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TOWN OF ACTON  
FY 2017  
MUNICIPAL BUDGET

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**TOWN OF ACTON**  
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**Steven L. Ledoux**  
Town Manager

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Dear Honorable Board of Selectmen:

Enclosed herein, is the Town Manager's recommended Capital requests for FY 2017. As has been typical for Massachusetts municipalities because of the Constraints of Proposition 2 ½ and other fiscal pressures, replacing and updating assets in a timely fashion has been a challenge. The enclosed capital requests represent an attempt to move important community projects forward such as: the design of Kelley's Corner; Design of a new Senior Center; the painting of Town Hall; a study to determine the best way to link the two upcoming rail trails; and to improve the landscaping at the South Acton Train Station.

In addition, three emergency vehicles are slated in the Ambulance Enterprise Fund as well as the capital listed below from other non-General Fund sources.

As mentioned in the Budget message at the front of this budget document, the need for long term capital planning is becoming more and more essential. It is my hope that we reach consensus on how we can move forward on a method for the long range capital planning, particularly in light of both the Town and Schools facilities assessment studies.

Respectfully Submitted,

Steven L Ledoux

Town Manager

<b>Recommended General Fund Capital</b>	<b>Amount</b>
Paint Town Hall	\$162,000
Bike Lane Rail Trail Study	\$60,000
<b>Total</b>	<b>\$222,000</b>

<b>General Fund Capital to be Bonded</b>	<b>Amount</b>
Kelley's Corner 100% Engineering Design	\$756,000
Senior Center Design	\$300,000
South Acton Commuter Lot Landscaping	\$90,000
<b>Total</b>	<b>\$1,146,000</b>

<b>Enterprise Fund Capital to be Bonded</b>	<b>Source</b>	<b>Amount</b>
Engine 24 Replacement	Ambulance Ent. Fund	\$650,000
Ambulance	Ambulance Ent. Fund	\$245,000
Fire – Vehicle	Ambulance Ent. Fund	\$60,000
<b>Total</b>		<b>\$2,101,000</b>

<b>Non-General Fund Capital</b>	<b>Source</b>	<b>Amount</b>
Food Service Revolving	New Inspectional Vehicle	\$30,000
Transfer Station Enterprise Fund	Yard Tractor Replacement	\$90,000
Sewer Enterprise Fund	Capital – Machinery & Equipment	\$60,000
Chapter 90	Prospect & Main St. Study	\$40,000
Chapter 90	Utility Truck	\$90,000
Chapter 90	Parker Street Bridge	\$850,000
Energy Efficiency Fund	Complete Street Lights	\$52,252
<b>Total</b>		<b>\$1,212,252.00</b>

Department	Rank	Project	Total Cost
Council On Aging	1	Senior Center Design	500,000
Engineering	1	Bike Lane - Rail Trail Connection Study	60,000
Engineering	2	Prospect & Main Street Intersection Study	40,000
Engineering	3	Traffic Calming / Complete Street Improvement Project	45,000
Engineering	4	South Acton Commuter Lot Landscaping	180,000
Fire	1	Car 30 Replacement	60,000
Fire	1	Engine 24 Replacement	650,000
Fire	2	Rescue 34 Replacement	245,000
Fire	3	Paramedic Program Startup	70,000
Fire	4	Paramedic School	137,280
Health	1	New Inspectional Vehicle	30,000
Highway	1	Parker Street Bridge Replacement	850,000
Highway	2	New Utility Tool Truck	90,000
Municipal Properties	1	Paint Town Hall	162,000
Municipal Properties	2	Replace Memorial Library Entrance Doors	55,000
Municipal Properties	3	Replace HVAC System at Fire Station 3	555,192
Municipal Properties	4	Replace HVAC System at Fire Station 1	530,000
Municipal Properties	5	Replace HVAC System at Fire Station 2	597,058
Municipal Properties	6	AML Roof & HVAC replacement	1,000,000
Municipal Properties	7	Complete Streetlight Conversion to LED	52,252
Natural Resources	1	Nara Parking Control	150,000
Natural Resources	2	Recreation Van Replacement	50,000
Natural Resources	3	Jones Playground Renovation	150,000
Natural Resources	4	F350 Replacement	54,595
Natural Resources	5	Skate Park Phase II	175,000
Natural Resources	6	Nara Rail Trail Comfort Station	487,500
Natural Resources	7	Miracle Field Comfort Station	652,357
Planning	1	Kelley's Corner Improvement Initiative	756,000
Planning	2	Zoning Bylaw Re-Codification	80,000
Planning	3	LED Public Message Sign	60,000
Sewer	1	Sewer Capital Replacement Plan	60,000
Transfer Station	1	Building Maintenance	35,000
Transfer Station	2	Yard Tractor Replacement	75,000
<b>Totals</b>			<b>\$8,694,234</b>

Department	Rank	Project	Total Cost
Building	1	New Full Time Building Inspector	82,942
Building	2	New Part Time Administrative Assistant	24,000
Council On Aging	1	Program Coordinator - Additional 5hrs/wk.	7,400
Fire	1	Assistant Chief of Operations/Training	38,500
Fire	1	EMS Coordinator	38,500
Fire	2	Swing Personnel (4)	154,000
Health	1	Community Coordinator Administrative Assistant	25,000
Human Resources	1	New Part Time Administrative Assistant	16,039
Natural Resources	1	Recreation Secretary - Additional 20hrs/wk.	27,000
Nursing	1	Part Time Marketing Liaison	18,200
Planning	1	Assistant Planner	91,000
	1	Recreation Business and Project Manager	55,327
<b>Totals</b>			<b>\$577,908</b>

# Personnel Improvement Program Proposal – Detail

<i>Department Name</i>	<i>Building</i>	<i>Project</i>			
		<i>Fiscal Year</i>	2017		
<i>Department Head</i>	Frank Ramsbottom	<i>Cost</i>	\$82,942		
		<i>Priority</i>	1	<i>of</i>	2

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1. *Create new full time building inspector position*

2. *Useful Life*

3. *Purpose (Please 'X' one of the Boxes and Describe, if Applicable)*

<i>Schedule Replacement</i>	<i>Increase Personnel Efficiency</i>
<input checked="" type="checkbox"/> <i>New or Expanded Service</i>	<i>Replace Obsolete or Unsafe Equipment</i>
<i>Other (Please Explain)</i>	<i>(Explain Disposal of Old Equipment)</i>

4. *Justification Over past seven years the state building code has grown from 2 volumes to nine volumes, At the same time the overall scope of the regulations has increased resulting in more permits required where permits were not required previously. There has also been an increase in The level or detail and work where permits were previously required. From 2000 to 2010 the building department averaged 660 permits per year. The most comprehensive codes changes came in 2011. In 2011 – 2013 the building department averaged 977 building permits / year. For 2014 we issued 1227 building permits. So far this year the building department has issued 1143 building permits, that works out to about 1600 permits for the year at the current rate.*

*While the number of permits has increased the number and type of inspections related to each permit has also increased.*

*Additionally the requirements for annual periodic inspections required for public buildings and multifamily residential buildings.*

*In addition to this the demands of the Historic District Commission and the Commission on Disabilities on the building department has also increased.*

*The additional work to keep up with the permit reviews, building inspections & building code changes make it necessary to add additional staff.*

5. *How Was this Project's Priority Determined? Proper staffing is necessary for the continued high level of service in the building department.*

6. *Estimated Cost: \$82,942 This includes salary of \$59,244 and overhead..*

*Less Trade-In (If Applicable)*  
*Net Cost*

**7. Are Non-Town Revenues Available to Reduce Cost? Building department fees.**

**8. If this Project is Delayed, What will be the Effect on your Department?**

Reduced services to the citizens and longer waits for permits and inspections.

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u>Personnel Budget</u>		<u>Expense Budget</u>
Increase	This will result in an increase in the personal budget of \$59,244	Increase
Decrease		Decrease

**10. Attachments, if Applicable.**

# Personnel Improvement Program Proposal – Detail

<i>Department Name</i>	<i>Building</i>	<i>Project</i>			
		<i>Fiscal Year</i>	2017		
<i>Department Head</i>	Frank Ramsbottom	<i>Cost</i>	\$24,000		
		<i>Priority</i>	2	<i>of</i>	2

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**1. Create new Part Time Administrative Assistant Position**

**2. Useful Life**

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<input type="checkbox"/>	<i>Schedule Replacement</i>	<i>Increase Personnel Efficiency</i>
<input checked="" type="checkbox"/>	<i>New or Expanded Service</i>	<i>Replace Obsolete or Unsafe Equipment</i>
<input type="checkbox"/>	<i>Other (Please Explain)</i>	<i>(Explain Disposal of Old Equipment)</i>

**4. Justification** Over past seven years the state building code has grown from 2 volumes to nine volumes, At the same time the overall scope of the regulations has increased resulting in more permits required where permits were not required previously. There has also been an increase in The level or detail and work where permits were previously required. From 2000 to 2010 the building department averaged 660 permits per year. The most comprehensive codes changes came in 2011. In 2011 – 2013 the building department averaged 977 building permits / year. For 2014 we issued 1227 building permits. So far this year the building department has issued 1143 building permits, that works out to about 1600 permits for the year at the current rate.

While the number of permits has increased the number and type of inspections related to each permit has also increased.

Additionally the requirements for annual periodic inspections required for public buildings and multifamily residential buildings.

In addition to this the demands of the Historic District Commission and the Commission on Disabilities on the building department has also increased.

This new and increased work has placed additional demands on the administrative assistant more hours are needed to keep up with the work load. The administrative assistant directly supports the building inspectors, as the building inspectors work increases the admin work also increases.

**5. How Was this Project's Priority Determined?** Proper staffing is necessary for the continued high level of service in the building department.

**6. Estimated Cost:** \$24,000.

*Less Trade-In (If Applicable)*

**Net Cost**

**7. Are Non-Town Revenues Available to Reduce Cost? Building department fees.**

**8. If this Project is Delayed, What will be the Effect on your Department?**

Reduced services to the citizens and longer waits for permits and inspections.

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u>Personnel Budget</u>		<u>Expense Budget</u>
Increase	This will result in an increase in the personal budget of \$24,000	Increase
Decrease		Decrease

**10. Attachments, if Applicable.**

# Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Council On Aging	<b>Project</b>	Senior Center Design
		<b>Fiscal Year</b>	2017
<b>Department Head</b>	Sharon Mercurio	<b>Cost</b>	\$500,000
		<b>Priority</b>	1 of 1

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## 1. Description

Funds for the schematic design, design development, an Owner's Project Manager and budget estimate for a new Senior Center/Human Service building.

2. **Useful Life** 20 – 30 year +

## 3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

<input type="checkbox"/> <b>Schedule Replacement</b>	<input type="checkbox"/> <b>Increase Personnel Efficiency</b>
<input checked="" type="checkbox"/> <b>New or Expanded Service</b>	<input type="checkbox"/> <b>Replace Obsolete or Unsafe Equipment</b>
<input type="checkbox"/> <b>Other (Please Explain)</b>	<input type="checkbox"/> <b>(Explain Disposal of Old Equipment)</b>

## 4. Justification

The existing Senior Center is inadequate in many ways as it was not originally built as a Senior Center. The lack of parking, program space, private meeting space and the location of the offices continue to be problematic. Renovations to the existing space cannot rectify all of these issues.

The COA works very closely with the Nursing department and the VSO. The Senior Service Coordinator and Community Resource Coordinator perform similar duties but with different age groups. To have all these services located in the same building would be an asset to the community.

## 5. How Was this Project's Priority Determined?

The senior population in Acton, has more than doubled from 2000 in 1994 when the current Senior Center was built to over 4,400 in 2012, and continues to grow each year. Space restrictions in the existing site limit the ability to offer the wide range of programs and services that seniors request and could benefit from.

6. **Estimated Cost** \$500,000  
**Less Trade-In (If Applicable)**

## 7. Are Non-Town Revenues Available to Reduce Cost?

Not at present.

## 8. If this Project is Delayed, What will be the Effect on your Department?

COA programs will continue in an inadequate facility, providing less than optimum services to seniors.

## 9. Please Describe the Effect of this Project on your Operating Budget.

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase x	Increase x
Decrease	Decrease

## 10. Attachments, if Applicable.

# Personnel Proposal – Detail

<b>Department Name</b>	Council On Aging	<b>Project</b>	Personnel - Program Coordinator 30 to 35 hours per week		
		<b>Fiscal Year</b>	2017		
<b>Department Head</b>	Sharon Mercurio	<b>Cost</b>	\$7,400		
		<b>Priority</b>	1	of	1

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## 1. Description

Increase existing benefitted 30 hour per week Program Coordinator position to 35 hours per week. Expanded programs necessitate the need for an increase in hours.

## 2. Useful Life N/A

## 3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

<input type="checkbox"/> <b>Schedule Replacement</b>	<input type="checkbox"/> <b>Increase Personnel Efficiency</b>
<input checked="" type="checkbox"/> <b>New or Expanded Service</b>	<input type="checkbox"/> <b>Replace Obsolete or Unsafe Equipment</b>
<input type="checkbox"/> <b>Other (Please Explain)</b>	<input type="checkbox"/> <b>(Explain Disposal of Old Equipment)</b>

## 4. Justification

The Program Coordinator is responsible for planning and supervising multiple programs, activities and trips. With each class or program, the Program Coordinator needs to interview instructors, schedule and publicize events, develop registration and attendance sheets, and determine a funding source (Friends of the Acton COA, operating budget and/or grants). The attendance sheets (which are vital to our data collection) are constantly in flux and keeping them up-to-date has become a time-consuming task. Especially with our ever popular exercise classes.

## 5. How Was this Project's Priority Determined?

Due to lack of space, the COA is scheduling programs later in the afternoon. The Program Coordinator's current hours do not allow for setting up for these programs, assessing the programs in person, developing a rapport with instructors, or addressing issues that may arise putting that responsibility on others.

**6. Estimated Cost** **\$7,400**  
**Less Trade-In (If Applicable)**

## 7. Are Non-Town Revenues Available to Reduce Cost?

Not at present.

## 8. If this Project is Delayed, What will be the Effect on your Department?

It could result in an increase of stress and burn out within the department as other staff try to accommodate the increasing needs of the seniors. Possibly a decrease in satisfaction from seniors and instructors who do not feel they are getting the attention they need or that their questions and suggestions are heard.

## 9. Please Describe the Effect of this Project on your Operating Budget.

<u>Personnel Budget</u>		<u>Expense Budget</u>
Increase	x	Increase
Decrease		Decrease

**10. Attachments, if Applicable.** See examples of program calendars.

# June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<b>1</b> 8:30 Aerobics 12:30 Movie 1:00 Poker	<b>2</b>
<b>3</b>	<b>4</b> 8:30 Stretch and Flex 9:30 Drop-in One Stroke 10:00 Drop in Bridge 12:00 SIGN UPS BEGIN 1:00-3:00 SHINE 1:00 Poker	<b>5</b> 8:30/9:45 Aerobics 12:30 Mah Jongg	<b>6</b> 8:30 Aerobics 9:00 Watercolor - Last 10:00 Quilting 12:30 Knit/Crochet 1:00 Drop-in Pool	<b>7</b> 8:30/9:45 Aerobics 2:00 Volunteer Reception	<b>8</b> 8:30 Aerobics 11:45 Deaconess Lunch 12:30 Movie 1:00 Poker	<b>9</b>
<b>10</b>	<b>11</b> 8:30 Stretch and Flex 9:30 Drop-in One Stroke 10:00 Drop in Bridge 1:00-3:00 SHINE 1:00 Poker	<b>12</b> 8:20-11:00 Podiatry Clinic 8:30/9:45 Aerobics 9:30-11:30 Wellness Clinic/BP 11:45 Indian Meal 12:30 Mah Jongg	<b>13</b> 8:30 Aerobics 9:00 Drop in Watercolor 10:00 Quilting 11:45 Birthday Lunch 12:30 Knit/Crochet 1:00 Drop-in Pool	<b>14</b> 8:30/9:45 Aerobics 11:45 Father's Day Lunch 12:30 The Golden Tones 1:00 Hearing Clinic	<b>15</b> 8:30 Aerobics 11:45 Life Care Lunch 12:30 Movie 1:00 Poker	<b>16</b>
<b>17</b>	<b>18</b> 8:30 Stretch & Flex (last) 9:30 Drop-in One Stroke 10:00 Drop in Bridge 1:00-3:00 SHINE 1:00 Poker	<b>19</b> 8:30/9:45 Aerobics 11:45 Meal site 30 <sup>th</sup> Anniversary Party 12:30 Mah Jongg  3:45 COA Board Mtg.	<b>20</b> 8:30 Aerobics 9:00 Drop in Watercolor 10:00 Quilting 1:00 Elder Law Program 1:00 Drop-in Pool	<b>21</b> 8:30/9:45 Aerobics (last) 1:00 Identity Theft Program	<b>22</b> 8:30 Aerobics (last) 12:30 Movie 1:00 Poker	<b>23</b>
<b>24</b>	<b>25</b> 9:30 Drop-in One Stroke 10:00 Drop in Bridge 1:00-3:00 SHINE 1:00 Poker	<b>26</b> 9:30-11:30 Wellness Clinic/BP 12:30 Mah Jongg 1:00 Chiropractic Program	<b>27</b> 8:00am Trip to Newport 9:00 Drop in Watercolor 10:00 Quilting 12:30 Knit/Crochet 1:00 Drop-in Pool	<b>28</b>	<b>29</b> 12:30 Movie 1:00 Poker	<b>30</b>

2007

**June**

Mon

Tue

Wed

Thu

Fri

**2015**

**1**

**2**

**3**

**4**

**5**

8:30-9:30 Active Aging  
9:30-11:00 Drop-in Art  
9:30-11:30 Drop-in Bridge  
10:00-11:30 Watercolor Class  
**1:00 Program Registration Begins**  
1:00-4:00 SHINE  
3:30-5:00 Beat the Blues

8:30-9:30 Senior Fitness  
9:00 Golf@Quail Ridge  
9:45-10:45 Active Aging  
11:00-12:00 Beginner Tai Chi  
2:30-3:30 Stretch and Flex

8:30-9:30 Senior Fitness  
9:30-11:00 Drop-in Art  
10:00-10:30 Chair Exercise  
10:45-12:15 Yoga  
12:30-2:15 Yarn & Thread Ladies  
2:30-4:30 Drop-in Bridge

8:30-9:30 Senior Fitness  
9:45-10:45 Active Aging  
11:00-12:00 Senior Tai Chi  
11:00-11:30 Chair Exercise  
11:45 Town Employees Lunch  
1:00/2:00 Beg./Inter. Chess Class  
2:00-4:00 Chess Club Match

8:30-9:30 Senior Fitness  
9:30-11:00 One Stroke - last  
10:00-10:45 Zumba  
12:30-2:15 Movie

**8**  
8:30-9:30 Active Aging  
9:30-11:00 Drop-in Art  
9:30-11:30 Drop-in Bridge  
10:00-11:30 Watercolor Class  
12:30 Friends of the COA Mtg.  
1:00-4:00 SHINE  
3:30-5:00 Beat the Blues  
**4:00 Exercise Registration Deadline**

**9**  
8:30-9:30 Senior Fitness  
9:00 Golf@Quail Ridge  
9:00-11:00 Wellness Clinic/BP  
9:45-10:45 Active Aging  
10:00-2:30 Taza Chocolate Trip  
11:00-12:00 Beginner Tai Chi  
2:30-3:30 Stretch and Flex

