

PROPERTY OWNER CONTACT FORM

Municipality: Town of Acton Project Number: 604531

Project Name: Assabet River Rail Trail

Property Owner: Steven Manning

Property Address: 20 River Street

Easement Number(s):

Deed: **Book/Page:** 65971 / 210

1. First Contact:

Date: 4/6/15

Method of Contact: Delivery Service

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Remarks:

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: 4/17/15

Method of Contact: Phone

Remarks: Discussed process and referred to Federal Aid Guide for Property Owners.

Confirmed site visit with appraiser for 4/30/15 at 4:00PM.

3. Third Contact

Date: 4/30/15

Method of Contact: In Person

Remarks: Met with Steven and appraiser at the easement location for site appraisal visit.

4. Fourth Contact

Date: 7/8/15

Method of Contact: Certified Mail

Remarks: Sent Written Offer letter with notice of Selectmen's meeting to accept the easements and to schedule a time to sign the easement agreements. 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.

5. Fifth Contact

Date: 7/16/15

Method of Contact: Phone

Remarks: Left voice message to follow up on mailing.

6. Sixth Contact

Date: 7/20/15

Method of Contact: Phone

Remarks: Received a voice message from Steven on Friday, returned call on and left voice message.

7. Seventh Contact

Date: 7/22/15

Method of Contact: Phone

Remarks: Left voice message regarding easement agreement.

8. Eighth Contact

Date: 7/22/15

Method of Contact: Phone and email

Remarks: Left voice message which was returned. Over the phone we discussed signing the easement agreement. Steven was comfortable with the language as written. Followed up with an email and attached a final version of the easement agreement for Steven to sign and return. We also discussed the additional public utility easement to be appraised within the next month.

9. Ninth Contact

Date: 7/28/15

Method of Contact: In person

Remarks: Steven Manning dropped off signed agreement form to the Acton Planning Department.

9. Tenth Contact

Date: 8/26/15

Method of Contact: Certified Mail

Remarks: Mailed Just Compensation.