bureau of Shipping (ABS) Type Approval
- Det Norske Veritas (DNV) Type Approval
- US Coast Guard (USCG) Level 2 Approval
- USDA Approvable
- City of Los Angeles (LARR)
- New York City Transit Authority (NYCTA) Approval
- Chicago Transit Authority (CTA) Approval
- Association of American Railroads (AAR)
- OSHA, IBC, UBC and ADA

### **Industry Memberships**

**International Association of  
Amusement Parks and Attractions**

### **Certifications**

Fibergrate's products are designed to comply with the regulations of many internationally recognized safety organizations. These products have undergone extensive independent testing and received numerous certifications, approvals and authorizations including the following:

### **ADA Compliant**

- Rigidex® II Moltruded® Grating
- Pultruded Grating - T2510, T2515, T1210, T1215, I4010, I4015, T3320

### **Safe-T-Span® Pultruded Grating**

- Superior Corrosion Resistance Compared to Metal Gratings
- High Unidirectional Strength and Stiffness for Longer Spans

- Superior Slip Resistance (with grit top)
- Aqua Grate Pultruded Grating is Barefoot Friendly
- Light Gray Color Minimizes Heat Buildup
- Several ADA-compliant Configurations Available

for corrosion resistance, safety and high strength-to-weight properties.

**Russian River Boardwalks - Anchorage, Alaska** FRP boardwalks installed along the Russian River provide access for anglers, pedestrians and cross country skiers in the winter without ruining the vegetation on the riverbanks. Heavy pedestrian traffic and constant climbing up and down the banks by anglers caused the riverbanks to lose vegetation creating bank erosion and river shallowing. Needing to find a material that would meet ADA requirements, be safe for pedestrians and allow light through to recovering vegetation, the U.S. Forest Service chose Fibergrate's Safe-T-Span® pedestrian pultruded grating. The light gray color blends well with natural environments.

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An Company Phone: 800-527-4043 | Fax: 972-250-1530 | Email: [info@fibergrate.com](mailto:info@fibergrate.com)

Photo of a boardwalk/dock:

<http://www.fibergrate.com/applications/?app=1172#1172>

Pedestrian load charts: <http://www.fibergrate.com/media/4065/stspedestrian.pdf>

Info about Safe-T-Span protruded gratings:

<http://www.fibergrate.com/products/pultruded-grating/safe-t-span%C2%AE-pultruded-gratings/>

**From:** Andrea Ristine

**Sent:** Wednesday, October 16, 2013 2:09 PM

**To:** Tom Tidman

**Subject:** Tree Tech FY'14 Rate

Item 2. Daily rate for Crane, operator, and climber as specified, the sum of

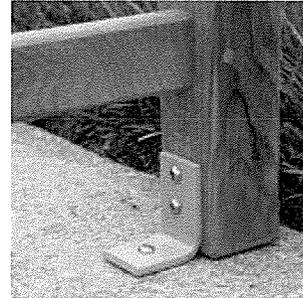
Fiscal Year 2014:

One thousand five hundred Sixty four  
(written)

\$1,564.<sup>00</sup>  
(Numerals)