**10**  
8:30-9:30 Senior Fitness  
9:30-11:00 Drop-in Art  
10:00-10:30 Chair Exercise  
10:45-12:15 Yoga  
11:45 Newbury Ct/Birthday Lunch  
12:30-2:15 Yarn & Thread Ladies  
1:30-3:00 Computer Club  
2:30-4:30 Drop-in Bridge

**11**  
11:00-12:00 Senior Tai Chi  
11:00-11:30 Chair Exercise  
1:00-2:00 Concord Players  
1:00/2:00 Beg./Inter. Chess Class-last  
2:00-4:15 Chess Club  
2:30-3:15 Meditation

**12**  
8:00 Exercise Class Lists Posted  
8:30-9:30 Senior Fitness  
10:00-10:45 Zumba  
1:00-2:30 Genealogy

**15**  
9:30-11:00 Drop-in Art  
9:30-11:30 Drop-in Bridge  
10:00-11:30 Watercolor Class  
1:00-2:00 Laughter Yoga  
1:00-4:00 SHINE  
3:30-5:00 Beat the Blues - last

**16**  
8:30-9:30 Senior Fitness - last  
9:00 Golf@Quail Ridge  
9:45-10:45 Active Aging- last  
11:00-12:00 Beginner Tai Chi - last  
11:45 Benchmark/RB Lunch  
12:30-1:30 The Little Wars  
2:30-3:30 Stretch and Flex- last

**17**  
8:30-9:30 Senior Fitness - last  
9:30-11:00 Drop-in Art  
10:00-10:30 Chair Exercise  
10:45-12:15 Yoga- last  
11:45 MMSS Father's Day Lunch  
12:15 Ice Cream Social  
12:30-2:15 Yarn & Thread Ladies  
2:30-4:30 Drop-in Bridge

**18**  
8:30-9:30 Senior Fitness - last  
9:45-10:45 Active Aging- last  
11:00-12:00 Senior Tai Chi - last  
11:00-11:30 Chair Exercise - last  
12:30-2:00 Trivia Contest  
2:00-4:00 Chess Club Match  
3:00-4:00 Clear the Clutter

**19**  
8:30-9:30 Senior Fitness - last  
9:00 Breakfast  
10:00-10:45 Zumba - last  
10:30-11:30 Tablet Support Group  
12:30-2:10 Movie

**22**  
9:30-11:30 Drop-in Bridge  
9:30-11:00 Drop-in Art  
10:00-11:30 Watercolor - last  
1:00-4:00 SHINE  
2:30 COA Board Meeting

**23**  
8:30-9:30 Senior Fitness Begins  
9:00 Golf@Quail Ridge  
9:45-10:45 Active Aging Begins  
9:00-11:00 Wellness Clinic/BP  
1:00-3:00 Ask the Lawyer  
1:00-2:30 Retirement Planning

**24**  
8:30-9:30 Senior Fitness Begins  
9:30-11:00 Drop-in Art  
10:00-10:30 Drop-in Chair Exercise  
12:30-2:15 Yarn & Thread Ladies  
1:30-3:00 Computer Club  
2:30-4:30 Drop-in Bridge

**25**  
8:30-9:30 Senior Fitness Begins  
9:45-10:45 Active Aging Begins  
1:00-2:30 Kite Making Class  
2:00-4:15 Chess Club  
2:30-3:15 Meditation

**26**  
12:30-2:20 Movie

**29**  
8:30-9:30 Active Aging Begins  
9:30-11:30 Drop-in Bridge  
9:30-11:00 Drop-in Art  
12:30-1:30 History of Britain DVD  
1:00-4:00 SHINE

**30**  
8:30-9:30 Senior Fitness  
9:00 Golf@Quail Ridge  
9:45-10:45 Active Aging

**July 1**  
8:30-9:30 Senior Fitness  
9:30-11:00 Drop-in Art  
10:00-10:30 Drop-in Chair Exercise  
11:45 MMSS 4<sup>th</sup> of July Lunch  
12:30-2:15 Yarn & Thread Ladies  
2:30-4:30 Drop-in Bridge

**2**  
8:30-9:30 Senior Fitness  
9:45-10:45 Active Aging  
12:30-1:30 History of Britain DVD  
2:00-4:15 Chess Club

**3**  
**COA Closed**

# Capital Improvement Program Proposal – Detail

<i>Department Name</i>	Engineering Department	<i>Project</i>	Prospect & Main Street Intersection Study
		<i>Fiscal Year</i>	2017
<i>Department Head</i>	Corey York	<i>Cost</i>	\$40,000
		<i>Priority</i>	of

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**1. Description**

This project will fund the traffic study to analyze and propose roadway improvements on Main Street at the intersection with Prospect Street. The traffic study will include the collection and analysis of the existing conditions, projections for future traffic growth and public input. The consultant will then formulate a final report incorporating all this information to recommend improvements that will improve safety and enhance the overall movement of all modes of transport at this location.

**2. Useful Life**                      30 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<i>Schedule Replacement</i>	<i>Increase Personnel Efficiency</i>
<i>New or Expanded Service</i>	<i>Replace Obsolete or Unsafe Infrastructure</i>
<i>Other (Please Explain)</i>	x

**4. Justification**

The intersection of Main Street and Prospect Street was identified in the Town's Master Plan with one of the higher accident rates. It has also been the target of many residents concerns as traffic has been discussed at other public forums. Based on our analysis of the recent accident history from the Police Department, we noted the Main/Prospect Street intersection is one of our next highest priority locations for an un-signalized, town-controlled intersection.

**5. How Was this Project's Priority Determined?**

Safety

**6. Estimated Cost**    **\$40,000**  
*Less Trade-In (If Applicable)*    **Na**  
**Net Cost**    **\$40,000**

**7. Are Non-Town Revenues Available to Reduce Cost?**

**8. If this Project is Delayed, What will be the Effect on your Department?**

The existing traffic conditions will continue as they exist today

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u><b>Personnel Budget</b></u>	<u><b>Expense Budget</b></u>
Increase    None	Increase    none
Decrease    None	Decrease    none

**10. Attachments, if Applicable.**

## Capital Improvement Program Proposal – Detail

<i>Department Name</i>	Engineering Department	<i>Project</i>	Prospect & Main Street Intersection Study
		<i>Fiscal Year</i>	2017
<i>Department Head</i>	Corey York	<i>Cost</i>	\$40,000
		<i>Priority</i>	of

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### 10. Attachments, if Applicable.

### PUBLIC INFRASTRUCTURE IMPROVEMENT PLAN

The Town of Acton, Massachusetts, through its Engineering Department, would like to request proposals for professional traffic planning and preliminary design services. These services are to be performed by a qualified traffic planning and engineering firm (The Consultant) to identify suitable and effective improvements at these intersections that will enhance the operation and safety of the intersections, minimize the potential impacts on the nearby residential neighborhoods and intersections along Route 27 while improving mobility for all modes of transport in accordance with our Complete Streets policy.

### III. SCOPE OF SERVICES

#### 1. OVERVIEW

The services to be performed by the consultant shall include, but not necessarily be limited to those outlined in the scope of services.

The Consultants shall use the Tasks listed below as a guideline when formulating their proposals. However consultants are encouraged to propose appropriate changes which in their professional opinion would better achieve the specific project objectives and enable them to deliver a superior product.

#### 2. TASKS AND WORK SCHEDULE

##### Task 1. Review Existing Information

Utilize previous plans and studies to the extent practicable. In addition, <http://www.acton2020.info/> contains information about the Acton 2020, Acton's recently completed Comprehensive Community Plan. Acton 2020 outlines goals and objectives specifically relating to Acton Center, transportation and public safety. The Town of Acton home page <http://www.acton-ma.gov/> has general information on the Town of Acton. The Town of Acton Geographic Information System is at <http://www.acton-ma.gov/gis>.

##### Task 2. Hold public meeting to obtain input from citizens.

Hold an initial public meeting. The Town is looking to continuously engage many of its residents who usually do not participate in Town affairs and to reach out to all stakeholders; property owners, neighbors, etc. The Consultant will record the concerns and ideas of the public and answer questions concerning the study scope and methods. This should include but not be

limited to the method of traffic data/count collection including the statistical confidence limits of this data as it applies to this study, utilization of existing information. The Consultant should use effective and efficient methods of gathering informed public input throughout the planning process.

Task 3. Prepare list of possible options (including no build option)

The Consultant's list of possible options shall give due consideration to suggestions made at the public meeting. Provide Acton and all stakeholders with a clear understanding of existing conditions and future projections. Assess the condition of the existing infrastructure and identify potential improvement(s). The Consultant shall provide a preliminary cost estimate of the options being considered. Within the cost estimate, the Consultant should identify and prioritize public infrastructure improvement elements by need, safety and cost. Some consideration should be given to the feasibility of burying/relocating of existing utilities.

Task 4. Update previous traffic counts, accident history and take counts/accident history in additional locations

The Town of Acton anticipates that the Consultant will conduct traffic counts when schools are in session with a full schedule of extracurricular activities. Turning counts shall include morning and afternoon peak counts.

Counts of each intersection within the study area shall be conducted at the same times and dates to assure consistency of the data. Details of the proposed data collection proposed by the consultant shall be fully described in the proposal.

Accident data shall be collected for all the intersections in the study area.

Task 5. Consider changes in the area since previous studies

The Consultant should determine the addition of any new developments in the area that might have a significant impact on the study area such as the new commuter rail station. Mitigation measures, if warranted, shall be proposed. Sources of possible funding for this work should be identified.

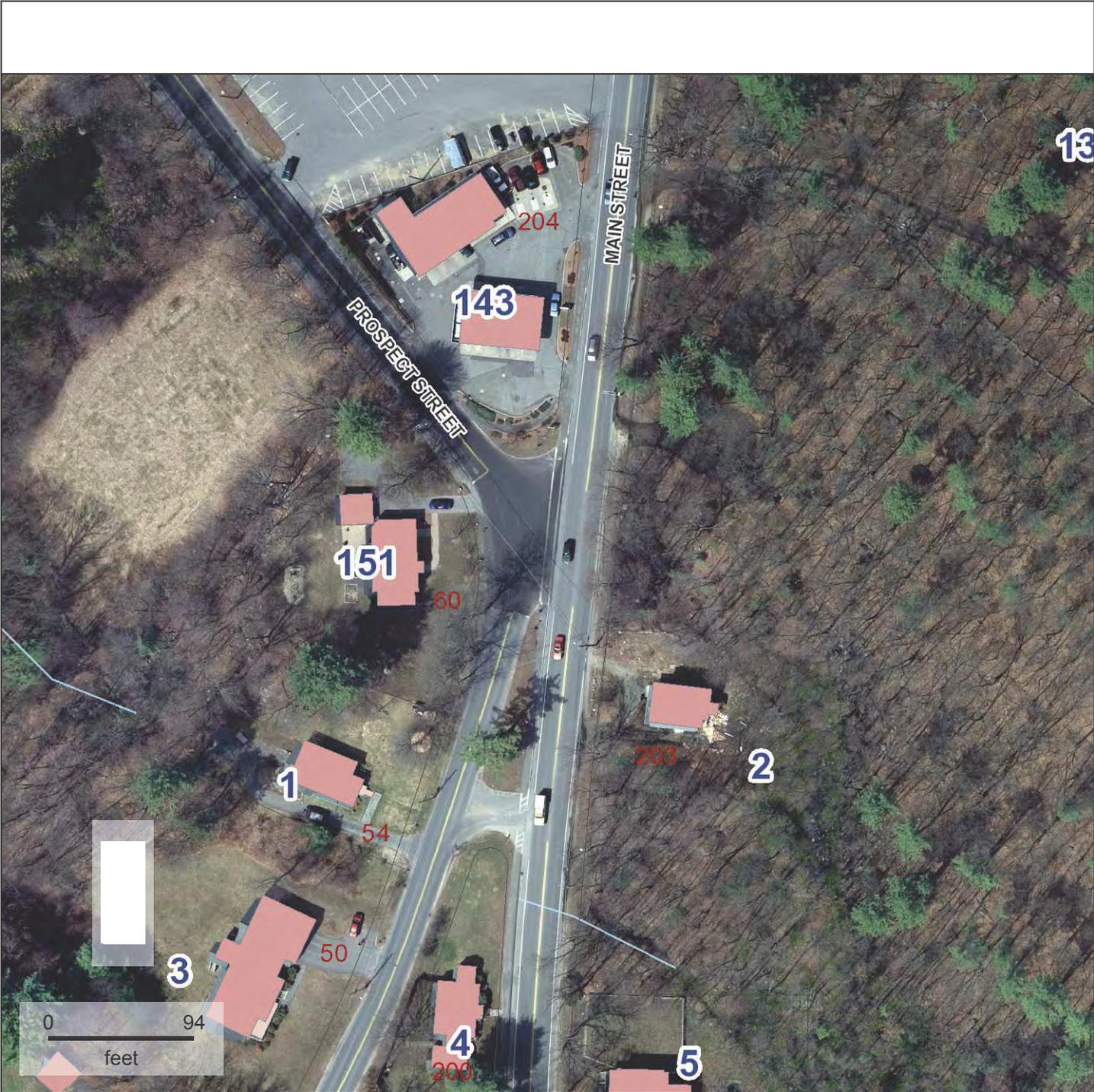
Task 6. Explore the impact of each option (including no build option) on the surrounding neighborhood and nearby roads and intersections.

The impacts to be considered for each option in this area include: blocking of nearby intersections caused by changes, increase/decrease in cut-through traffic, changes in vehicle speed, impact on accident rates, plus impacts raised at the public meeting that can be professionally addressed by a Traffic Planning and Engineering Consultant.

Task 7. Hold Public Information meeting to review the options considered.

Task 8. Prepare final report with recommendations and present to the Town

The Consultant shall fully detail the options considered, including the no build option, with the advantages and disadvantages for each. Within the parameters of the Traffic Planning Profession, the Consultant shall provide a cost/benefit analysis for the options considered.



**Property Information**

Property ID  
Location

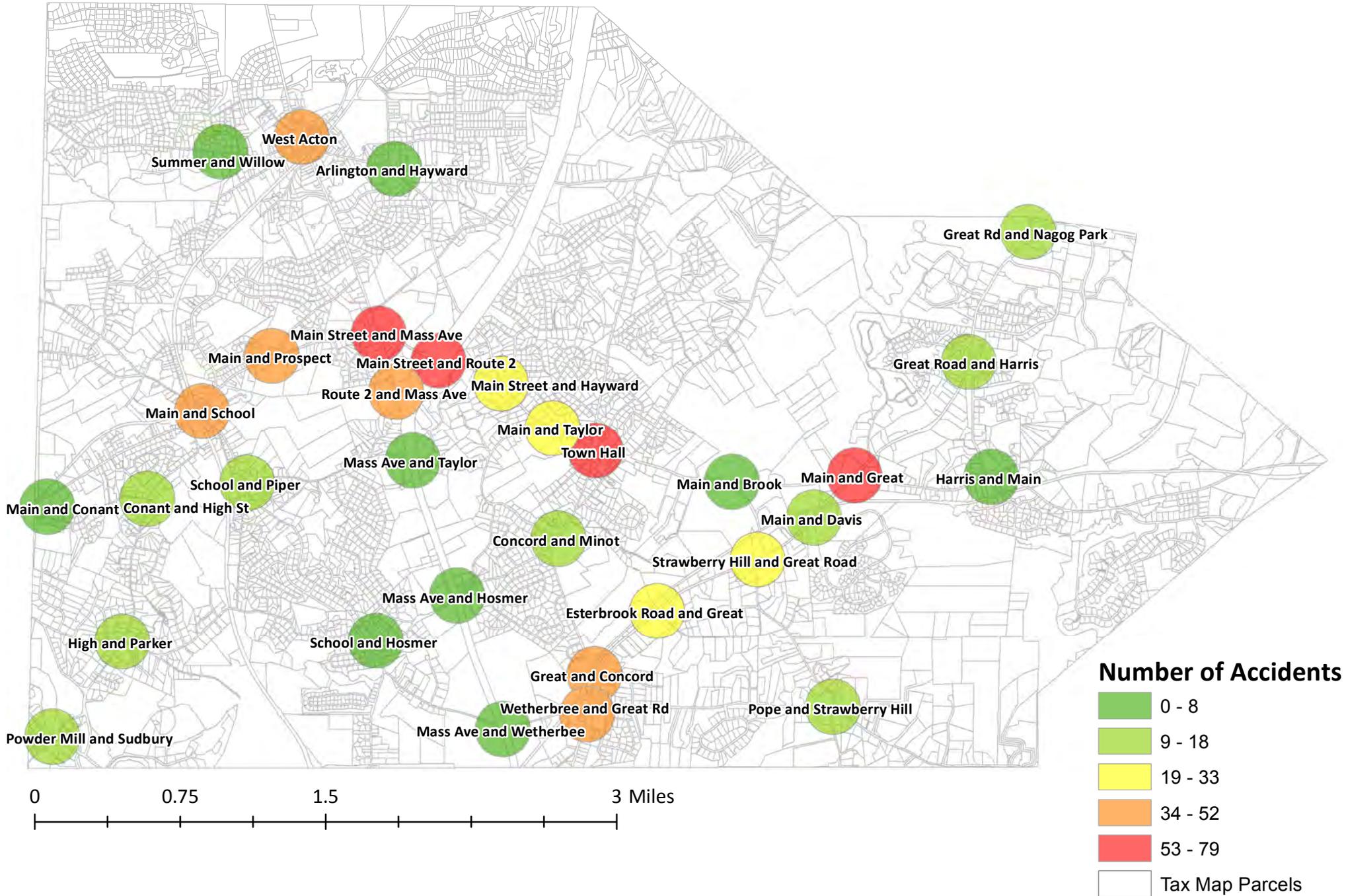


**MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT**

This data set/map is for planning purposes only and should not be used for larger scale analysis. The Town of Acton shall not be held liable for any use of the data or images shown on this map, nor is any warranty of accuracy expressed. All uses of this data set/map are subject to field verification.



