

# PROPERTY OWNER CONTACT FORM

Municipality: Town of Acton Project Number: 604531

Project Name: Assabet River Rail Trail

Property Owner: Robert W. Houghton and Sarah C. Bolster

Property Address: 92 Martin Street

Easement Number(s):

Deed: **Book/Page** : 65971 / 198

**1. First Contact:**

Date: 5/22/15

Method of Contact: Delivery Service

**Remarks:**

Mailed via US Priority Mail with UPSP Tracking on 5/22/15, delivered on 5/23/15. Sent letter explaining the easement acquisition process and offering appraisal site visit. Attachments including the Federal Aid Acquisition Guide for Property Owners, Appraiser's Affidavit and corresponding plan sheet.

**2. Second Contact**

Date: 6/3/15

Method of Contact: Certified Mail

**Remarks:** Sent follow up letter via certified mail.

**3. Third Contact**

Date: 6/5/15

Method of Contact: Phone

**Remarks:** Discussed the site appraisal visit and some potential dates and times.

**4. Fourth Contact**

Date: 6/5/15, 6/6/15 and 6/8/15

Method of Contact: Email

**Remarks:** Correspondence to schedule site visit and follow up thank you from property owner.

**5. Fifth Contact**

Date: 7/15/15

Method of Contact: In Person

**Remarks:** Met with Robert at the easement location with the appraiser for the site appraisal visit.

**6. Sixth Contact**

Date: 7/08/15

Method of Contact: Certified Mail

Remarks: Sent Written Offer and letter notifying of Selectmen's vote to accept easement, with request to contact the Town to review and sign the Easement Agreement. Additional attachment included were: Federal Aid Acquisition Guide for Property Owners, Review Appraisal Report and Just Compensation Report, Draft Temporary Easement Agreement, Donation Certificate and Plan Sheet.

**7. Seventh Contact**

Date: 7/13/15

Method of Contact: Phone

Remarks: Received call from Robert that he and his wife would like to donate the easement and scheduled to meet with them to sign the easement agreement.

**8. Eighth Contact**

Date: 7/15/15

Method of Contact: In Person

Remarks: Met with Robert and Sarah at their property. They signed the donation form and easement agreement.

**9. Ninth Contact**

Date: 7/15/2015

Method of Contact: Email

Remarks: Emailed to thank property owners for their donation and included a copy of the forms they signed.

**9. Tenth Contact**

Date: 8/26/15

Method of Contact: Emailed

Remarks: Emailed Book and page of recorded agreement.