Signature of Bidder

Country Casual Teak Bench \$865.00 + 4 Steel Anchors \$40 = \$905.00



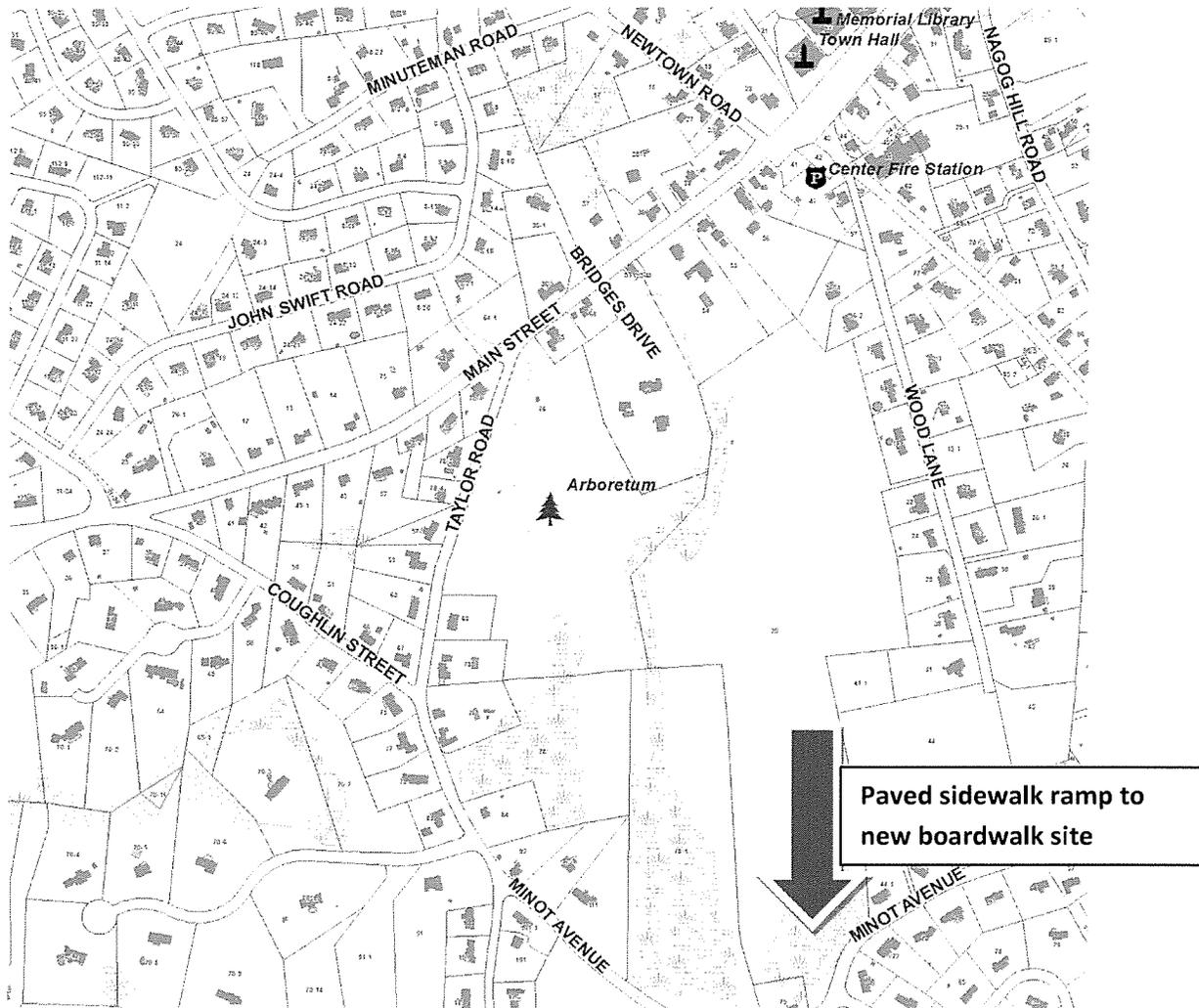
**6 ft. Teak Park Bench**  
**Traditional, Strong, Versatile**

- Classic style, durable construction, solid teak bench, reflecting historic park bench designs. Requires little to no maintenance
- Teak wood from countries with an official commitment to sustainably-managed timber.
- Traditional mortise and tenon joinery and stainless steel hardware ensure quality construction that will withstands public use.
- Can be left outside in all seasons, and will naturally oxidize to a soft, silvery gray.

**Educational Panel: Lynn Horsky, Process Corp. \$1,500** (based on recent Trail Through Time project at Nashoba Brook conservation land).

- Educates visitors about unique bog ecosystem, flora, fauna, geology.
- Solid construction, used on other conservation lands.