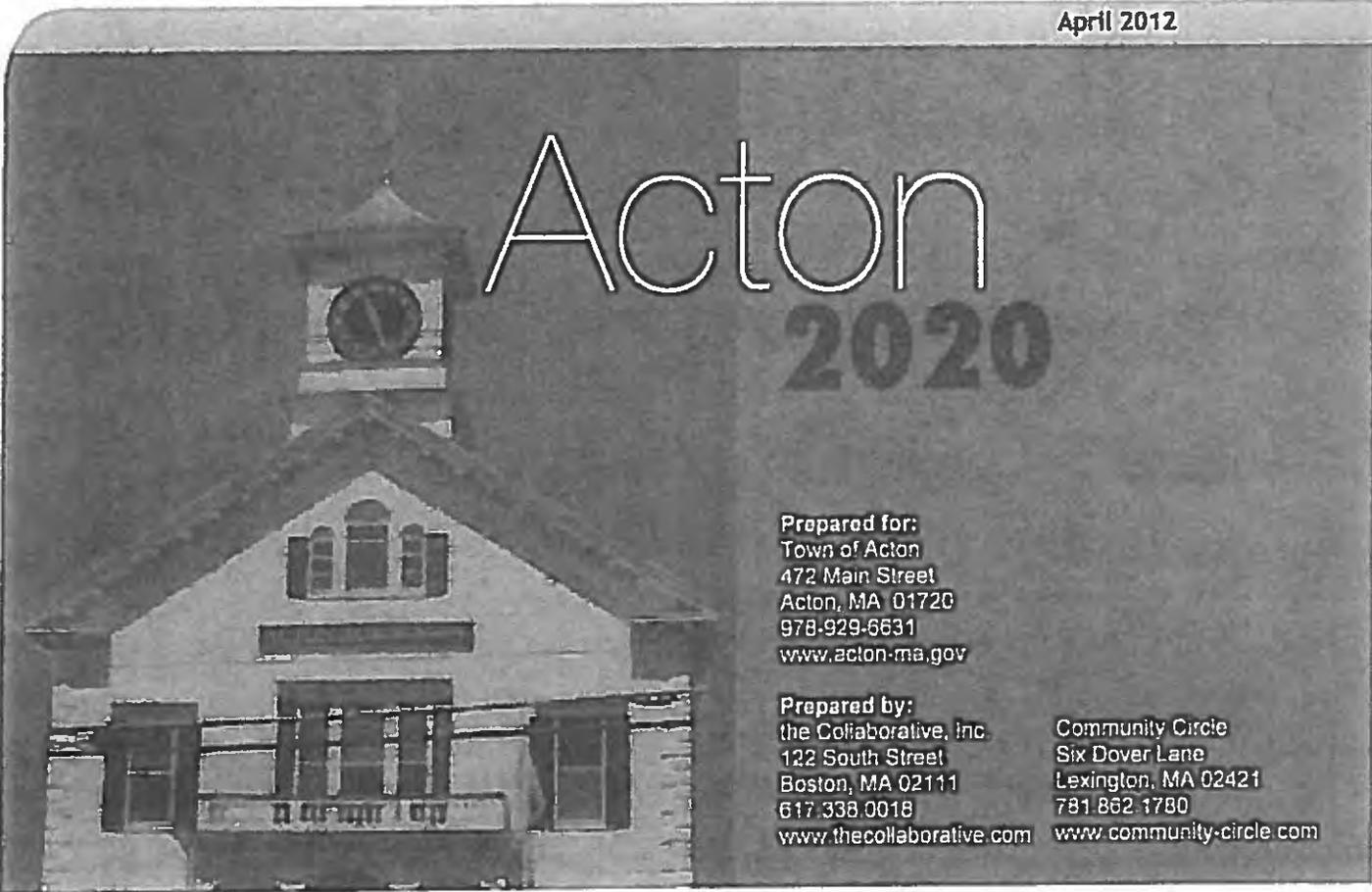
# Acton, MA Accidents by Intersection 2010-2013





# Acton 2020 Comprehensive Community Plan

April 2012



# Acton 2020

Prepared for:  
Town of Acton  
472 Main Street  
Acton, MA 01720  
978-929-6631  
[www.acton-ma.gov](http://www.acton-ma.gov)

Prepared by:  
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Boston, MA 02111  
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Community Circle  
Six Dover Lane  
Lexington, MA 02421  
781-862-1780  
[www.community-circle.com](http://www.community-circle.com)

Today. Tomorrow. Together.

# Goals and Objectives

<b>GOAL 1:</b>	<b>Preserve and Enhance Town Character</b>	<b>Objective 4.2:</b>	Provide more playgrounds, fields for team sports, parks, and conservation lands.
<b>Objective 1.1:</b>	Strengthen planning tools to manage growth pro-actively.	<b>Objective 4.3:</b>	Support additional cultural activities.
<b>Objective 1.2:</b>	Preserve and enhance key centers.	<b>GOAL 5:</b>	<b>Support Inclusion and Diversity</b>
<b>Objective 1.3:</b>	Preserve rural characteristics and open space.	<b>Objective 5.1:</b>	Support residents of all ages.
<b>Objective 1.4:</b>	Preserve historic buildings and landscapes.	<b>Objective 5.2:</b>	Support households of all income levels.
<b>Objective 1.5:</b>	Foster an understanding and appreciation for what makes Acton unique, including its history.	<b>Objective 5.3:</b>	Embrace cultural diversity.
<b>GOAL 2:</b>	<b>Ensure Environmental Sustainability</b>	<b>Objective 5.4:</b>	Support citizens with disabilities in participating fully in the life of the community.
<b>Objective 2.1:</b>	Protect the quality and quantity of Acton's water.	<b>GOAL 6:</b>	<b>Preserve and Enhance Town-Owned Assets and Services</b>
<b>Objective 2.2:</b>	Reduce waste and the accumulation of toxins.	<b>Objective 6.1:</b>	Protect Town-owned open space.
<b>Objective 2.3:</b>	Reduce emissions of carbon dioxide and other greenhouse gases.	<b>Objective 6.2:</b>	Support excellence in schools.
<b>Objective 2.4:</b>	Move toward patterns of land use and land protection that support broad biodiversity, soil preservation, and healthy local agriculture.	<b>Objective 6.3:</b>	Manage the Town's facilities efficiently.
<b>GOAL 3:</b>	<b>Improve Connections</b>	<b>Objective 6.4:</b>	Provide high quality services that are responsive to community needs.
<b>Objective 3.1:</b>	Make walking and biking easier and safer.	<b>Objective 6.5:</b>	Provide excellent public health and safety services.
<b>Objective 3.2:</b>	Improve transportation around Town.	<b>GOAL 7:</b>	<b>Maintain and Improve the Financial Well-Being of the Town</b>
<b>Objective 3.3:</b>	Promote communication among Town government, citizens, schools, and the business community.	<b>Objective 7.1:</b>	Promote fiscal responsibility.
<b>Objective 3.4:</b>	Support and strengthen neighborhoods.	<b>Objective 7.2:</b>	Promote economic development that supports other Acton 2020 planning goals.
<b>GOAL 4:</b>	<b>Provide More Opportunities for Community Gathering and Recreation</b>	<b>Objective 7.3:</b>	Improve existing commercial areas.
<b>Objective 4.1:</b>	Create new gathering spaces and make better use of existing ones.	<b>Objective 7.4:</b>	Support the financial ability of all residents to stay in Acton for a lifetime.

Implementation Strategies for:

# GOAL 3 Improve Connections

Goal Statement:

*We recognize that a community that is connected is safer, stronger, and provides more opportunities for meaningful interaction. We envision supporting these connections through physical means including sidewalks, bike paths, trails and public transportation to connect people and places, and to support independent and safe travel for all. We also envision open communication as a means to further connect residents (e.g. through the web, cable TV, community bulletin boards, etc.)*

Relationship to Vision

Actonians expressed a strong desire to improve connections, both physical and virtual, so that they have safe and pleasant ways to travel and so that communication is improved. Residents recognized that extending sidewalks, providing safe biking and extending the Town shuttle improve connections between people and places, provide opportunities to meet fitness and wellness goals, and takes better care of the environment. The strategies listed under this goal are ways of addressing these needs and desires.

Overview of Priority Action Steps

The following were identified as priority action steps to meet this goal.

- Construct new sidewalks according to the sidewalk priority list. Follow the sidewalk design guidelines when constructing new sidewalks or updating existing ones.

- Continue to fund the MinuteVan shuttle, and later expand the system with more vehicles, more frequent service, and longer service hours. Consider making it a fixed route system.

“A shuttle should absolutely be available all day for all citizens with frequent runs. Teenage use should be promoted.”  
Acton Resident

# GOAL

Improve  
Connections cont.

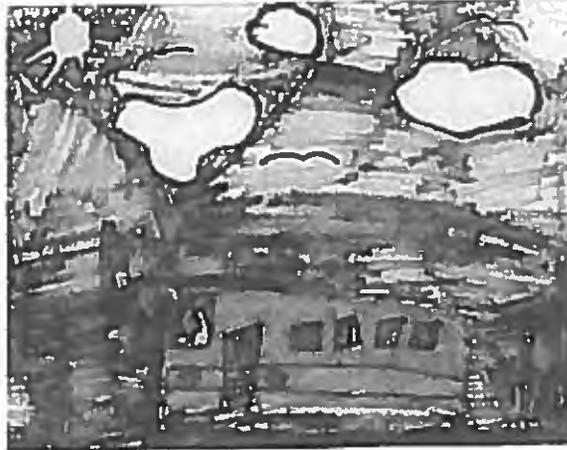
## Youth Art Contest Winners:

Luca Ilic



“ My artwork is a drawing of me (at bottom) thinking of 4 ways to improve transportation and connections around Town. ”

Meghna Sundaram



“ Goal 3.2. & 3.3.: Improve Transportation around Town using existing resources and improve communication ”

Goal 6 & 7: Manage Town facilities efficiently by reusing buses. Promote fiscal responsibility - lesser Town vehicles to maintain. ”

Peter Busse



“ Picture of a boy on a bike. ”

<b>Goal 3: Improve Connections</b>		
<b>Objective 3.1: Make walking and biking easier and safer.</b>	<b>Priority/Timing</b>	<b>Owner</b>
<p><b>Strategy 3.1.1: Build appropriate sidewalks</b>                      See Also: Village-specific sidewalk guidelines                      Non-motorized access to open space</p>		
<p><b>Action Item 3.1.1.1: Maintain sidewalk priority list</b> Continue to update the Sidewalk Construction Priority List. Emphasize projects that provide safe access to schools, recreation areas, the train station, and the villages, particularly the designated growth centers. As public transportation options grow, provide sidewalk access to transit access spots.                      See Also: Non-car access requirements in commercial development                      Village-specific sidewalk guidelines</p>	Ongoing	Sidewalk Committee
<p><b>Action Item 3.1.1.2: Construct more sidewalks</b> Construct new sidewalks according to the priority list. Follow the <i>Guidelines for Acton Sidewalk Design</i> when constructing new sidewalks or updating existing ones.<sup>1</sup>                      \$</p>	Highest  Ongoing	Engineering Department
<p><b>Action Item 3.1.1.3: CPA funding for some sidewalks</b>                      Investigate opportunities to use CPA funds for some sidewalk connections. Consider historic characteristics or recreational opportunities.                      See Also: Document and prioritize rural characteristics                      \$</p>	Short-Term	Planning Department Sidewalk Committee
<p><b>Strategy 3.1.2: Increase opportunities for safe biking</b>                      See Also: Non-motorized access to open space</p>		
<p><b>Action Item 3.1.2.1: Planning for bicycle improvements</b>                      Develop guidelines for bike lanes and off-road paths. Identify locations and develop a construction plan for off-road multi-use paths and bike lanes to improve the ability of people to bicycle to destinations in Town.</p>	2 <sup>nd</sup> Highest  Short-Term	Transportation Advisory Committee
<p><b>Action Item 3.1.2.2: Assabet River Rail Trail</b>                      Complete the construction of the Assabet River Rail Trail. Need to influence MassDOT and Boston MPO.</p>	Ongoing	Planning Department
<p><b>Action Item 3.1.2.3: Bruce Freeman Rail Trail</b>                      Complete the construction of the Bruce Freeman Rail Trail. Need to influence MassDOT and Boston MPO.</p>	Ongoing	Planning Department

	<b>Action Item 3.1.2.4: Connect ARRT and BFRT</b> Explore ways to connect the Assabet River Rail Trail and the Bruce Freeman Rail Trail.	Long-Term	Planning Department Transportation Advisory Committee
	<b>Action Item 3.1.2.5: Provide more bike racks</b> Locate bike racks where feasible and where they will be used.	Short-Term ●	Planning Department
	<b>Action Item 3.1.2.6: Multi-use path planning</b> Identify locations for off-road multi-use paths, bike lanes, and wider shared lanes and shoulders where appropriate to improve the ability of people to bicycle to destinations in Town. Prepare town-wide recommendations for locations, and construct improvements. <sup>2</sup> \$	2nd Highest Medium-Term	Engineering Department Planning Department Transportation Advisory Committee
	<b>Action Item 3.1.2.7: Multi-use paths through open space</b> Consider making some paths in town open space usable by bikes, wheelchairs and strollers, in order to create safe bicycle paths between neighborhoods and other destinations. \$	Long-Term	Transportation Advisory Committee
	<b>Action Item 3.1.2.8: Developers provide off-road multi-use paths</b> Increase the requirement in the subdivision regulations for developer contributions to off-road multi-use paths and sidewalks.	Medium-Term	Planning Board Planning Department
	<b>Strategy 3.1.3: Improve communications about walking and biking paths</b>		
	<b>Action Item 3.1.3.1: Update pedestrian and bike maps</b> Keep maps current showing sidewalks, bike paths and hiking paths. Make these available on the town website. Consider providing updated information to Google Maps for incorporation in their database.	2nd Highest Short-Term ●	Engineering Department Land Stewardship Committee
	<b>Action Item 3.1.3.2: Non-car access requirements in commercial development</b> Consider incorporating requirements for pedestrian and bicycle accommodation in new commercial development. <sup>3</sup>	Medium-Term	Planning Department

	<p><b>Action Item 3.1.3.3: Pedestrian safety at town facilities</b>                  Improve accessibility and safety at Town facilities, particularly the libraries and schools, for pedestrians, people with wheelchairs, and bicyclists.                  \$</p>	Short-Term	Municipal Properties
	<p><b>Action Item 3.1.3.4: Increase awareness regarding sharing the road issues</b>                  Provide outreach to drivers and cyclists to increase awareness of their responsibility to share the road safely.</p>	Short-Term ●	Transportation Advisory Committee
<b>Objective 3.2: Improve transportation around town.</b>			
	<p><b>Strategy 3.2.1: Provide and encourage public transportation</b>                  See Also: Concentrate growth                  Provide more transportation service for seniors                  Teen activities accessible without cars</p>		
	<p><b>Action Item 3.2.1.1: Expand MinuteVan</b>                  Expand the MinuteVan shuttle system with more vehicles, more frequent service, and longer service hours. Provide more options for the disabled community. Consider making it a fixed route system.<sup>4</sup>                  \$\$ (operating cost)</p>	Highest  Medium-Term	Selectmen Transportation Advisory Committee
	<p><b>Action Item 3.2.1.2: Coordinate MinuteVan and CoA Van</b>                  Coordinate the MinuteVan and Council on Aging shuttles, and consider combining them into a single system with both fixed route and demand-responsive capabilities.<sup>5</sup></p>	Short-Term	Selectmen
	<p><b>Action Item 3.2.1.3: Coordinate shuttles with neighboring communities</b>                  Consider opportunities to work with neighboring communities to expand ridership of the shuttles.<sup>6</sup></p>	Medium-Term	Manager Department Selectmen Transportation Advisory Committee
	<p><b>Action Item 3.2.1.4: Public/private funding for shuttle</b>                  Explore public/private funding opportunities for the expanded shuttle system.<sup>7</sup></p>	Medium-Term	Selectmen Transportation Advisory Committee

	<p><b>Action Item 3.2.1.5: Increase resident use of commuter rail</b>                  Increase the number of Acton residents who use the commuter rail system.<sup>9</sup>                  See Also: Consider ways to increase the amount of parking at the train station.</p>	New Sustained Effort	Planning Department Transportation Advisory Committee
	<p><b>Action Item 3.2.1.6: Consider ways to increase the amount of parking at the train station</b></p>	2 <sup>nd</sup> Highest Medium-Term	Transportation Advisory Committee
	<p><b>Strategy 3.2.2: Improve traffic circulation and reduce traffic impacts</b>                  See Also: Organize web-based car pooling and ride sharing.                  Increase resident use of commuter rail</p>		
	<p><b>Action Item 3.2.2.1: Traffic and parking in centers</b>                  Address local traffic circulation and parking in planning for key centers.</p>	Short-Term	Planning Department
	<p><b>Action Item 3.2.2.2: Reconfigure street layouts</b>                  Consider reconfiguring specific street layouts to provide alternate routes for congested areas and/or one-way streets to improve traffic flow.</p>	Long-Term	Planning Department Selectmen
	<p><b>Action Item 3.2.2.3: Traffic calming</b>                  Consider traffic calming at locations where speeds are inconsistent with residential areas and village centers.                  \$</p>	Medium-Term	Engineering Department
	<p><b>Action Item 3.2.2.4: Improve Business access</b>                  Continue to make improvements to business access and transportation safety.                  \$</p>	Ongoing	Selectmen
	<p><b>Strategy 3.2.3: Work with MassDOT to improve access to and from Acton</b></p>		
	<p><b>Action Item 3.2.3.1: Concord Rotary improvements</b>                  Work through the Boston Metropolitan Planning Organization to promote the completion of planned improvements at the Concord Rotary.<sup>9</sup></p>	Long-Term	Selectmen
	<p><b>Action Item 3.2.3.2: Improve commuter rail</b>                  Work with the MBTA and surrounding communities to promote continued and improved commuter rail service.</p>	Ongoing	Manager Department

	<p><b>Action Item 3.2.3.3: Regional public transit</b>                  Work through the Boston MPO to explore regional public transportation options.                  See Also: <i>New Regional Transit Authority</i></p>	Long-Term	Planning Department Selectmen
	<p><b>Action Item 3.2.3.4: New Regional Transit Authority</b>                  Work with MassDOT and surrounding communities to explore the formation of a Regional Transit Authority.                  See Also: <i>Regional public transit</i></p>	Long-Term	Manager Department
<p><b>Objective 3.3: Promote communication among town government, citizens, schools, and the business community.</b></p>			
	<p><b>Strategy 3.3.1: Promote citizen engagement in town government</b>                  Promote active engagement of citizens and the transparency of town government. Improve communication and centralized information regarding existing resources and events.                  See Also: <i>One-stop reservations and calendar</i>  <i>More multilingual staff and materials</i></p>		
	<p><b>Action Item 3.3.1.1: Publicize town information sources</b>                  Continue to disseminate information about existing Town resources and services, such as Dial-a-Ride and Social Safety Net, using the Town Website, mailings, and posters/flyers at locations such as the Senior Center, libraries, and on shuttle vehicles.</p>	Ongoing	Memorial Library
	<p><b>Action Item 3.3.1.2: Citizen's academy</b>                  Encourage citizen education efforts such as the formation of an Acton Citizens Academy providing classes, information, and events, where participants (both newcomers and established residents) learn about the different functions of local government including volunteer opportunities.<sup>10</sup></p>	Ongoing	Citizens and citizen groups
	<p><b>Action Item 3.3.1.3: Usable video archives of key meetings</b>                  Broadcast meetings of key boards (Board of Selectmen, School Committee, Finance Committee, Planning Board) and place copies of these broadcast videos on the Town website.</p>	Ongoing	Acton TV
	<p><b>Strategy 3.3.2: Attract more volunteers to help with town affairs by conducting broad-based outreach.</b></p>		
	<p><b>Action Item 3.3.2.1: Publicize volunteer opportunities.</b>                  Use town website and other Acton media to publicize volunteer opportunities.</p>	Short-Term 	Volunteer Coordinating Committee
	<p><b>Action Item 3.3.2.2: More flexibility in volunteer opportunities</b>                  Provide flexibility in scheduling/timing of volunteer opportunities and consider creating opportunities for shorter-term volunteering (single event, single task, etc).</p>	Short-Term	Volunteer Coordinating Committee

<b>Objective 3.4: Support and strengthen neighborhoods.</b> See Also: Make walking and biking easier and safer Outdoor spaces near neighborhoods			
	<b>Action Item 3.4.1: Encourage private efforts to organize neighborhoods</b> Encourage private efforts to organize communication among neighbors and group activities. <sup>11</sup>	Short-Term	Citizens and citizen groups
	<b>Action Item 3.4.2: Provide contact info for new residents to connect with organized neighborhood groups.</b>	Short-Term 	Memorial Library
	<b>Action Item 3.4.3: Encourage the business community to organize providing new residents with business information, such as provided by Welcome Wagon<sup>(tm)</sup> in other communities.</b>	Short-Term	Economic Development Committee

<sup>1</sup> See Guidelines for Acton Sidewalk Design at <http://www.acton-ma.gov/DocumentView.aspx?DID=856>

<sup>2</sup> The primary purpose of these improvements is transportation rather than recreational cycling.

