

# PROPERTY OWNER CONTACT FORM

Municipality: Town of Acton Project Number: 604531

Project Name: Assabet River Rail Trail

Property Owner: Michelle McKelvie and Curt McKelvie

Property Address: 10 Pine Street

Easement Number(s):

Deed: **Book/Page** 65971 / 214

**1. First Contact:**

Date: 4/6/15

Method of Contact: Delivery Service

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: 4/14/15

Method of Contact: Phone

Remarks: Spoke with Michelle to discuss the mailing and offer times to meet with the appraisers on the site.

**3. Third Contact**

Date: 4/17/15

Method of Contact: Phone

Remarks: Spoke with Michelle and scheduled site visit with appraiser for 4/30/15.

**4. Fourth Contact**

Date: 4/30/15

Method of Contact: In Person

Remarks: Met with Michelle and Curt on the easement site with the appraiser.

**5. Fifth Contact**

Date: 7/8/15

Method of Contact: Certified Mail

Remarks: Mailed Written Offer and notice of Selectmen's meeting on 8/11/15 to accept the easements. 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.

**6. Sixth Contact**

Date: 7/20/15

Method of Contact: Phone

Remarks: Spoke with Michelle to follow up on the mailing. She will consult with her husband and call us back.

**7. Seventh Contact**

Date: 7/28/15

Method of Contact: Phone and email

Remarks: Left voice message and email with Michelle and Curt to follow up.

**8. Eighth Contact**

Date: 7/30/15

Method of Contact: Email

Remarks: Received email and responded.

**9. Ninth Contact**

Date: 8/05/15

Method of Contact: In person

Remarks: Curt came into the office with a signed copy that still had a “draft” watermark and asked a few additional questions.

**10. Tenth Contact**

Date: 8/07/15

Method of Contact: In person

Remarks: Curt came into the office with a final signed agreement form.

**10. Eleventh Contact**

Date: 8/26/15

Method of Contact: Certified Mail

Remarks: Mailed Just Compensation.