**Acton GIS Site Map:**



**Assessor's Information**

Property ID F4-28

Location 47 WOOD LN

Owner Address 472 MAIN STREET

Owner City ACTON

Parcel Size (Acres) 30.00

Style Vacant Land

Building Value \$0.00

Land Value \$562,500.00

Total Value \$562,500.00

Zoning ARC

Land Use Code 9035

Last Sale Date 11/1/1976

Last Sale Price \$0.00

Deed Book

Deed Page

# ACTON ARBORETUM



10/21(6)

040

# PROJECT APPLICATION FORM – 2014

**Applicant:** Natural Resources Department, Town of Acton **Submission Date:** 10/17/13

**Applicant's Address:**

Town Hall, Main Street, Acton, MA 01720

**Phone Number:**

**E-mail:**

**Purpose: (Please select all that apply)**

- Open Space
- Community Housing
- Historic Preservation
- Recreation

**Town Committee (if applicable):**

**Project Name:** Acton Arboretum Parking Lot Improvements

**Project Location/Address:** Acton Arboretum, Taylor Road

**Amount Requested:** \$48,740

**Project Summary:**

The Acton Arboretum is the only conservation land in Acton that currently has handicapped-accessible trails. The parking lot is a major factor that potentially limits use of the Arboretum for this underserved population at this property. In addition, the Arboretum is one of the most popular open spaces in town and is a regional attraction. It is almost constantly in use. The existing parking lot has been in use since 1988, with improvements made in the early 1990s. Often a full parking lot limits how many people can benefit from the beauty of this property. Slightly enlarging this lot will allow more Acton residents to enjoy time in the Arboretum. This project will expand the parking lot to provide about 30 spaces.

The parking lot at the Acton Arboretum is a rutted gravel surface that's often muddy with only one handicapped accessible spot paved in concrete located well away from any accessible trail. Frequently the parking lot is full with overflow cars having to parallel park on the edges making navigating in and out of the lot difficult. When the current lot is in its worst shape, with potholes abounding, many people complain to the Natural Resources Department about the issue and about the lot's safety for them and their cars.

By completing this project, more people will be able to visit the Arboretum because more on-site parking will be available. Additional handicapped parking will be added so that the all-persons accessible trail in the Arboretum can be more fully enjoyed by those who'd most benefit from it. Also, other visitors who might have some difficulty walking but don't need handicapped parking will have more stable footing as they cross the lot to the Upper Grounds trails. Finally, town staff will have an easier job keeping the lot clear and safe in bad weather.

This proposal involves redesigning the parking lot to accommodate more cars and adding a paved surface to improve safety underfoot for the wide variety of visitors who come to the Arboretum. The pavement will allow sheet drainage across the surface to a rain garden, prevent potholes and erosion, and most importantly, minimize maintenance time and materials. Also having a paved surface will allow the town to delineate parking spaces so the optimum number of cars can use the lot. More handicapped parking spaces will be provided.

The new lot will have a one-way system through it with visitors entering the lot further down Taylor Road than at present and exiting the lot through the current driveway. Using a one-way system allows the entry and exit driveways to be narrower than they'd have to be if accommodating two-way-traffic. Because Taylor Road is a Scenic Road and the property is edged by a stone wall, this project must have approval from the Planning Board before a new drive into a parking lot can be constructed.

The section of the lot closest to the new entrance will have head-in parking on both sides and will be slightly extended in order to accommodate a total of 20-24 cars. The parking configuration in the section closest to the Arboretum's gate will remain unchanged or will be slightly enlarged with a few parallel parking spaces to accommodate 10 cars.

Since the lot is near a seasonal stream, drainage from the lot must be addressed and wetlands filings done. Because bedrock is close to the surface in this area, drainage from the lot will be directed across the surface of the pavement towards a newly designed rain garden planted in the area adjacent to and directly east of the parking lot. The Friends of the Acton Arboretum will help design and install the rain garden to help treat/mitigate parking lot runoff.

The information kiosk that is at the edge of the current parking lot will be removed and a new four-sided kiosk will be placed further into the Arboretum.

During the project construction, there will be no parking in the Taylor Road lot. Volunteers from the Friends of the Acton Arboretum will work with town staff to publicize the fact and to direct visitors to alternate entrances or to off-site parking. Construction will occur during weekday hours and possibly stretch over two weeks. The parking lot will not be available for use during the intervening weekend.