<sup>3</sup> Pedestrian and bicycle accommodation includes safe walkways from the public sidewalk to building entrances and bike racks.

<sup>4</sup> The system could have stops but also route deviations on either side of the fixed routes. Stops could include the train station, the schools, Kelley's Corner, West Acton Village, Acton Center, East Acton, and the proposed community center. The CoA shuttle can specialize in demand-responsive service and destinations outside Acton

<sup>5</sup> The expanded MinuteVan could become a scheduled fixed route system with limited deviations from the route in response to customer requests, the CoA shuttle is a door-to-door on-request service.

<sup>6</sup> Coordination can include high traffic destinations such as the commuter rail station and Emerson Hospital.

<sup>7</sup> An example is the joint funding of Lexington's Lexpress shuttle by the town and developers (including Avalon).

<sup>8</sup> Ways to encourage commuter rail ridership include:

- Complete the connection of the Assabet River Rail Trail to the commuter rail station to encourage commuting by bicycle
- Consider guiding growth to South Acton near the station (see Objective 1.1).
- Develop partnerships with local businesses to provide van shuttles to the train station.
- Facilitate car-pooling to the station.

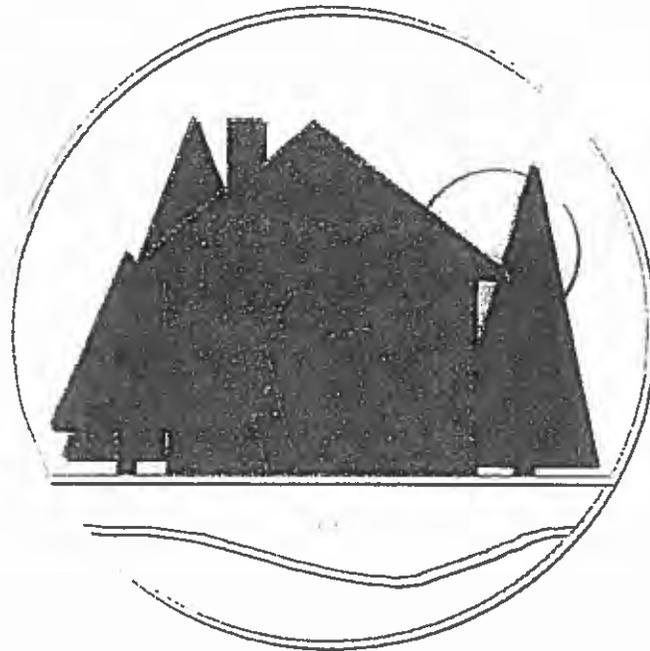
<sup>9</sup> The Boston MPO process for updating the regional transportation plan and Transportation Improvement Program is one means to increase priority for the Concord Rotary project. The project would reduce cut-through traffic caused by back-ups as well as provide the access needed for economic development.

<sup>10</sup> The League of Women Voters has been doing education in this area for some time.

<sup>11</sup> Communication and interaction among neighbors might include email lists, Google groups, newsletters, etc. Group activities might include block parties, neighborhood books groups, walking groups, etc.

# Master Plan Update

## Town of Acton, Massachusetts



Acton Planning Board  
December 1998

*Consulting Assistance Provided By:*

Whiteman & Taintor  
LandUse, Incorporated  
TAMS Consultants, Inc.

*and*

Howard/Stein-Hudson Associates, Inc.

- Action SF-2* Plan and implement new construction, and expansions and renovations of the elementary school, junior and senior high schools. Continue community deliberations to reach agreement on implementing improvements to schools.
- Action SF-3* Plan and implement sewer service for West Acton Village and East Acton Village.
- Action SF-4* Continue assisting the Water District in promoting water-conserving practices throughout Acton, with special attention to low water using landscape techniques.
- Action SF-5* Incorporate in the site plan review process standards and criteria relating to the use of low water landscape techniques .
- Action SF-6* Continue assisting the Water District in achieving needed raising of the cap on water withdrawal.
- Action SF-7* Continue assisting the Water District in its efforts to develop new sources of water for the community.
- Action SF-8* Schedule and carry out an examination of the needs for a second facility to serve seniors, and implement the resulting recommendations.

## **Traffic and Circulation**

- Action TC-1* Implement safety studies to identify appropriate improvements at the Route 2/Massachusetts Avenue intersection.
- Action TC-2* Implement a program in coordination with the local or state police department to track accident trends in different areas of town.
- Action TC-3* Implement studies of accidents at highest accident locations on a regular basis to develop design improvements at these locations.
- Action TC-4* Develop a town wide traffic calming program to discourage cut-through traffic and enhance the residential environment. Establish guidelines for the specific villages, and explore the possibility of incorporating into the village zoning bylaws.
- Action TC-5* Conduct a comprehensive study of Route 27 from Great Road to High Street.
- Action TC-6* Conduct a comprehensive study of Route 2A from the Concord Town Line to the Littleton Town Line.
- Action TC-7* Monitor traffic operations and accident frequency at completed roadway improvement locations.

# Town of Acton Master Plan

RECEIVED  
AUG 20 1991

ACTON ENGINEERING DEPT.



February 1991

Prepared For:

Town of Acton  
Acton, Massachusetts

Prepared By:

IEP, Inc.  
6 Maple Street  
Northborough, Massachusetts 01532  
(508) 393-8558

and

Vanasse Hangen Brustlin, Inc.  
101 Walnut Street  
Watertown, Massachusetts 02172  
(617) 924-1770

*in cooperation with:*

The Town of Acton  
Planning Department

and

The Planning Council of the  
Town of Acton

Table 3  
Accident Summary 1984 to 1987

Location	Accidents Per Year	Possible Cause
✓ Route 111 at Central Street	30	<ul style="list-style-type: none"> <li>• Lack of appropriate traffic control (signalization)</li> <li>• Limited sight distance for exiting Central Street southbound</li> </ul>
Route 27 at Route 111 (Kelley's Corner)	23	<ul style="list-style-type: none"> <li>• Multiple curb cuts on intersection approach and departure lanes</li> <li>• Lack of exclusive turn lanes</li> <li>• Advance warning signs on Route 27 in disrepair</li> </ul>
✓ Route 27 at Routes 2A/119	17	<ul style="list-style-type: none"> <li>• Outdated post-mounted traffic signal layout provides poor visibility</li> <li>• Undefined right-turn lane on Route 27 southbound at Shell Station</li> </ul>
✓ Route 2 at Taylor Road and Piper Road	16	<ul style="list-style-type: none"> <li>• High volume intersection</li> <li>• Free right-turn lane on Route 2 eastbound approach leads to single lane departure</li> <li>• Old signal installation</li> <li>• Inadequate signing and signal head indications</li> </ul>
Route 2 Ramps at Route 27	14	<ul style="list-style-type: none"> <li>• Heavy side street volumes merging with high volume main-line traffic flows</li> </ul>
✓ Route 2 at School and Wetherbee Street	14	<ul style="list-style-type: none"> <li>• Side street volumes crossing heavy mainline traffic flows</li> </ul>
✗ Route 27 at Concord Road and Newtown Road	13	<ul style="list-style-type: none"> <li>• Side street vehicles using unsafe gaps to turn onto Route 27</li> </ul>

# Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Engineering Department	<b>Project</b>	Bike Lane Safety Rail Trail Connection Study
<b>Department Head</b>	Corey York	<b>Fiscal Year</b>	2017
		<b>Cost</b>	\$60,000
		<b>Priority</b>	of

---

## 1. Description

This project will fund a feasibility study to analyze existing routes and develop a safe bike route that connects the Assabet River Rail Trail to the Bruce Freeman Rail Trail. This feasibility study would be used to advance the project to a final design.

2. Useful Life 30 years

## 3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

**Schedule Replacement**

**Increase Personnel Efficiency**

**New or Expanded Service**

**Replace Obsolete or Unsafe Infrastructure**

**Other (Please Explain)**

x

## 4. Justification

Improving bike lane safety in Town and a plan to connect the Bruce Freeman and Assabet River Rail Trails was identified as their second short term goal as voted on July 8, 2005. This study will identify the most preferred route that will improve safety and enhance the overall movement of all modes of transport through these areas.

## 5. How Was this Project's Priority Determined?

Safety

6. Estimated Cost \$60,000

Less Trade-In (If Applicable) Na

Net Cost \$60,000

## 7. Are Non-Town Revenues Available to Reduce Cost?

## 8. If this Project is Delayed, What will be the Effect on your Department?

The existing traffic conditions will continue as they exist today

## 9. Please Describe the Effect of this Project on your Operating Budget.

### Personnel Budget

Increase None

Decrease None

### Expense Budget

Increase none

Decrease none

## 10. Attachments, if Applicable.



**TOWN OF ACTON**  
472 Main Street  
Acton, Massachusetts, 01720  
Telephone (978) 929-6611  
Fax (978) 929-6350

**Steven L. Ledoux**  
Town Manager

---

To: Board of Selectmen  
From: Steven L. Ledoux, Town Manager  
Date: July 9, 2015  
Re: Final Results of Goal Setting

The Board of Selectmen met to set annual goals, utilizing the Nominal Group Technique on July 8, 2015.

Goals were divided into Short and Long Term. Short Term being defined as something that can be accomplished within the year and Long Term defined as taking more than one year to accomplish.

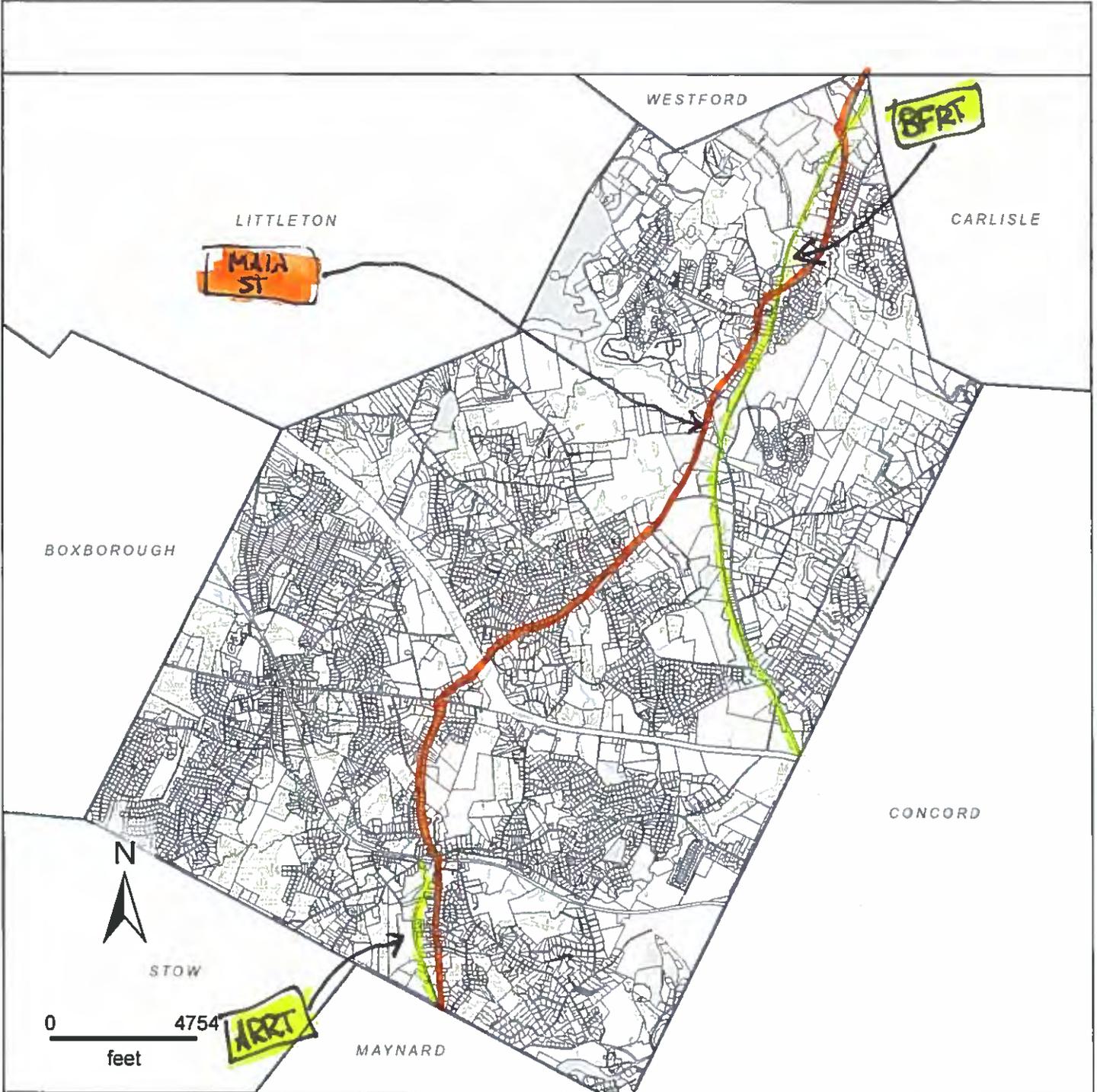
#### SHORT TERM GOALS

1. (Tie) (9 Points)
  - Start Overhaul of the Town Website
  - Bring the Senior Center Study Committee Proposal to Spring Town Meeting
2. (7 Points)
  - Improve Bike Safety in Town and a Plan to Connect the Bruce Freeman Rail Trail and the Assabet River Rail Trail also Look at Bike Trails for Great Hill, Route 27 and the Schools
3. (6 Points)
  - Activate a Committee for the North Acton Fire Station Task Force and Update Charge
4. (Tie) (5 Points)
  - Resolve the Walker Property purchase/litigation and determine re-use for the property
  - Complete Study for West Acton Sewer and Commence implementation
  - Implement and Evaluate the Fixed Route Shuttle, Evening and Weekend Solutions and Utilize a Smaller Vehicle
5. (Tie) (4 Points)
  - Create a Voluntary Email List used for Surveys and General Information
  - Implement Goals of Housing Production Plan
  - Pass the Minuteman School Building Project and Initiate Discussion with Other Towns on Regional Agreement

Other items receiving points: Resolve Morrison Farmhouse, Update the Board of Selectmen Policy and Procedure and Associated Handbooks, Boards and Committee Handbook, Consider Creation of a Licensing Board for Alcohol License Violations, Improve Communication to Public Regarding Available

**LONG TERM**

**Explore Other Opportunities for Senior Tax Relief, Become the Go-To Suburb to Retire In.**



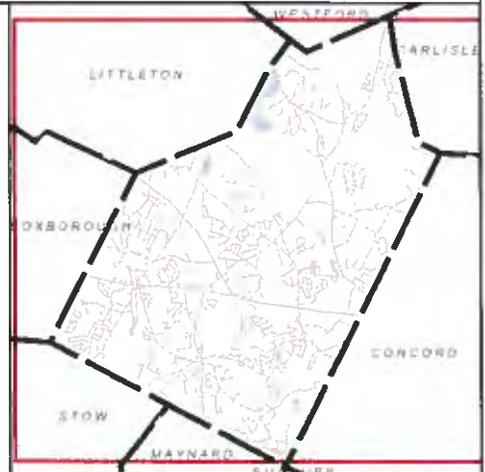
**Property Information**

Property ID  
Location



**MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT**

This data set/map is for planning purposes only and should not be used for larger scale analysis. The Town of Acton shall not be held liable for any use of the data or images shown on this map, nor is any warranty of accuracy expressed. All uses of this data set/map are subject to field verification.





# Acton 2020 Comprehensive Community Plan

April 2012

# Acton 2020

Prepared for:  
Town of Acton  
472 Main Street  
Acton, MA 01720  
978-929-6631  
[www.acton-ma.gov](http://www.acton-ma.gov)

Prepared by:  
the Collaborative, Inc.  
122 South Street  
Boston, MA 02111  
617.336.0018  
[www.thecollaborative.com](http://www.thecollaborative.com)

Community Circle  
Six Dover Lane  
Lexington, MA 02421  
781.862.1780  
[www.community-circle.com](http://www.community-circle.com)

Today. Tomorrow. Together.

## Goals and Objectives

<b>GOAL 1:</b>	<b>Preserve and Enhance Town Character</b>	<b>Objective 4.2:</b>	Provide more playgrounds, fields for team sports, parks, and conservation lands.
<b>Objective 1.1:</b>	Strengthen planning tools to manage growth pro-actively.	<b>Objective 4.3:</b>	Support additional cultural activities.
<b>Objective 1.2:</b>	Preserve and enhance key centers.	<b>GOAL 6:</b>	<b>Support Inclusion and Diversity</b>
<b>Objective 1.3:</b>	Preserve rural characteristics and open space.	<b>Objective 5.1:</b>	Support residents of all ages.
<b>Objective 1.4:</b>	Preserve historic buildings and landscapes.	<b>Objective 5.2:</b>	Support households of all income levels.
<b>Objective 1.5:</b>	Foster an understanding and appreciation for what makes Acton unique, including its history.	<b>Objective 5.3:</b>	Embrace cultural diversity.
<b>GOAL 2:</b>	<b>Ensure Environmental Sustainability</b>	<b>Objective 5.4:</b>	Support citizens with disabilities in participating fully in the life of the community.
<b>Objective 2.1:</b>	Protect the quality and quantity of Acton's water.	<b>GOAL 6:</b>	<b>Preserve and Enhance Town-Owned Assets and Services</b>
<b>Objective 2.2:</b>	Reduce waste and the accumulation of toxins.	<b>Objective 6.1:</b>	Protect Town-owned open space.
<b>Objective 2.3:</b>	Reduce emissions of carbon dioxide and other greenhouse gases.	<b>Objective 6.2:</b>	Support excellence in schools.
<b>Objective 2.4:</b>	Move toward patterns of land use and land protection that support broad biodiversity, soil preservation, and healthy local agriculture.	<b>Objective 6.3:</b>	Manage the Town's facilities efficiently.
<b>GOAL 3:</b>	<b>Improve Connections</b>	<b>Objective 6.4:</b>	Provide high quality services that are responsive to community needs.
<b>Objective 3.1:</b>	Make walking and biking easier and safer.	<b>Objective 6.5:</b>	Provide excellent public health and safety services.
<b>Objective 3.2:</b>	Improve transportation around Town.	<b>GOAL 7:</b>	<b>Maintain and Improve the Financial Well-Being of the Town</b>
<b>Objective 3.3:</b>	Promote communication among Town government, citizens, schools, and the business community.	<b>Objective 7.1:</b>	Promote fiscal responsibility.
<b>Objective 3.4:</b>	Support and strengthen neighborhoods.	<b>Objective 7.2:</b>	Promote economic development that supports other Acton 2020 planning goals.
<b>GOAL 4:</b>	<b>Provide More Opportunities for Community Gathering and Recreation</b>	<b>Objective 7.3:</b>	Improve existing commercial areas.
<b>Objective 4.1:</b>	Create new gathering spaces and make better use of existing ones.	<b>Objective 7.4:</b>	Support the financial ability of all residents to stay in Acton for a lifetime.

