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

April 24, 2015

Lori M. Lewis
Acton Woman's Club
P.O. Box 2253
Acton, MA 01720

Re: 2015 CPA Project Funding – Acton Woman's Club
Acton Woman's Club Phase 2, Preservation & Accessibility – up to $70,000

Dear Ms. Lewis:

Congratulations to the Acton Woman's Club on being a recipient of 2015 Community Preservation funds (CPA funds) in the amount of $70,000. The Club'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 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 after:

  a) The issuance by the Acton Historic District Commission of a Certificate of Appropriateness or Determination of Non-Applicability for the proposed preservation work. If already received, please provide a copy.

- CPA funds shall be disbursed to the Acton Woman's Club in accordance with the following rules:

  a) No disbursement of CPA funds shall be made until after the Acton Woman's Club has contracted the contractor for the work to be performed under this CPA Fund award, and the Planning Director has received proper documentation of such engagement.

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b) All CPA fund disbursements shall be made as reimbursements to the Acton Woman's Club for expenses incurred by the Club in connection with this project.

c) CPA fund disbursements may be made after receipt by the Planning Director of Acton Woman's Club invoices. The number of reimbursement payments shall not exceed three (3) in total.

d) All invoices shall include:

(1) Supporting contractor invoices for the completed work; and

(2) Statements from you certifying that all work items listed in the invoice have been completed to the satisfaction of Acton Woman's Club and consistent with the project scope presented in your funding application.

e) In addition, the final CPA Fund disbursement of not less than $15,000 shall be made after full project completion and receipt by the Planning Director of:

(1) Certifications from the contractor that all work in connection with this project was completed in compliance with the Massachusetts Building Code;

(2) Certifications from the contractor that all work in connection with this project was completed in compliance with the Acton Historic District Commission's Certificate of Appropriateness, so far as applicable; and

(3) Certification by the Acton Historic District Commission or its agent that the completed work meets the Secretary of the Interior's Standards for the Treatment of Historic Properties, 36 C.F.R. Part 68. This CPA Fund award may be used to pay for such certification if prepared by a qualified outside professional.

f) No reimbursements shall be made until after the Planning Director has verified that the expenses are consistent with the project scope presented in your funding application and 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, and ultimately approved by Town Meeting, 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

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the funds have benefited your project. The CPC has signs that give funding credit to the Acton CPA program. Please post one 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,

Peter Ashton
Chairman
Community Preservation Committee

cc: Board of Selectmen
Roland Bartl, Planning Director
Lisa Krause, Town Accountant
Acton Historic District Commission
Frank Ramsbottom, Building Commissioner

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Re: 2015 CPA Project Funding – Acton Woman's Club
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The Acton Woman's Club accepts the foregoing grant of Community Preservation funds and agrees to be bound by the conditions stated in this award letter.

Dated: _____, 2015

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Lori M. Lewis
Acton Woman's Club
P.O. Box 2253
Acton, MA 01720

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