So, this proposal consists of the following:

- File for wetlands permits (post notices)
- Appear before the Planning Board (post notices)
- Warn public of need to park elsewhere
- Remove the old kiosk
- Move one large shrub
- Clear land to accommodate a changed lot configuration
- Grade and prep the area
- Conduct a final grade and pave the lot and access roads
- Create the rain garden site directly east of the lot to handle runoff
- Plant the rain garden
- Add a new kiosk

Completing the project will be timed with the weather. The rain garden will be prepared in the fall and planted in early summer. The new kiosk will be added last.

**Estimated Date for Commencement of Project:     September, 2014**

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**Estimated Date for Completion of Project:         August, 2015**

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### **Site Control**

Since the property is owned by the Town of Acton, the town staff will oversee the project, complete some of the steps themselves or with volunteers, and work with the contractors to ensure the remaining work is completed according to specifications.

### **Project Scope**

- **File wetlands permits:** This work can be completed by town staff. *2 man-hours + \$120*
- **Post notices and address Planning Board:** This work can be completed by town staff. *3 man-hours + \$120*
- **Warn public:** Volunteers will prepare publicity and work with town staff to direct visitors to use alternate parking for the duration of the project. *10 man-hours*
- **Remove the old kiosk:** This work can be done by town staff or by volunteers. *10 man-hours*
- **Move large shrub:** A contractor will need to use a tree spade to move the large shrub to the eastern edge of the lot after town staff prepares a location for it. *\$500 plus 5 man-hours*

- **Clear land:** Town staff will clear land to widen the back part of the current lot and to prepare the new drive location. *30 man-hours plus use of heavy equipment*
- **Grade and prep the area:** Town staff will remove the old asphalt drive and concrete pad and grade and prepare the area for the lot and drive. *30 man-hours plus use of heavy equipment*
- **Complete final grade and pave the parking lot:** The outside contractor will grade one final time and pave the new lot and drives. *\$45,000*
- **Create the rain garden:** Town staff or contractor will prepare the rain garden area adjacent to the lot. Town staff and volunteers will design and plant the rain garden. The town will provide the gravel and soil for this rain garden as well as some funding for plant materials. The size of the garden will be determined by Engineering to meet the requirements for use as an area to manage runoff from the new parking lot. *50 man-hours plus some outside donations*
- **Add the new kiosk:** Using plans created for a kiosk at NARA, town staff o volunteers will build a new four-sided kiosk. Town staff will prepare the site and concrete pad for this kiosk and help in its installation. *Estimated Cost: \$3000 plus 100 man-hours*

**Cost Estimate Details**

The following table provides a cost estimate of the project, by project step, showing who will be doing the work, what are the approximate man-hours required, how much money will be needed and any relevant notes about assumptions.

The professional cost estimate is not yet available. Based on work recently completed for other town projects, the Natural Resources Department estimated \$5,000 for the final grade and \$40,000 for the paved surface using \$110 per ton of material (or \$14 per square yard).

<b>Project Step</b>	<b>Who</b>	<b>Man-hours</b>	<b>Money</b>	<b>Notes</b>
<b>File wetlands permits</b>	Town staff	2	\$120	
<b>Post notices and address Planning Board</b>	Town staff	3	\$120	
<b>Warn public</b>	Volunteers	8		
	Town staff	2		
<b>Remove the old kiosk</b>	Town staff or	10		
	Volunteers			
<b>Move large shrub</b>	Contractor		\$500	Tree spade
	Town staff	5		
<b>Clear land</b>	Town staff	30		Heavy equipment
<b>Grade and prep the area</b>	Town staff	30		Heavy equipment
<b>Complete final grade and pave the parking lot</b>	Contractor		\$45,000	Paving company
<b>Create and design the rain garden</b>	Town staff or	30		
	Volunteers	20		
<b>Add the new kiosk</b>	Town staff or	100	\$3,000	Materials + contractor to oversee volunteers
	Volunteers			
<i>Totals</i>		<i>240</i>	<i>\$48,740</i>	
<i>Minimum Volunteer Hours</i>		<i>28</i>		
<i>Approximate Town Staff Hours</i>		<i>212</i>		

## **Feasibility**

This project is entirely feasible. A Wetlands Filing will be required and controlling runoff using hay barriers will probably be necessary. The project has been reviewed with the Engineering Department and the Planning Board will need to approve the location of the new drive into the parking lot. Because Taylor Road is a Scenic Roadway, prior written consent of the Planning Board after a public hearing is required before removing portions of the stone wall along the road to make way for the proposed driveway.