	<b>Action Item 2.3.5.4: Energy 'barn raisings'</b> Support and expand on existing energy-saving 'barn raisings' by community organizations and individuals. <sup>22</sup>	Ongoing	Citizens and citizen groups
<b>Strategy 2.3.6: Continue planning for reducing Acton's carbon footprint.</b>			
	<b>Action Item 2.3.6.1: Leverage Green Communities grants</b> Continue to leverage Green Community grants for energy-reduction activities.	Ongoing 🍏	Green Advisory Board
	<b>Action Item 2.3.6.2: Expand GAB role</b> Expand the role of the Green Advisory Board to include researching and advocating for energy savings in residential, commercial, and industrial sectors.	2 <sup>nd</sup> Highest Short-Term	Selectmen
	<b>Action Item 2.3.6.3: Carbon Footprint measurement and reduction plan</b> Conduct town-wide carbon footprint tracking and prepare and implement an energy reduction plan. <sup>23</sup>	Short-Term	Green Advisory Board
	<b>Action Item 2.3.6.4: Joint community and town effort to use less fossil fuels</b> Evaluate supporting a "Transition Initiative," a community-wide collaborative effort of citizens and Town government, using education, planning, and action steps to move Acton toward local resilience and energy autonomy. <sup>24</sup>	New Sustained Action	Citizens and citizen groups Green Advisory Board
<b>Objective 2.4: Healthy Patterns of Land Use</b> Move toward patterns of land use and land protection that support broad biodiversity, soil preservation, and healthy local agriculture.			
	<b>Strategy 2.4.1: Adopt land use strategies that reduce the development of open land.</b> See Also: Concentrate growth Zoning to support Key Centers Plan Protect open space Provide and encourage public transportation		
	<b>Strategy 2.4.2: Biodiversity</b> Maintain and increase biodiversity on Town conservation land and private land.		
	<b>Action Item 2.4.2.1: Remove invasive plants</b> Organize efforts to remove invasive plant species from public and private land. <sup>25</sup>	Long-Term	Conservation Commission

Implementation Strategies for:

# GOAL 3 Improve Connections

Goal Statement:

*We recognize that a community that is connected is safer, stronger, and provides more opportunities for meaningful interaction. We envision supporting these connections through physical means including sidewalks, bike paths, trails and public transportation to connect people and places, and to support independent and safe travel for all. We also envision open communication as a means to further connect residents (e.g. through the web, cable TV, community bulletin boards, etc.)*

Relationship to Vision

Actonians expressed a strong desire to improve connections, both physical and virtual, so that they have safe and pleasant ways to travel and so that communication is improved. Residents recognized that extending sidewalks, providing safe biking and extending the Town shuttle improve connections between people and places, provide opportunities to meet fitness and wellness goals, and takes better care of the environment. The strategies listed under this goal are ways of addressing these needs and desires.

Overview of Priority Action Steps

The following were identified as priority action steps to meet this goal.

- Construct new sidewalks according to the sidewalk priority list. Follow the sidewalk design guidelines when constructing new sidewalks or updating existing ones.

- Continue to fund the MinuteVan shuttle, and later expand the system with more vehicles, more frequent service, and longer service hours. Consider making it a fixed route system.

“A shuttle should absolutely be available all day for all citizens with frequent runs. Teenage use should be promoted.”  
 - Acton Resident

# GOAL

Improve  
Connections cont.

## Youth Art Contest Winners:

Luca Ilic



“ My artwork is a drawing of me (at bottom) thinking of 4 ways to improve transportation and connections around Town. ”

Meghna Sundaram



“ Goal 3.2. & 3.3.: Improve Transportation around Town using existing resources and improve communication  
Goal 6 & 7: Manage Town facilities efficiently by reusing buses. Promote fiscal responsibility - lesser Town vehicles to maintain. ”

Peter Busse



“ Picture of a boy on a bike. ”

<b>Goal 3: Improve Connections</b>		
<b>Objective 3.1: Make walking and biking easier and safer.</b>	<b>Priority/Timing</b>	<b>Owner</b>
<b>Strategy 3.1.1: Build appropriate sidewalks</b> See Also: Village-specific sidewalk guidelines Non-motorized access to open space		
<b>Action Item 3.1.1.1: Maintain sidewalk priority list</b> Continue to update the Sidewalk Construction Priority List. Emphasize projects that provide safe access to schools, recreation areas, the train station, and the villages, particularly the designated growth centers. As public transportation options grow, provide sidewalk access to transit access spots. See Also: Non-car access requirements in commercial development Village-specific sidewalk guidelines	Ongoing	Sidewalk Committee
<b>Action Item 3.1.1.2: Construct more sidewalks</b> Construct new sidewalks according to the priority list. Follow the <i>Guidelines for Acton Sidewalk Design</i> when constructing new sidewalks or updating existing ones. <sup>1</sup> \$	Highest Ongoing	Engineering Department
<b>Action Item 3.1.1.3: CPA funding for some sidewalks</b> Investigate opportunities to use CPA funds for some sidewalk connections. Consider historic characteristics or recreational opportunities. See Also: Document and prioritize rural characteristics \$	Short-Term	Planning Department Sidewalk Committee
<b>Strategy 3.1.2: Increase opportunities for safe biking</b> See Also: Non-motorized access to open space		
<b>Action Item 3.1.2.1: Planning for bicycle improvements</b> Develop guidelines for bike lanes and off-road paths. Identify locations and develop a construction plan for off-road multi-use paths and bike lanes to improve the ability of people to bicycle to destinations in Town.	2 <sup>nd</sup> Highest Short-Term	Transportation Advisory Committee
<b>Action Item 3.1.2.2: Assabet River Rail Trail</b> Complete the construction of the Assabet River Rail Trail. Need to influence MassDOT and Boston MPO.	Ongoing	Planning Department
<b>Action Item 3.1.2.3: Bruce Freeman Rail Trail</b> Complete the construction of the Bruce Freeman Rail Trail. Need to influence MassDOT and Boston MPO.	Ongoing	Planning Department

	<p><b>Action Item 3.1.2.4: Connect ARRT and BFRT</b> Explore ways to connect the Assabet River Rail Trail and the Bruce Freeman Rail Trail.</p>	Long-Term	Planning Department Transportation Advisory Committee
	<p><b>Action Item 3.1.2.5: Provide more bike racks</b> Locate bike racks where feasible and where they will be used.</p>	Short-Term 🍏	Planning Department
	<p><b>Action Item 3.1.2.6: Multi-use path planning</b> Identify locations for off-road multi-use paths, bike lanes, and wider shared lanes and shoulders where appropriate to improve the ability of people to bicycle to destinations in Town. Prepare town-wide recommendations for locations, and construct improvements.<sup>2</sup></p> <p>\$</p>	2nd Highest Medium-Term	Engineering Department Planning Department Transportation Advisory Committee
	<p><b>Action Item 3.1.2.7: Multi-use paths through open space</b> Consider making some paths in town open space usable by bikes, wheelchairs and strollers, in order to create safe bicycle paths between neighborhoods and other destinations.</p> <p>\$</p>	Long-Term	Transportation Advisory Committee
	<p><b>Action Item 3.1.2.8: Developers provide off-road multi-use paths</b> Increase the requirement in the subdivision regulations for developer contributions to off-road multi-use paths and sidewalks.</p>	Medium-Term	Planning Board Planning Department
	<b>Strategy 3.1.3: Improve communications about walking and biking paths</b>		
	<p><b>Action Item 3.1.3.1: Update pedestrian and bike maps</b> Keep maps current showing sidewalks, bike paths and hiking paths. Make these available on the town website. Consider providing updated information to Google Maps for incorporation in their database.</p>	2 <sup>nd</sup> Highest Short-Term 🍏	Engineering Department Land Stewardship Committee
	<p><b>Action Item 3.1.3.2: Non-car access requirements in commercial development</b> Consider incorporating requirements for pedestrian and bicycle accommodation in new commercial development.<sup>3</sup></p>	Medium-Term	Planning Department

	<p><b>Action Item 3.1.3.3: Pedestrian safety at town facilities</b>                  Improve accessibility and safety at Town facilities, particularly the libraries and schools, for pedestrians, people with wheelchairs, and bicyclists.                  \$</p>	Short-Term	Municipal Properties
	<p><b>Action Item 3.1.3.4: Increase awareness regarding sharing the road issues</b>                  Provide outreach to drivers and cyclists to increase awareness of their responsibility to share the road safely.</p>	Short-Term 🍏	Transportation Advisory Committee
<b>Objective 3.2: Improve transportation around town.</b>			
	<p><b>Strategy 3.2.1: Provide and encourage public transportation</b>                  See Also: Concentrate growth                  Provide more transportation service for seniors.                  Teen activities accessible without cars</p>		
	<p><b>Action Item 3.2.1.1: Expand MinuteVan</b>                  Expand the MinuteVan shuttle system with more vehicles, more frequent service, and longer service hours. Provide more options for the disabled community. Consider making it a fixed route system.<sup>4</sup>                  \$\$ (operating cost)</p>	Highest  Medium-Term	Selectmen Transportation Advisory Committee
	<p><b>Action Item 3.2.1.2: Coordinate MinuteVan and CoA Van</b>                  Coordinate the MinuteVan and Council on Aging shuttles, and consider combining them into a single system with both fixed route and demand-responsive capabilities.<sup>5</sup></p>	Short-Term	Selectmen
	<p><b>Action Item 3.2.1.3: Coordinate shuttles with neighboring communities</b>                  Consider opportunities to work with neighboring communities to expand ridership of the shuttles.<sup>6</sup></p>	Medium-Term	Manager Department Selectmen Transportation Advisory Committee
	<p><b>Action Item 3.2.1.4: Public/private funding for shuttle</b>                  Explore public/private funding opportunities for the expanded shuttle system.<sup>7</sup></p>	Medium-Term	Selectmen Transportation Advisory Committee

	<p><b>Action Item 3.2.1.5: Increase resident use of commuter rail</b>                  Increase the number of Acton residents who use the commuter rail system.<sup>h</sup>                  See Also: Consider ways to increase the amount of parking at the train station.</p>	New Sustained Effort	Planning Department Transportation Advisory Committee
	<p><b>Action Item 3.2.1.6: Consider ways to increase the amount of parking at the train station</b></p>	2 <sup>nd</sup> Highest Medium-Term	Transportation Advisory Committee
	<p><b>Strategy 3.2.2: Improve traffic circulation and reduce traffic impacts</b>                  See Also: Organize web-based car pooling and ride sharing.                  Increase resident use of commuter rail</p>		
	<p><b>Action Item 3.2.2.1: Traffic and parking in centers</b>                  Address local traffic circulation and parking in planning for key centers.</p>	Short-Term	Planning Department
	<p><b>Action Item 3.2.2.2: Reconfigure street layouts</b>                  Consider reconfiguring specific street layouts to provide alternate routes for congested areas and/or one-way streets to improve traffic flow.</p>	Long-Term	Planning Department Selectmen
	<p><b>Action Item 3.2.2.3: Traffic calming</b>                  Consider traffic calming at locations where speeds are inconsistent with residential areas and village centers.                  \$</p>	Medium-Term	Engineering Department
	<p><b>Action Item 3.2.2.4: Improve Business access</b>                  Continue to make improvements to business access and transportation safety.                  \$</p>	Ongoing	Selectmen
	<p><b>Strategy 3.2.3: Work with MassDOT to improve access to and from Acton</b></p>		
	<p><b>Action Item 3.2.3.1: Concord Rotary improvements</b>                  Work through the Boston Metropolitan Planning Organization to promote the completion of planned improvements at the Concord Rotary.<sup>g</sup></p>	Long-Term	Selectmen
	<p><b>Action Item 3.2.3.2: Improve commuter rail</b>                  Work with the MBTA and surrounding communities to promote continued and improved commuter rail service.</p>	Ongoing	Manager Department

	<p><b>Action Item 3.2.3.3: Regional public transit</b>                  Work through the Boston MPO to explore regional public transportation options.                  See Also: New Regional Transit Authority</p>	Long-Term	Planning Department Selectmen
	<p><b>Action Item 3.2.3.4: New Regional Transit Authority</b>                  Work with MassDOT and surrounding communities to explore the formation of a Regional Transit Authority.                  See Also: Regional public transit</p>	Long-Term	Manager Department
<p><b>Objective 3.3: Promote communication among town government, citizens, schools, and the business community.</b></p>			
	<p><b>Strategy 3.3.1: Promote citizen engagement in town government</b>                  Promote active engagement of citizens and the transparency of town government. Improve communication and centralized information regarding existing resources and events.                  See Also: One-stop reservations and calendar                  More multilingual staff and materials</p>		
	<p><b>Action Item 3.3.1.1: Publicize town information sources</b>                  Continue to disseminate information about existing Town resources and services, such as Dial-a-Ride and Social Safety Net, using the Town Website, mailings, and posters/flyers at locations such as the Senior Center, libraries, and on shuttle vehicles.</p>	Ongoing	Memorial Library
	<p><b>Action Item 3.3.1.2: Citizen's academy</b>                  Encourage citizen education efforts such as the formation of an Acton Citizens Academy providing classes, information, and events, where participants (both newcomers and established residents) learn about the different functions of local government including volunteer opportunities.<sup>10</sup></p>	Ongoing	Citizens and citizen groups
	<p><b>Action Item 3.3.1.3: Usable video archives of key meetings</b>                  Broadcast meetings of key boards (Board of Selectmen, School Committee, Finance Committee, Planning Board) and place copies of these broadcast videos on the Town website.</p>	Ongoing	Acton TV
	<p><b>Strategy 3.3.2: Attract more volunteers to help with town affairs by conducting broad-based outreach.</b></p>		
	<p><b>Action Item 3.3.2.1: Publicize volunteer opportunities.</b>                  Use town website and other Acton media to publicize volunteer opportunities.</p>	Short-Term 	Volunteer Coordinating Committee
	<p><b>Action Item 3.3.2.2: More flexibility in volunteer opportunities</b>                  Provide flexibility in scheduling/timing of volunteer opportunities and consider creating opportunities for shorter-term volunteering (single event, single task, etc).</p>	Short-Term	Volunteer Coordinating Committee

<b>Objective 3.4: Support and strengthen neighborhoods.</b> See Also: Make walking and biking easier and safer Outdoor spaces near neighborhoods			
	<b>Action Item 3.4.1: Encourage private efforts to organize neighborhoods</b> Encourage private efforts to organize communication among neighbors and group activities. <sup>11</sup>	Short-Term	Citizens and citizen groups
	<b>Action Item 3.4.2: Provide contact info for new residents to connect with organized neighborhood groups.</b>	Short-Term 	Memorial Library
	<b>Action Item 3.4.3: Encourage the business community to organize providing new residents with business information, such as provided by Welcome Wagon<sup>(tm)</sup> in other communities.</b>	Short-Term	Economic Development Committee

<sup>1</sup> See Guidelines for Acton Sidewalk Design at <http://www.acton-ma.gov/DocumentView.aspx?DID=856>

<sup>2</sup> The primary purpose of these improvements is transportation rather than recreational cycling.

<sup>3</sup> Pedestrian and bicycle accommodation includes safe walkways from the public sidewalk to building entrances and bike racks.

<sup>4</sup> The system could have stops but also route deviations on either side of the fixed routes. Stops could include the train station, the schools, Kelley's Corner, West Acton Village, Acton Center, East Acton, and the proposed community center. The CoA shuttle can specialize in demand-responsive service and destinations outside Acton.

<sup>5</sup> The expanded MinuteVan could become a scheduled fixed route system with limited deviations from the route in response to customer requests, the CoA shuttle is a door-to-door on-request service

<sup>6</sup> Coordination can include high traffic destinations such as the commuter rail station and Emerson Hospital.

<sup>7</sup> An example is the joint funding of Lexington's Lexpress shuttle by the town and developers (including Avalon).

<sup>8</sup> Ways to encourage commuter rail ridership include.

- Complete the connection of the Assabet River Rail Trail to the commuter rail station to encourage commuting by bicycle.
- Consider guiding growth to South Acton near the station (see Objective 1 1).
- Develop partnerships with local businesses to provide van shuttles to the train station.
- Facilitate car-pooling to the station.

<sup>9</sup> The Boston MPO process for updating the regional transportation plan and Transportation Improvement Program is one means to increase priority for the Concord Rotary project. The project would reduce cut-through traffic caused by back-ups as well as provide the access needed for economic development.

<sup>10</sup> The League of Women Voters has been doing education in this area for some time.

<sup>11</sup> Communication and interaction among neighbors might include email lists, Google groups, newsletters, etc. Group activities might include block parties, neighborhood books groups, walking groups, etc.

Town of Acton	
<b>COMPLETE STREET POLICY</b>	
Effective Date	July 28, 2014
Expiration Date	None
Date Last Revised	
Planning Board vote to recommend	May 20, 2014
Selectmen vote to adopt policy	July 28, 2014

**COMPLETE STREETS POLICY**

**WHEREAS**, Goal #3 of the Acton 2020 Comprehensive Community Plan is to improve connections, particularly emphasizing safe and pleasant ways to travel through walking, biking, and public transportation; and

**WHEREAS**, Integrating existing and proposed off-road paths, conservation and recreation trails and ways, including the Assabet River Rail Trail and the Bruce Freeman Trail with Town streets create a safe network for transportation would help realize Goal #3; and

**WHEREAS**, Goal #2 of the Acton 2020 Comprehensive Community Plan is to ensure environmental sustainability by reducing emissions of carbon dioxide and other greenhouse gases; and

**WHEREAS**, Complete Streets is an approach to community transportation using design principles to ensure the safety, comfort, and accessibility for users of all ages, abilities, and income levels and for all the users of our streets, trails and transit systems, including pedestrians, bicyclists, transit riders, motorists, users of wheelchairs and other power-driven mobility devices, commercial and emergency vehicles; and

**WHEREAS**, Complete Streets can reduce congestion by providing safe travel choices that encourage non-motorized transportation options, increasing the overall capacity of the transportation network as well as decreasing consumer transportation costs and overall carbon footprint; and

**WHEREAS**, Complete Streets support economic growth and community stability by providing accessible and efficient connections between home, school, work, recreation and retail destinations by improving the pedestrian and vehicular environments throughout communities; and

**WHEREAS**, Complete Streets enhance safe walking and bicycling options for school-age children, in recognition of the objectives of the national Safe Routes to School program and Physical Activity Guidelines; and

**WHEREAS**, Complete Streets can help reduce crashes and injuries and their costs

**NOW, THEREFORE**, the Board of Selectmen adopts this Complete Streets Policy.

### **Vision and Purpose:**

Complete Streets are designed and operated to provide safety and accessibility for all the users of our streets, trails and transit systems, including pedestrians, bicyclists, transit riders, motorists, commercial vehicles, and emergency vehicles and for people of all ages and of all abilities. Furthermore, Complete Streets principles contribute toward the safety, health, economic viability, and quality of life in a community by providing accessible and efficient connections between home, school, work, recreation and retail destinations by improving the pedestrian and vehicular environments throughout communities. Complete Streets can also reduce the Town's carbon footprint and contribute to a more sustainable built environment. The purpose of the Town of Acton's Complete Streets Policy, therefore, is to accommodate all street users by creating a street network that meets the needs of individuals utilizing a variety of transportation modes. It is the intent of the Town of Acton to formalize the planning, design, operation and maintenance of streets so that they are safe for all users of all ages and abilities as a matter of routine. This Policy directs decision-makers to consistently plan, design, construct and maintain streets to accommodate all anticipated users including, but not limited to pedestrians, bicyclists, motorists, emergency vehicles, and freight and commercial vehicles.

