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

Neil H. Gordon, CEO
The Discovery Museums
177 Main Street
Acton, MA 01720

Re: 2015 CPA Project Funding – The Discovery Museums
Discovery Woods & Creative Playscape – up to $150,000

Dear Mr. Gordon:

Congratulations to The Discovery Museums on being a recipient of 2015 Community Preservation funds (CPA funds) in the amount of $150,000. The Discovery Museums' 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 execution, conveyance to the Town, and recording of:
    a) a recreation use restriction and grant of public access on the area comprising the Discovery Woods & Creative Playscape of the Discovery Museums' property; and
    b) a public trail easement across a portion of The Discovery Museums' property to access the Great Hill Conservation and Recreation Area from Main Street.
- The restriction, grant and easement shall be in form and substance acceptable to the Community Preservation Committee and Town Counsel. The restriction shall be perpetual to the extent permitted by law.

- CPA funds shall be disbursed to The Discovery Museums in accordance with the following rules:

    a) No disbursement of CPA funds shall be made until after The Discovery Museums 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.

    b) All CPA fund disbursements shall be made as reimbursements to The Discovery Museums for expenses incurred by them with this project.

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

    d) All invoices shall include:

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

        (2) Statements from you certifying that all work items listed in the invoice have been completed to the satisfaction of The Discovery Museums and consistent with the project scope presented in your funding application.

    e) In addition, the final CPA Fund disbursement of not less than $30,000 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.

- CPA funds shall be disbursed in accordance with standard Town of Acton accounting procedures, policies, and controls, after full or partial project completion to your satisfaction consistent with and limited to the project scope as presented in your funding application.

- 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 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

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cc: Board of Selectmen
Frank Ramsbottom, Building Commissioner
Lisa Krause, Town Accountant

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

Dated: 8/25, 2015

Neil H. Gordon, CEO
The Discovery Museums
177 Main Street
Acton, MA 01720