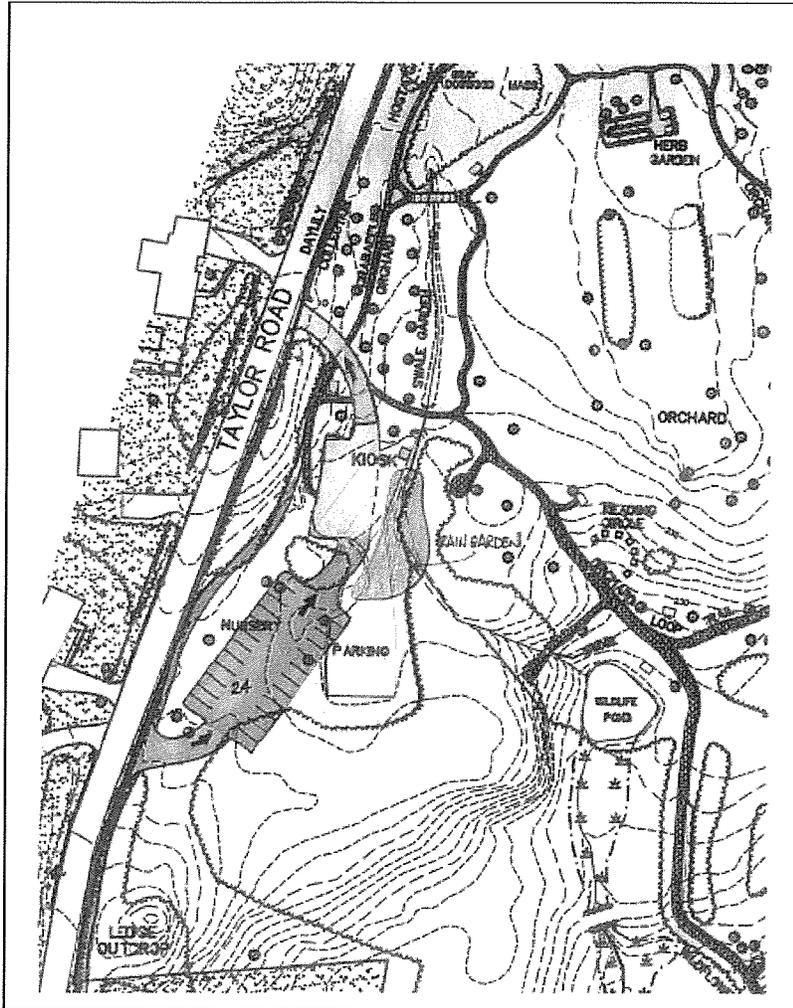
Timing the work will be critical since weather and temperature will play a role. The paving work cannot be done in the winter nor can you add or move plants then. Parking lot construction will most likely occur in the fall. The Rain Garden site will be prepared and seeded with a cover crop when the lot is constructed but it cannot be planted then because plants might not have enough time to get established. The garden will be planted in the summer since in the spring the seasonal stream is quite wet.