### **Core Commitment:**

The Town of Acton recognizes that users of various modes of transportation, including, but not limited to, pedestrians, cyclists, transit and school bus riders, motorists, users of wheelchairs and other power-driven mobility devices, delivery and service personnel, freight haulers, and emergency responders, are legitimate users of streets and deserve safe facilities. "All Users" includes users of all ages and abilities.

The Town recognizes that all building and infrastructure projects, both new or reconstruction, as well as routine maintenance projects, are potential opportunities to apply Complete Streets design principles. The Town will, to the maximum extent practical, design, construct, maintain, and operate all properties over which it has any control to provide for comprehensive and integrated networks of travel consistent with Complete Streets principles.

Complete Streets design principles shall be incorporated into all publicly and privately funded projects. To the maximum extent practical:

- (1) All transportation infrastructure, and street design and construction projects requiring funding or approval by the Town of Acton shall adhere to the Town of Acton Complete Streets Policy.
- (2) Projects funded by the State or Federal government, including but not limited, Chapter 90 funds, Transportation Improvement Program (TIP), MassWorks Infrastructure Program, Community Development Block Grants (CDBG), or other State and Federal funds for street and infrastructure design shall adhere to the Town of Acton Complete Streets Policy, subject to and as may be modified by funding agency guidelines and standards.
- (3) Private developments and related or corresponding street design and construction components shall adhere to the Town of Acton Complete Streets Policy.
- (4) To the extent possible, state-owned streets shall comply with the Town of Acton Complete Streets Policy, including the design, construction, and maintenance of such streets within Town boundaries, subject to and as may be modified by MassDOT guidelines and standards.

### **Exemptions:**

- (1) State Route 2 through the Town of Acton.
- (2) All transportation facilities that are limited to non-motorized transportation modes, such as multi-use paths, pedestrian paths and malls, bicycle paths, and walking and hiking trails.
- (3) Other transportation infrastructure may be exempt from this Policy, upon approval by the Board of Selectmen, where documentation and data indicate that:
  - (A) The cost or impacts of implementing this Policy are excessively disproportionate to the need for this Policy and the benefits derived from its implementation.
  - (B) Other Town policies, regulations, or requirements contradict or preclude the implementation of this Policy, after such policies, regulations, and requirements have been examined and updated to be consistent with the Town of Acton Complete Streets Policy

### **Best Practices:**

The Town of Acton Complete Streets Policy will focus on developing a connected, integrated network that serves all street users. Complete Streets principles will be integrated into policies, planning, and design of all types of public and private projects, including new construction, reconstruction, rehabilitation, redevelopment, repair, and maintenance of transportation facilities on, adjacent to, and related to streets, as allowed by law and regulation.

To the greatest extent possible, implementation of the Town of Acton Complete Streets Policy will be carried out cooperatively within and between all departments in the Town of Acton, private developers, and State, regional – including the Acton Boxborough Regional School District – and federal agencies.

Complete Streets principles include the development and implementation of projects in a manner that is sensitive to the community's physical, economic, and social setting. The context-sensitive approach to process and design includes a range of goals by considering stakeholder and community values on a level plane with the project need. It includes goals related to livability, connectivity and sustainability with greater participation of those affected in order to gain project consensus. The overall goal of this approach is to preserve and enhance scenic, aesthetic, historical, and environmental resources while improving or maintaining safety, mobility, and infrastructure conditions.

The Town of Acton recognizes that Complete Streets principles may be achieved through single elements incorporated into a particular project or incrementally through a series of smaller improvements or maintenance activities over time.

The latest design guidance, standards, and recommendations available will be used in the implementation of Complete Streets including:

- The Massachusetts Department of Transportation Project Design and Development Guidebook <http://www.massdot.state.ma.us/highway/DoingBusinessWithUs/ManualsPublicationsForms/ProjectDevelopmentDesignGuide.aspx>
- The latest edition of American Association of State Highway Transportation Officials (AASHTO) A Policy on Geometric Design of Highway and Streets (A copy is available at the Health Department Office)
- The United States Department of Transportation Federal Highway Administration's Manual on Uniform Traffic Design Controls. <http://wwwycf.fhwa.dot.gov/exit.cfm?link=http://edocket.access.gpo.gov/2009/pdf/E9-28322.pdf>

- The Architectural Access Board (AAB) 521CMR Rules and Regulations  
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- Documents and plans created by and for the Town of Acton, such as bicycle/pedestrian network plans and conservation/recreation trails plans.

Complete Streets implementation and effectiveness should be constantly evaluated for success and opportunities for improvement.

**Implementation:**

The Town shall make Complete Streets practices a routine part of everyday operations, shall approach every transportation project and program as an opportunity to improve streets and the transportation network for all users, and shall work in coordination with other departments, agencies, and jurisdictions to achieve Complete Streets.

The Town shall review and either revise or develop proposed revisions to all appropriate planning documents (master plans, open space and recreation plan, etc.), zoning and subdivision rules and regulations, laws, procedures, rules, regulations, guidelines, programs, and templates to integrate Complete Streets principles so as to be consistent with the Town of Acton Complete Streets Policy. A Complete Streets Advisory Group of relevant stakeholders selected by the Town Manager or his/her designee will facilitate the implementation of this initiative.

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The Town will conduct a needs assessment to determine and appropriately plan for future financial costs, capital or otherwise associated with implementation of this Policy.

The Town will seek out appropriate sources of funding and grants for implementation of Complete Streets policies.

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The Town will develop performance measures to periodically assess the rate, success and effectiveness of implementing the Town of Acton Complete Streets Policy. The advisory group of relevant stakeholders designated by the Town Manager will determine the frequency of assessment and utilize appropriate metrics for analyzing the success of this ordinance. These metrics may include the total number of new bicycle lanes, the linear feet of new pedestrian accommodation, number of retrofitted pedestrian facilities or amenities, number intersection improvements made to improve Level of Service (LOS) and safety for vehicles, pedestrians and bicyclists, rate of crashes by mode, rate of children walking or bicycling to school, and/or number of trips by mode.

# **Complete Streets Policy Overview**

**Acton , MA  
Board of Selectmen  
Adopted - July 28, 2014**

## **Complete Streets Policy Overview**

Project Background

Complete Streets Overview

Complete Streets Legislation

Acton Complete Streets Policy

Questions

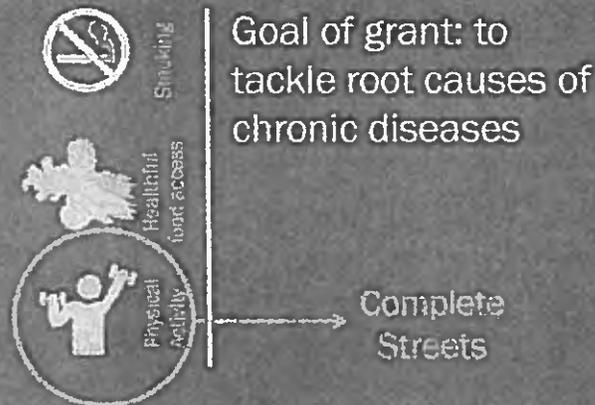
## Project Background

### Purpose

To assist interested communities with developing an official complete streets policy that is appropriately tailored to reflect each community's goals

## Project Background

### Community Transformation Grant



## Complete Streets Overview

### What is a complete street?

Streets that are safe, comfortable, and accessible for:

All Users



## Complete Streets Overview

### What is a complete street?

Streets that are safe, comfortable, and accessible for:

Multiple Forms of Travel



Walking



Driving



Biking



Commuter Rail

## Complete Streets Overview

What is a complete street?

Streets that are context sensitive



City Streets

VS



Rural Roads

## Complete Streets Overview

What is a complete street?

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Retail Areas

VS



Residential Areas

**Complete Streets Overview**

What is NOT a Complete Street



**Complete Streets Overview**

What is NOT a Complete Street



## Complete Streets Overview

### Potential Elements of a Complete Street



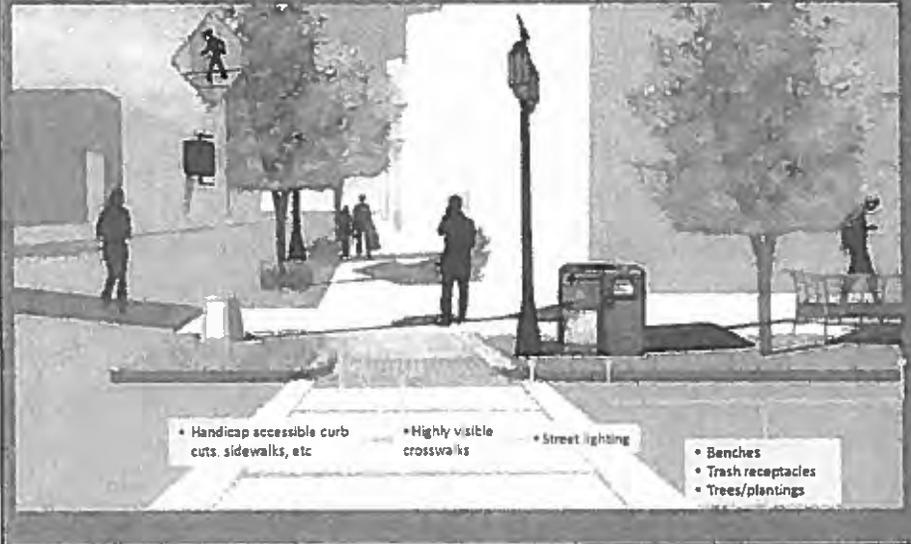
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### Potential Elements of a Complete Street



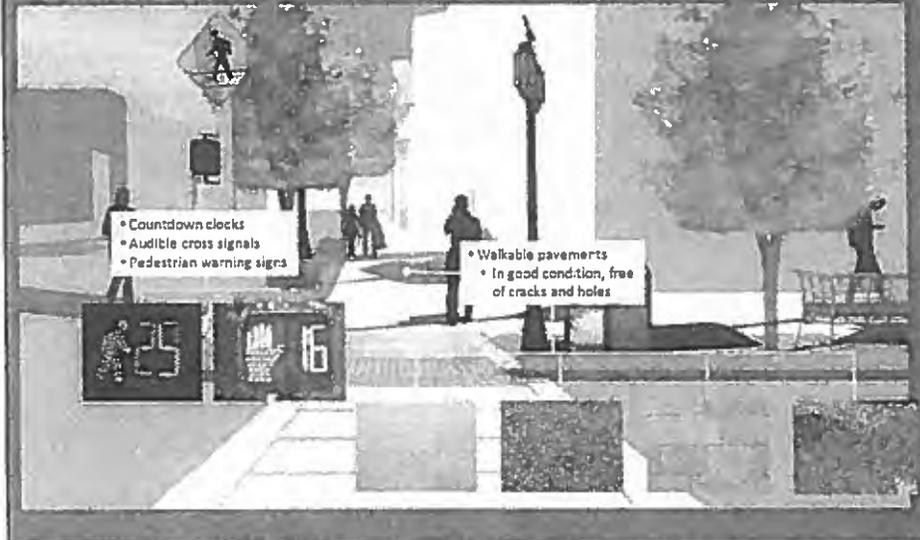
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### Potential Elements of a Complete Street



## Complete Streets Overview

### Potential Elements of a Complete Street



## Complete Streets Overview

### Potential Elements of a Complete Street



Bike lanes or buffered bike lanes



Bike racks



Wide shoulders



Markings for shared lanes



Adequate bike signage and education



Cycle track

## Complete Streets Overview

### Potential Elements of a Complete Street



Rumble strips



Reduced speed limits



Flourished speed tables



Neck-downs



Bulb-outs

- **Narrower lanes**
- **Tight curb radii**
- **Reduced # lanes**
- **Other considerations**

## Complete Streets Benefits

### Benefits to Complete Streets

- Improved health
- Improved safety
- Increased economic development
- Reduced personal transportation costs
- Reduced congestion
- Improved environment and air quality
- Improved connections
  
- Potential access to funding from proposed Complete Streets Legislation

## Complete Streets Overview

### Complete Streets Policy

A policy does:

- Provide high-level direction
- Change the everyday decision-making processes and systems
- Create an incremental changes
- Achieve long-term results

A policy is not:

- A one-size fits all design prescription
- A requirement for bike/ped facilities on every single road
- Only appropriate for cities
- A silver bullet

## Complete Streets Overview

1. **Vision and intent:** The policy outlines a vision for how and why the community wants to complete its streets and takes into account Acton's goals and plans.
2. **All users and modes:** The policy specifies that "all users" includes pedestrians, bicyclists and transit passengers of all ages and abilities, as well as trucks, buses and automobiles.
3. **All projects and phases:** Both new and retrofit projects are subject to the policy, including design, planning, maintenance and operations, for the entire right-of-way.
4. **Clear, accountable exceptions:** Any exceptions are specified and must be approved by a high-level official.
5. **Network:** The policy encourages street connectivity and creates a comprehensive, integrated and connected network for all modes across the network.
6. **Jurisdiction:** All other agencies can clearly understand the policy and may be involved in the process.
7. **Design:** The policy recommends the latest and best design criteria and guidelines, while recognizing the need for flexibility in balancing user needs.
8. **Context sensitivity:** Community context is considered in planning and design solutions.
9. **Performance measures:** Performance standards with measurable outcomes are included.
10. **Implementation next steps:** Specific next steps for implementing the policy are described.

## Complete Streets Legislation

### Purpose

Creates a program to encourage MA municipalities to routinely include contextually appropriate complete streets design elements in locally funded road projects

### What the Legislation Does

Creates the Active Streets Certification Program

Certified communities will be eligible to apply for funding to implement complete streets projects

- Adoption of a complete streets policy is key component for certification
- Proposed amount of funding to draw from is \$50,000,000 over 5 years

# Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Engineering Department	<b>Project</b>	Traffic Calming / Complete Street Improvement Project
		<b>Fiscal Year</b>	2017
<b>Department Head</b>	Corey York	<b>Cost</b>	\$45,000
		<b>Priority</b>	of

---

## 1. Description

This project will allow the Town to hire a traffic consultant to study and design traffic calming and Complete Street measures on an existing Town way.

2. Useful Life 10 years

## 3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

**Schedule Replacement**

**Increase Personnel Efficiency**

**New or Expanded Service**

**X Replace Obsolete or Unsafe Infrastructure**

**Other (Please Explain)**

## 4. Justification

The Engineering Department constantly receives numerous requests for traffic calming measures to be installed on their roads. This project will allow the Town to formulate a traffic calming design to be incorporated on a road to improve the roadway safety and to analyze its effectiveness. The project will also help to initiate a Complete Street plan in accordance with our new policy.

## 5. How Was this Project's Priority Determined?

Safety

6. Estimated Cost \$45,000

Less Trade-In (If Applicable) Na

Net Cost \$45,000

## 7. Are Non-Town Revenues Available to Reduce Cost?

No

## 8. If this Project is Delayed, What will be the Effect on your Department?

None

## 9. Please Describe the Effect of this Project on your Operating Budget.

### Personnel Budget

Increase None

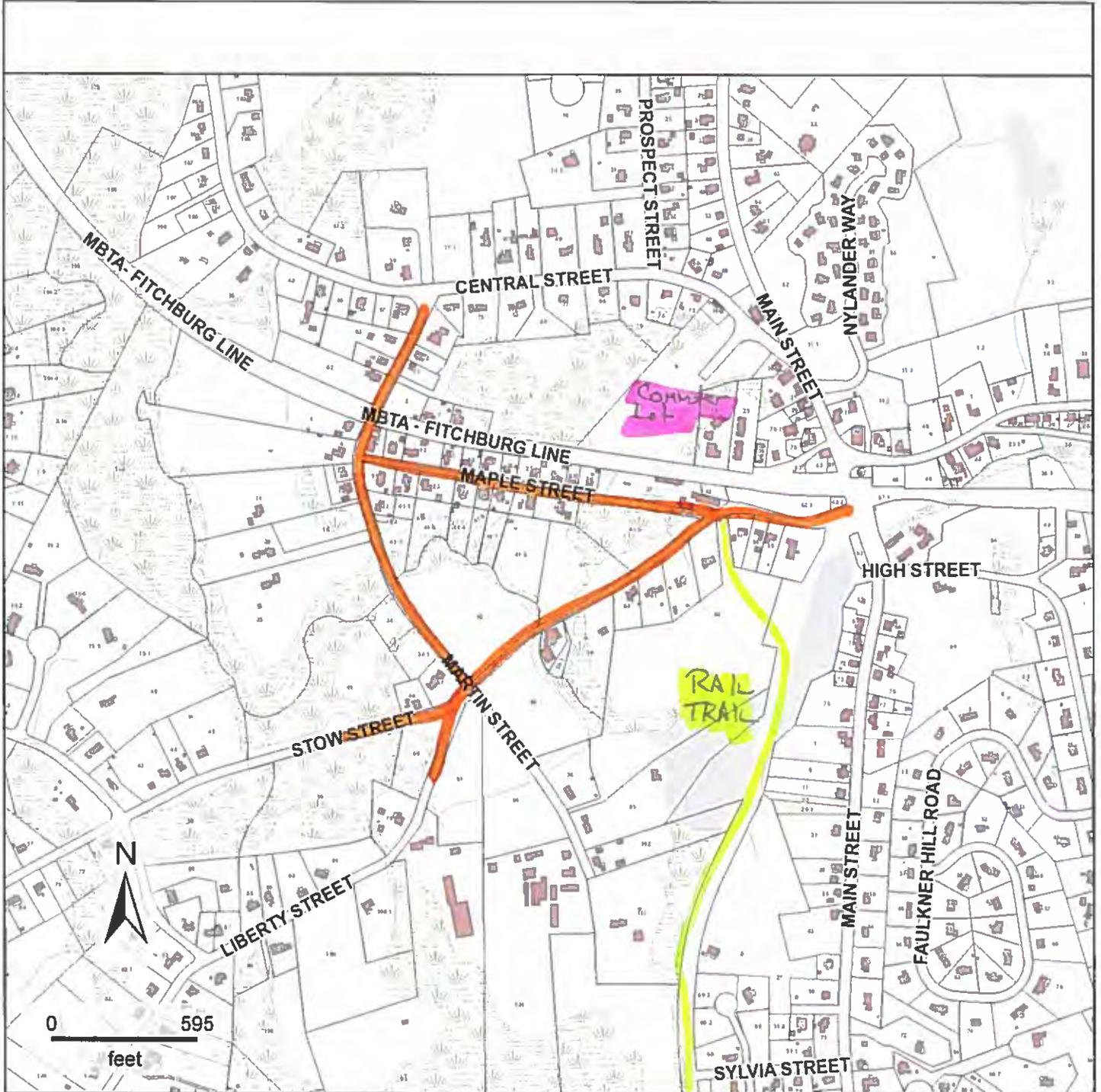
Decrease None

### Expense Budget

Increase none

Decrease none

## 10. Attachments, if Applicable.



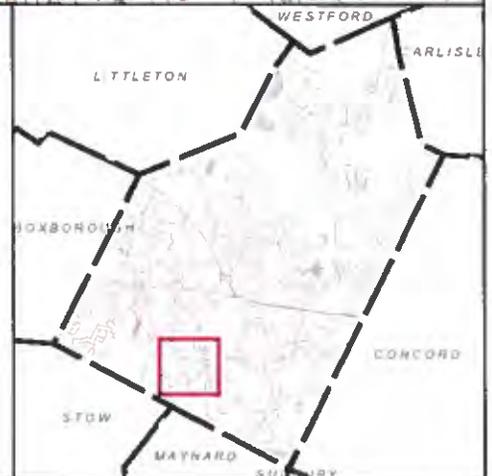
**Property Information**

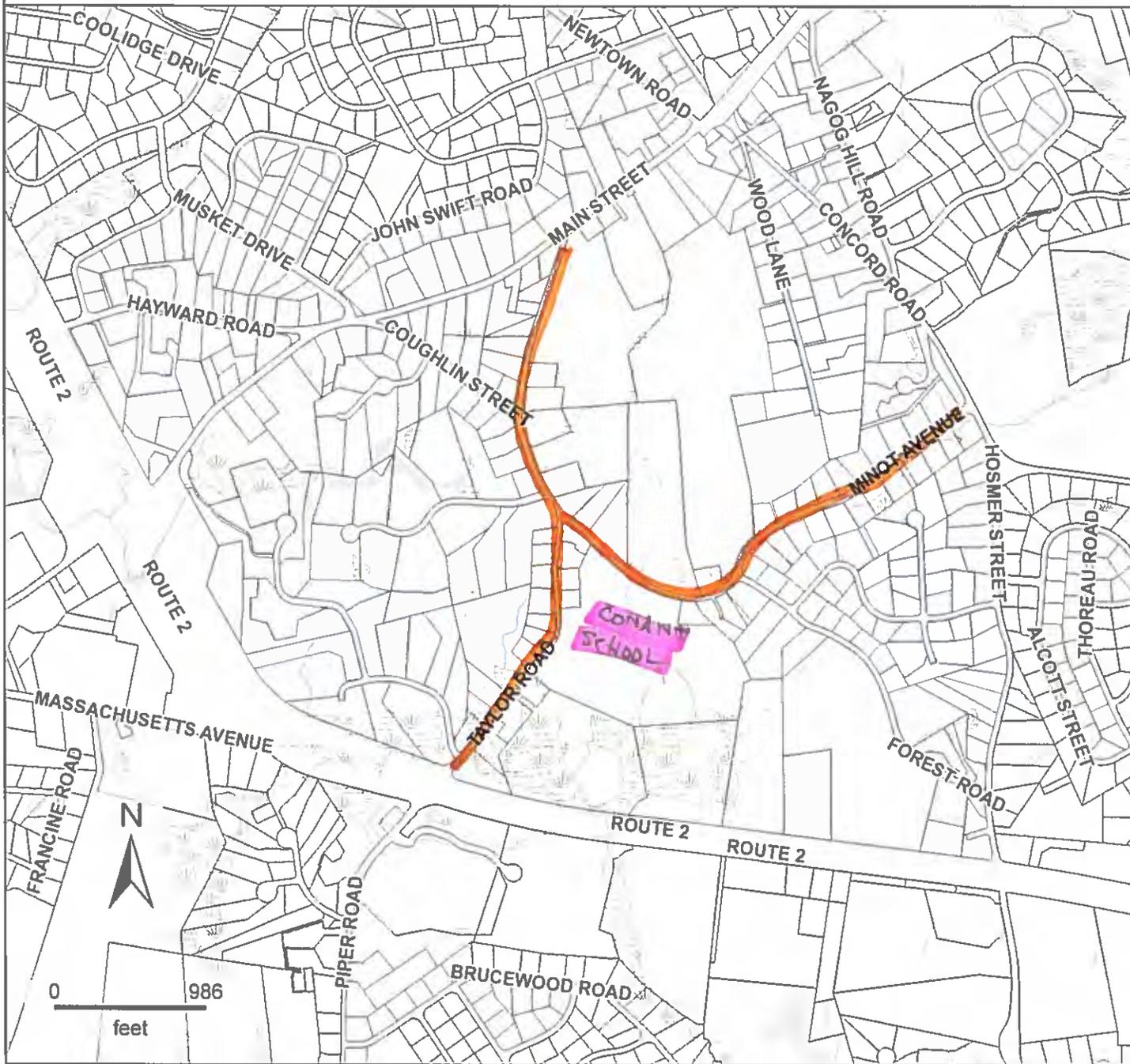
Property ID  
Location



**MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT**

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**Property Information**

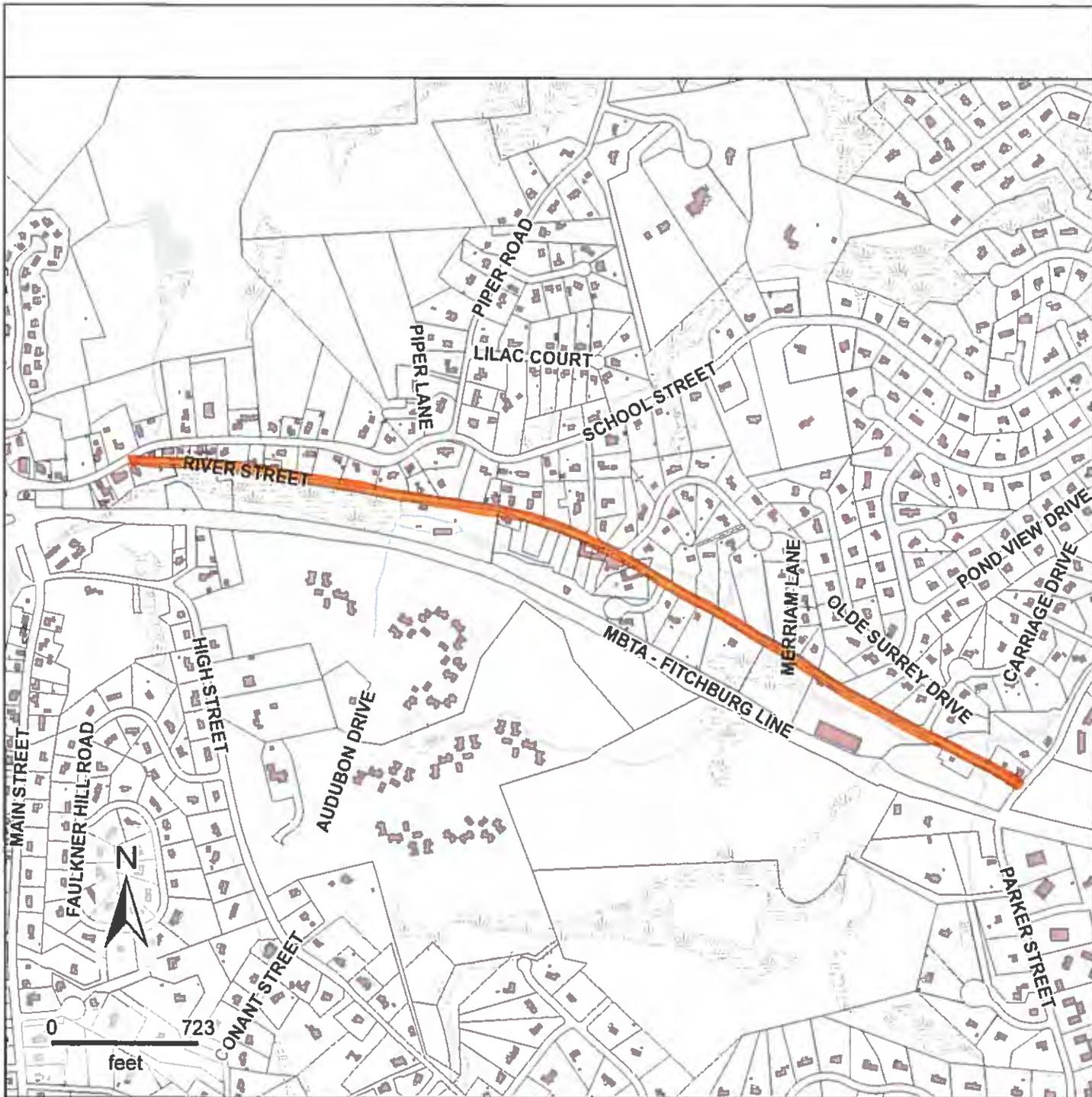
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Town of Acton	
<b>COMPLETE STREET POLICY</b>	
Effective Date	July 28, 2014
Expiration Date	None
Date Last Revised	
Planning Board vote to recommend	May 20, 2014
Selectmen vote to adopt policy	July 28, 2014

**COMPLETE STREETS POLICY**

**WHEREAS**, Goal #3 of the Acton 2020 Comprehensive Community Plan is to improve connections, particularly emphasizing safe and pleasant ways to travel through walking, biking, and public transportation; and

**WHEREAS**, Integrating existing and proposed off-road paths, conservation and recreation trails and ways, including the Assabet River Rail Trail and the Bruce Freeman Trail with Town streets create a safe network for transportation would help realize Goal #3; and

**WHEREAS**, Goal #2 of the Acton 2020 Comprehensive Community Plan is to ensure environmental sustainability by reducing emissions of carbon dioxide and other greenhouse gases; and

**WHEREAS**, Complete Streets is an approach to community transportation using design principles to ensure the safety, comfort, and accessibility for users of all ages, abilities, and income levels and for all the users of our streets, trails and transit systems, including pedestrians, bicyclists, transit riders, motorists, users of wheelchairs and other power-driven mobility devices, commercial and emergency vehicles; and

**WHEREAS**, Complete Streets can reduce congestion by providing safe travel choices that encourage non-motorized transportation options, increasing the overall capacity of the transportation network as well as decreasing consumer transportation costs and overall carbon footprint; and

**WHEREAS**, Complete Streets support economic growth and community stability by providing accessible and efficient connections between home, school, work, recreation and retail destinations by improving the pedestrian and vehicular environments throughout communities; and

**WHEREAS**, Complete Streets enhance safe walking and bicycling options for school-age children, in recognition of the objectives of the national Safe Routes to School program and Physical Activity Guidelines; and

**WHEREAS**, Complete Streets can help reduce crashes and injuries and their costs

**NOW, THEREFORE**, the Board of Selectmen adopts this Complete Streets Policy.

### **Vision and Purpose:**

Complete Streets are designed and operated to provide safety and accessibility for all the users of our streets, trails and transit systems, including pedestrians, bicyclists, transit riders, motorists, commercial vehicles, and emergency vehicles and for people of all ages and of all abilities. Furthermore, Complete Streets principles contribute toward the safety, health, economic viability, and quality of life in a community by providing accessible and efficient connections between home, school, work, recreation and retail destinations by improving the pedestrian and vehicular environments throughout communities. Complete Streets can also reduce the Town's carbon footprint and contribute to a more sustainable built environment. The purpose of the Town of Acton's Complete Streets Policy, therefore, is to accommodate all street users by creating a street network that meets the needs of individuals utilizing a variety of transportation modes. It is the intent of the Town of Acton to formalize the planning, design, operation and maintenance of streets so that they are safe for all users of all ages and abilities as a matter of routine. This Policy directs decision-makers to consistently plan, design, construct and maintain streets to accommodate all anticipated users including, but not limited to pedestrians, bicyclists, motorists, emergency vehicles, and freight and commercial vehicles.

### **Core Commitment:**

The Town of Acton recognizes that users of various modes of transportation, including, but not limited to, pedestrians, cyclists, transit and school bus riders, motorists, users of wheelchairs and other power-driven mobility devices, delivery and service personnel, freight haulers, and emergency responders, are legitimate users of streets and deserve safe facilities. "All Users" includes users of all ages and abilities.

The Town recognizes that all building and infrastructure projects, both new or reconstruction, as well as routine maintenance projects, are potential opportunities to apply Complete Streets design principles. The Town will, to the maximum extent practical, design, construct, maintain, and operate all properties over which it has any control to provide for comprehensive and integrated networks of travel consistent with Complete Streets principles.

Complete Streets design principles shall be incorporated into all publicly and privately funded projects. To the maximum extent practical:

- (1) All transportation infrastructure, and street design and construction projects requiring funding or approval by the Town of Acton shall adhere to the Town of Acton Complete Streets Policy.
- (2) Projects funded by the State or Federal government, including but not limited, Chapter 90 funds, Transportation Improvement Program (TIP), MassWorks Infrastructure Program, Community Development Block Grants (CDBG), or other State and Federal funds for street and infrastructure design shall adhere to the Town of Acton Complete Streets Policy, subject to and as may be modified by funding agency guidelines and standards.
- (3) Private developments and related or corresponding street design and construction components shall adhere to the Town of Acton Complete Streets Policy.
- (4) To the extent possible, state-owned streets shall comply with the Town of Acton Complete Streets Policy, including the design, construction, and maintenance of such streets within Town boundaries, subject to and as may be modified by MassDOT guidelines and standards.

### **Exemptions:**

- (1) State Route 2 through the Town of Acton.
- (2) All transportation facilities that are limited to non-motorized transportation modes, such as multi-use paths, pedestrian paths and malls, bicycle paths, and walking and hiking trails.
- (3) Other transportation infrastructure may be exempt from this Policy, upon approval by the Board of Selectmen, where documentation and data indicate that:
  - (A) The cost or impacts of implementing this Policy are excessively disproportionate to the need for this Policy and the benefits derived from its implementation.
  - (B) Other Town policies, regulations, or requirements contradict or preclude the implementation of this Policy, after such policies, regulations, and requirements have been examined and updated to be consistent with the Town of Acton Complete Streets Policy

### **Best Practices:**

The Town of Acton Complete Streets Policy will focus on developing a connected, integrated network that serves all street users. Complete Streets principles will be integrated into policies, planning, and design of all types of public and private projects, including new construction, reconstruction, rehabilitation, redevelopment, repair, and maintenance of transportation facilities on, adjacent to, and related to streets, as allowed by law and regulation.

To the greatest extent possible, implementation of the Town of Acton Complete Streets Policy will be carried out cooperatively within and between all departments in the Town of Acton, private developers, and State, regional – including the Acton Boxborough Regional School District – and federal agencies.

Complete Streets principles include the development and implementation of projects in a manner that is sensitive to the community's physical, economic, and social setting. The context-sensitive approach to process and design includes a range of goals by considering stakeholder and community values on a level plane with the project need. It includes goals related to livability, connectivity and sustainability with greater participation of those affected in order to gain project consensus. The overall goal of this approach is to preserve and enhance scenic, aesthetic, historical, and environmental resources while improving or maintaining safety, mobility, and infrastructure conditions.

The Town of Acton recognizes that Complete Streets principles may be achieved through single elements incorporated into a particular project or incrementally through a series of smaller improvements or maintenance activities over time.

The latest design guidance, standards, and recommendations available will be used in the implementation of Complete Streets including:

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**Acton , MA  
Board of Selectmen  
Adopted - July 28, 2014**

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Project Background

Complete Streets Overview

Complete Streets Legislation

Acton Complete Streets Policy

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### Purpose

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## Project Background

### Community Transformation Grant



Smoking



Healthful  
food access



Physical  
Activity

Goal of grant: to tackle root causes of chronic diseases

Complete Streets

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Driving



Biking



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Streets that are context sensitive



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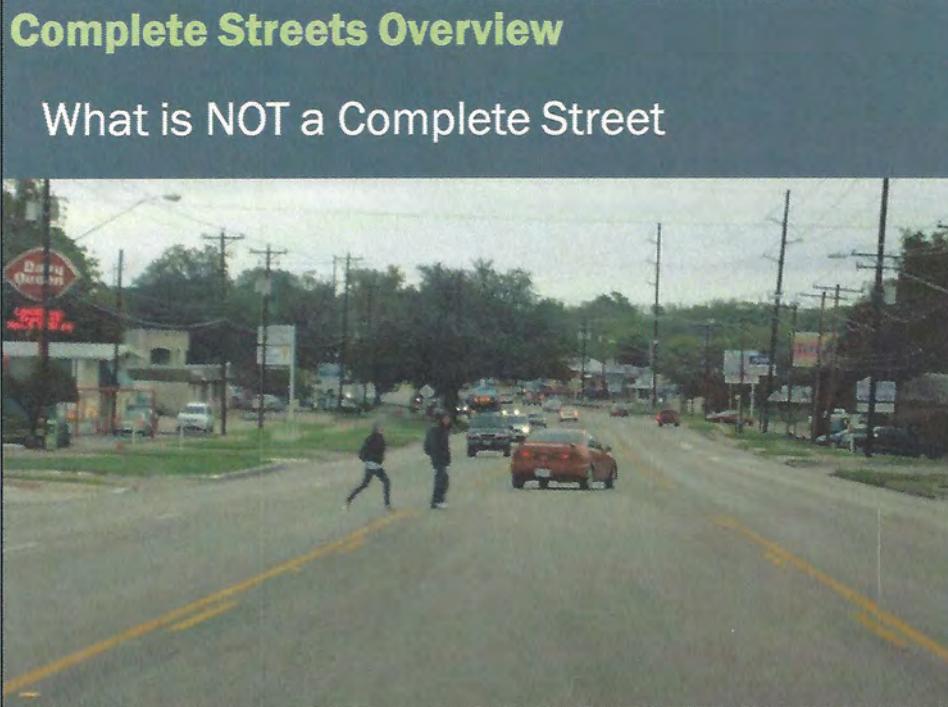