## **Neighborhood Outreach**

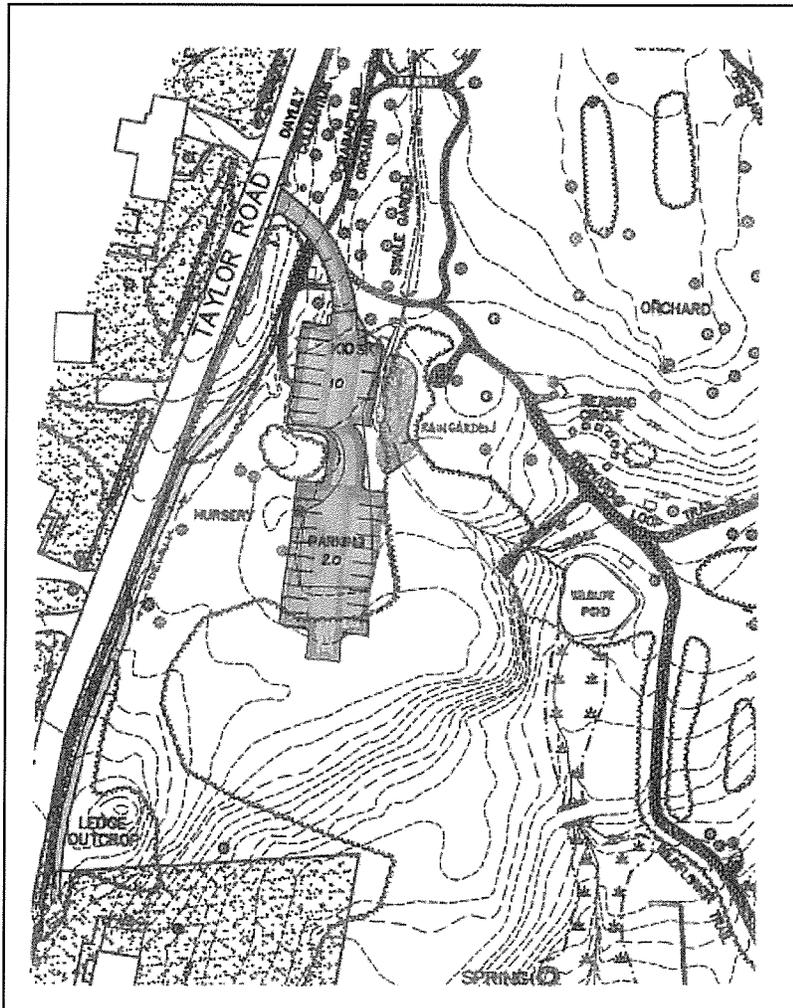
This project will meet the requirements for notifying the public about the various board meetings.

**Map Showing Preferred Parking Lot Configuration**

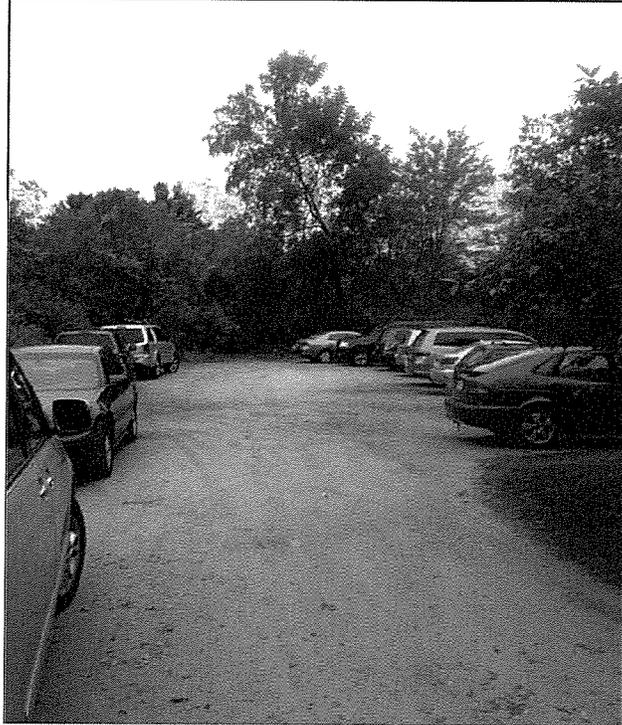
A drawing of the enlarged parking lot with the new in-bound access driveway is superimposed on the first map. The drawing also shows the new Taylor Road sidewalk and the proposed Rain Garden. The final orientation of the southerly lot may differ slightly when completed. The northerly lot may also have two or three parallel parking spaces on its easterly edge like ones shown in the second drawing.



**Map Showing Alternate Parking Lot Configuration**



**Photographs of Current Conditions**



Congested lot with bottleneck at drive  
Concrete pad far from gate  
Rutted uneven surface

Congested lot with overflow parking and ruts  
Section to be enlarged -- with new drive entering  
would be at the far end



Empty lot showing bad drainage and uneven, rutted, muddy surface