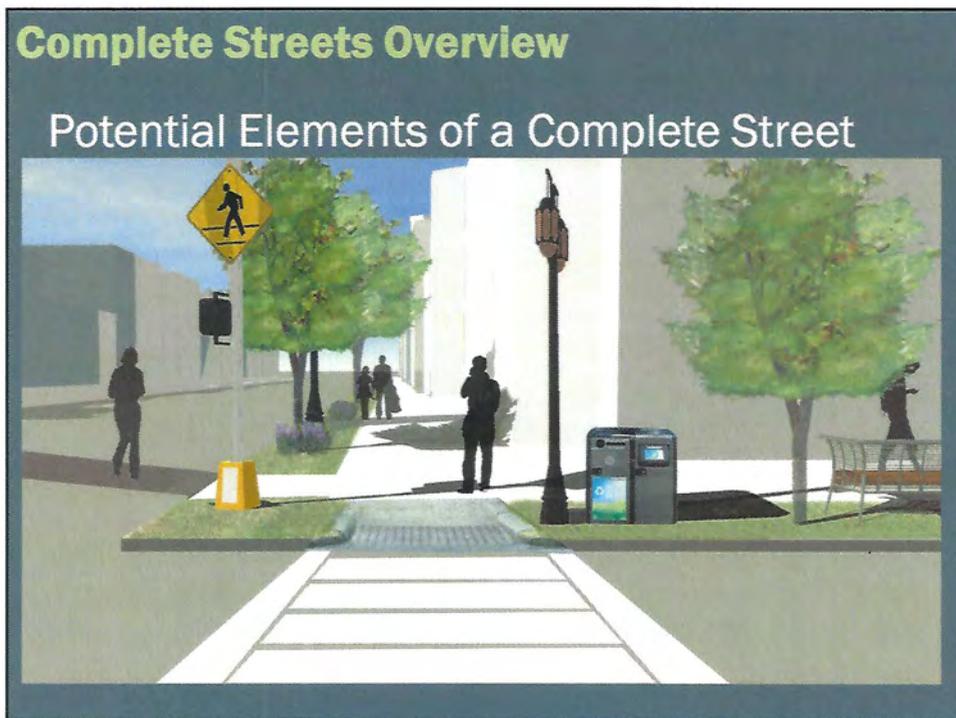
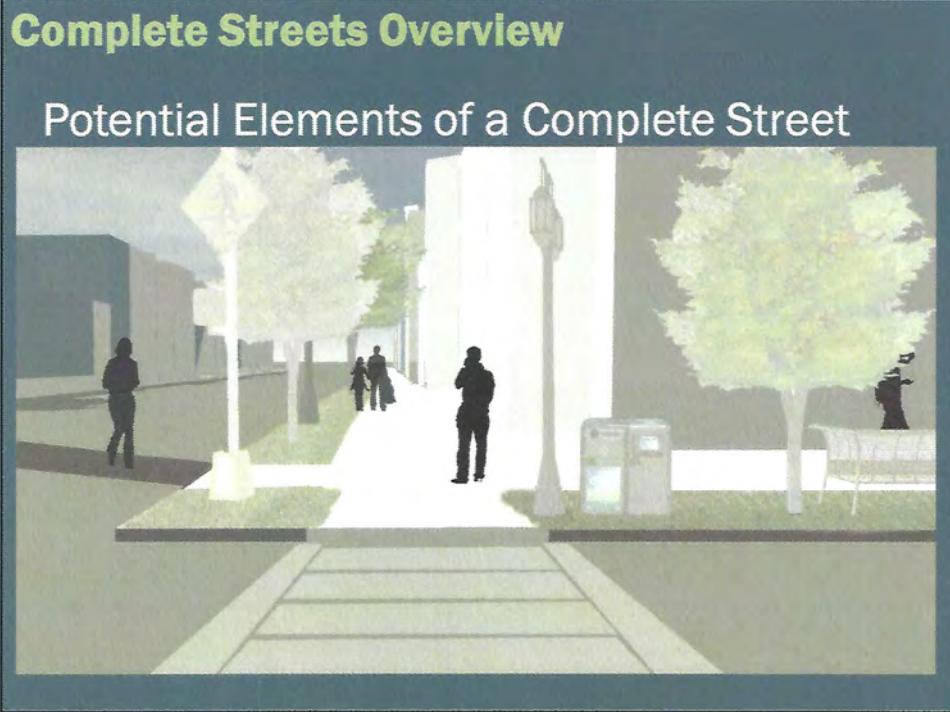
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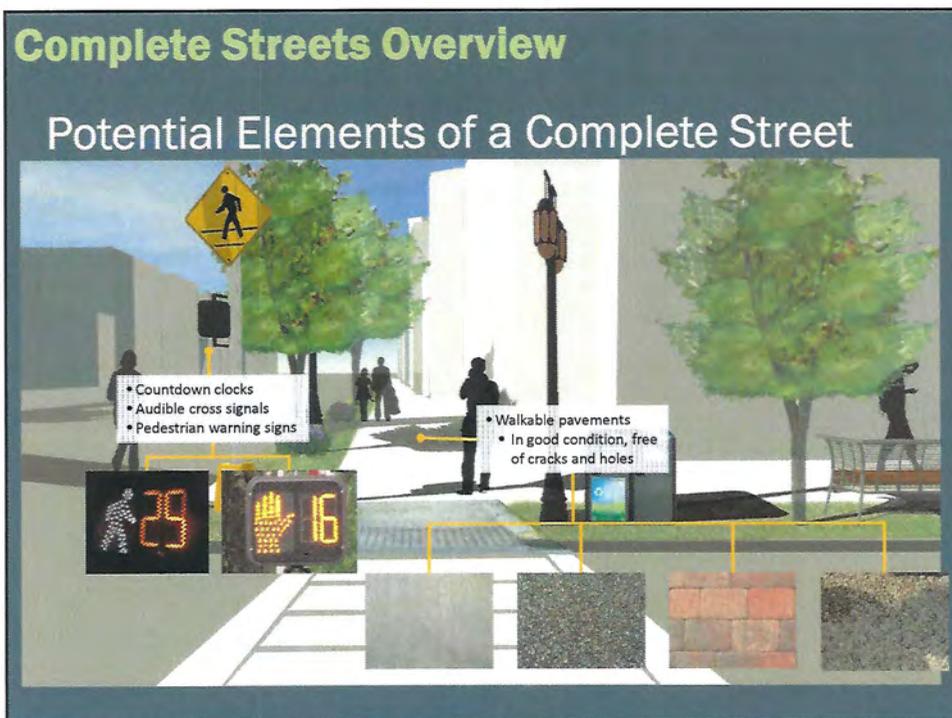
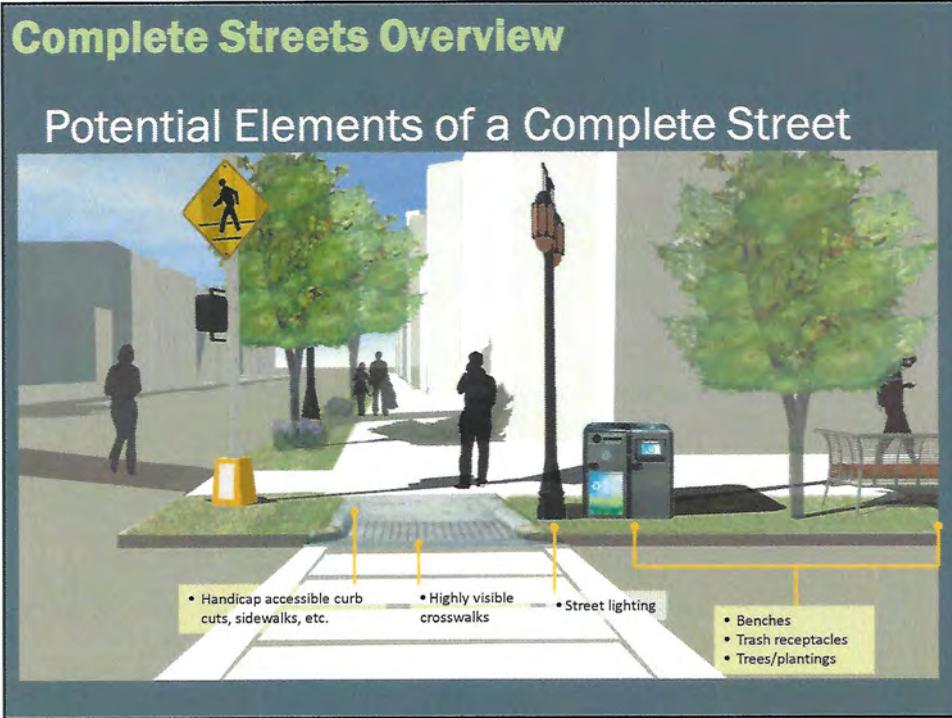
VS



Residential Areas







## Complete Streets Overview

### Potential Elements of a Complete Street



- Bike lanes or buffered bike lanes**: A photograph of a road with a white painted bike lane and a blue-paved buffered bike lane.
- Bike racks**: A photograph of a red bicycle parked in a silver metal bike rack.
- Wide shoulders**: A photograph of a wide, paved shoulder on a road with a cyclist and a person on a bicycle.
- Markings for shared lanes**: A photograph of a cyclist riding in a lane with a white painted bicycle symbol on the pavement.
- Adequate bike signage and education**: A photograph of a yellow diamond-shaped sign with a bicycle symbol and a rectangular sign below it that says "SHARE THE ROAD".
- Cycle track**: A photograph of a dedicated, paved cycle track with a white arrow pointing forward.

## Complete Streets Overview

### Potential Elements of a Complete Street



- Rumble strips**: A photograph of a road surface with raised rectangular bumps.
- Reduced speed limits**: A photograph of a white rectangular sign with black text that says "SPEED LIMIT 25".
- Elevated speed tables**: A photograph of a road with a raised, paved section.
- Neck-downs**: A photograph of a road narrowing at a junction.
- Bow-outs**: A photograph of a road with a curved, paved section.

- **Narrower lanes**
- **Tight curb radii**
- **Reduced # lanes**
- **Other considerations**

## Complete Streets Benefits

### Benefits to Complete Streets

- Improved health
- Improved safety
- Increased economic development
- Reduced personal transportation costs
- Reduced congestion
- Improved environment and air quality
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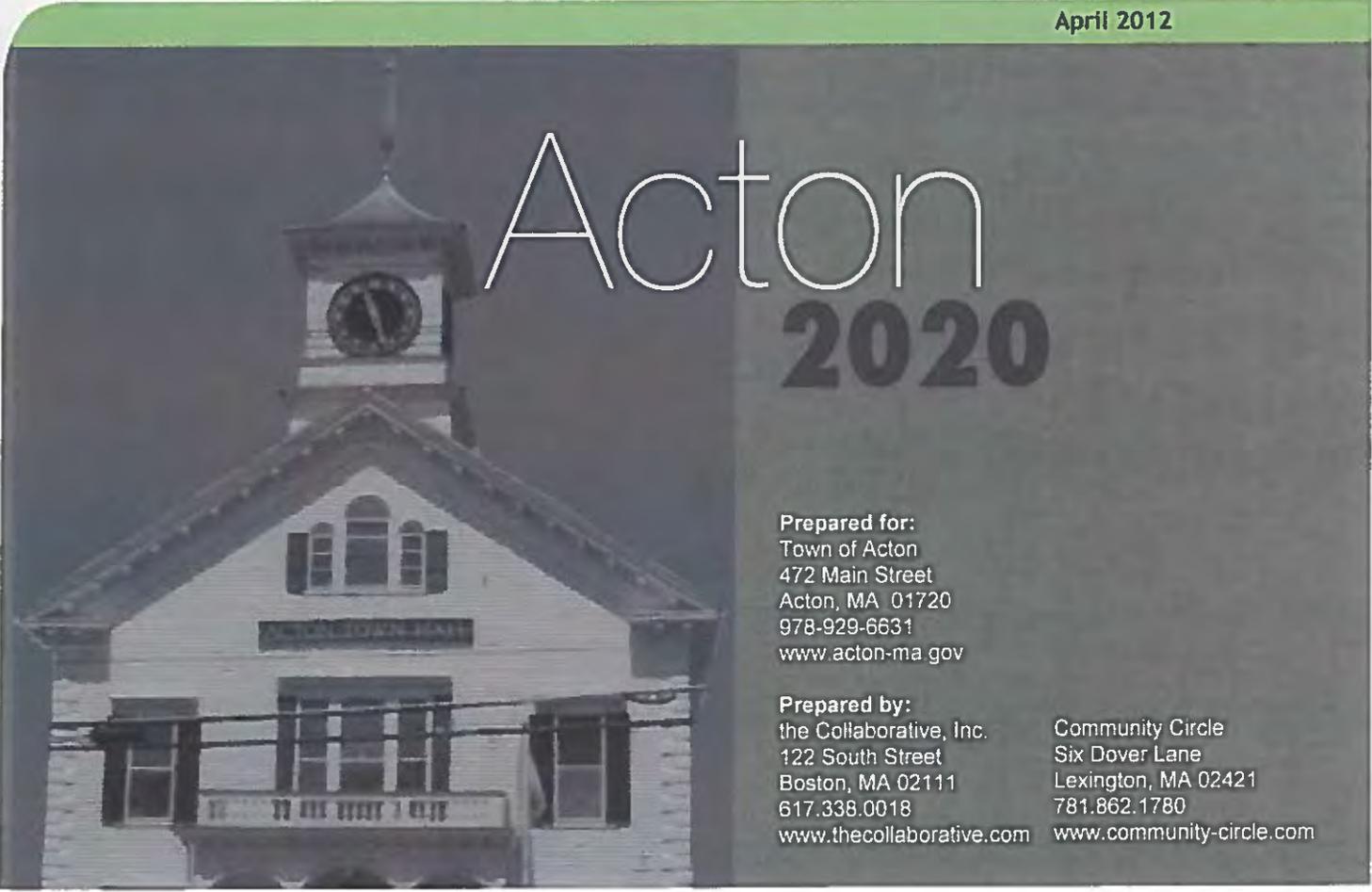
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# Acton 2020 Comprehensive Community Plan

April 2012

The cover image shows a white town hall building with a clock tower. The word "Acton" is written in large white letters across the top right, and "2020" is written in large dark letters below it.

# Acton 2020

**Prepared for:**  
Town of Acton  
472 Main Street  
Acton, MA 01720  
978-929-6631  
[www.acton-ma.gov](http://www.acton-ma.gov)

**Prepared by:**  
the Collaborative, Inc.  
122 South Street  
Boston, MA 02111  
617.338.0018  
[www.thecollaborative.com](http://www.thecollaborative.com)

Community Circle  
Six Dover Lane  
Lexington, MA 02421  
781.862.1780  
[www.community-circle.com](http://www.community-circle.com)

Today. Tomorrow. Together.

# Goals and Objectives

<p><b>GOAL 1:</b> <b>Preserve and Enhance Town Character</b></p> <p>Objective 1.1: Strengthen planning tools to manage growth pro-actively.</p> <p>Objective 1.2: Preserve and enhance key centers.</p> <p>Objective 1.3: Preserve rural characteristics and open space.</p> <p>Objective 1.4: Preserve historic buildings and landscapes.</p> <p>Objective 1.5: Foster an understanding and appreciation for what makes Acton unique, including its history.</p>	<p><b>GOAL 2:</b> <b>Ensure Environmental Sustainability</b></p> <p>Objective 2.1: Protect the quality and quantity of Acton’s water.</p> <p>Objective 2.2: Reduce waste and the accumulation of toxins.</p> <p>Objective 2.3: Reduce emissions of carbon dioxide and other greenhouse gases.</p> <p>Objective 2.4: Move toward patterns of land use and land protection that support broad biodiversity, soil preservation, and healthy local agriculture.</p>	<p>Objective 4.2: Provide more playgrounds, fields for team sports, parks, and conservation lands.</p> <p>Objective 4.3: Support additional cultural activities.</p> <p><b>GOAL 5:</b> <b>Support Inclusion and Diversity</b></p> <p>Objective 5.1: Support residents of all ages.</p> <p>Objective 5.2: Support households of all income levels.</p> <p>Objective 5.3: Embrace cultural diversity.</p> <p>Objective 5.4: Support citizens with disabilities in participating fully in the life of the community.</p>
<p><b>GOAL 3:</b> <b>Improve Connections</b></p> <p>Objective 3.1: Make walking and biking easier and safer.</p> <p>Objective 3.2: Improve transportation around Town.</p> <p>Objective 3.3: Promote communication among Town government, citizens, schools, and the business community.</p> <p>Objective 3.4: Support and strengthen neighborhoods.</p>	<p><b>GOAL 4:</b> <b>Provide More Opportunities for Community Gathering and Recreation</b></p> <p>Objective 4.1: Create new gathering spaces and make better use of existing ones.</p>	<p><b>GOAL 6:</b> <b>Preserve and Enhance Town-Owned Assets and Services</b></p> <p>Objective 6.1: Protect Town-owned open space.</p> <p>Objective 6.2: Support excellence in schools.</p> <p>Objective 6.3: Manage the Town’s facilities efficiently.</p> <p>Objective 6.4: Provide high quality services that are responsive to community needs.</p> <p>Objective 6.5: Provide excellent public health and safety services.</p>
		<p><b>GOAL 7:</b> <b>Maintain and Improve the Financial Well-Being of the Town</b></p> <p>Objective 7.1: Promote fiscal responsibility.</p> <p>Objective 7.2: Promote economic development that supports other Acton 2020 planning goals.</p> <p>Objective 7.3: Improve existing commercial areas.</p> <p>Objective 7.4: Support the financial ability of all residents to stay in Acton for a lifetime.</p>

	<b>Action Item 2.3.5.4: Energy 'barn raisings'</b> Support and expand on existing energy-saving 'barn raisings' by community organizations and individuals. <sup>22</sup>	Ongoing	Citizens and citizen groups
	<b>Strategy 2.3.6: Continue planning for reducing Acton's carbon footprint.</b>		
	<b>Action Item 2.3.6.1: Leverage Green Communities grants</b> Continue to leverage Green Community grants for energy-reduction activities.	Ongoing 🍏	Green Advisory Board
	<b>Action Item 2.3.6.2: Expand GAB role</b> Expand the role of the Green Advisory Board to include researching and advocating for energy savings in residential, commercial, and industrial sectors.	2 <sup>nd</sup> Highest Short-Term	Selectmen
	<b>Action Item 2.3.6.3: Carbon Footprint measurement and reduction plan</b> Conduct town-wide carbon footprint tracking and prepare and implement an energy reduction plan. <sup>23</sup>	Short-Term	Green Advisory Board
	<b>Action Item 2.3.6.4: Joint community and town effort to use less fossil fuels</b> Evaluate supporting a "Transition Initiative," a community-wide collaborative effort of citizens and Town government, using education, planning, and action steps to move Acton toward local resilience and energy autonomy. <sup>24</sup>	New Sustained Action	Citizens and citizen groups Green Advisory Board
	<b>Objective 2.4: Healthy Patterns of Land Use</b> Move toward patterns of land use and land protection that support broad biodiversity, soil preservation, and healthy local agriculture.		
	<b>Strategy 2.4.1: Adopt land use strategies that reduce the development of open land.</b> See Also: Concentrate growth Zoning to support Key Centers Plan Protect open space Provide and encourage public transportation		
	<b>Strategy 2.4.2: Biodiversity</b> Maintain and increase biodiversity on Town conservation land and private land.		
	<b>Action Item 2.4.2.1: Remove invasive plants</b> Organize efforts to remove invasive plant species from public and private land. <sup>25</sup>	Long-Term	Conservation Commission

Implementation Strategies for:

# GOAL 3 Improve Connections

**Goal Statement:**

*We recognize that a community that is connected is safer, stronger, and provides more opportunities for meaningful interaction. We envision supporting these connections through physical means including sidewalks, bike paths, trails and public transportation to connect people and places, and to support independent and safe travel for all. We also envision open communication as a means to further connect residents (e.g. through the web, cable TV, community bulletin boards, etc.)*

**Relationship to Vision**

Actonians expressed a strong desire to improve connections, both physical and virtual, so that they have safe and pleasant ways to travel and so that communication is improved. Residents recognized that extending sidewalks, providing safe biking and extending the Town shuttle improve connections between people and places, provide opportunities to meet fitness and wellness goals, and takes better care of the environment. The strategies listed under this goal are ways of addressing these needs and desires.

**Overview of Priority Action Steps**

The following were identified as priority action steps to meet this goal.

- Construct new sidewalks according to the sidewalk priority list. Follow the sidewalk design guidelines when constructing new sidewalks or updating existing ones.

- Continue to fund the MinuteVan shuttle, and later expand the system with more vehicles, more frequent service, and longer service hours. Consider making it a fixed route system.

“ *A shuttle should absolutely be available all day for all citizens with frequent runs. Teenage use should be promoted.* ”  
 - Acton Resident

# GOAL 3 Improve Connections cont.

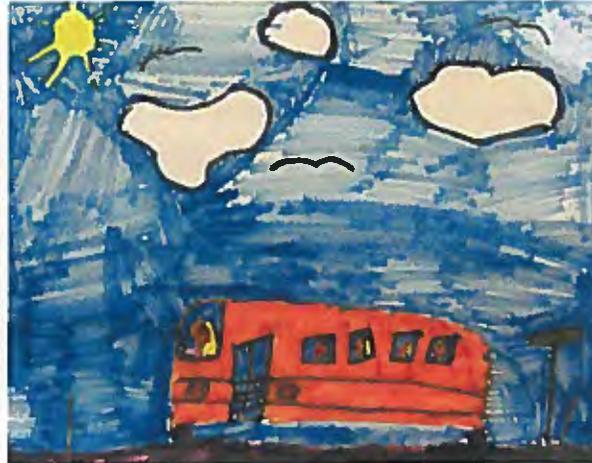
## Youth Art Contest Winners:

Luca Ilic



“ My artwork is a drawing of me (at bottom) thinking of 4 ways to improve transportation and connections around Town. ”

Meghna Sundaram



“ Goal 3.2. & 3.3.: Improve Transportation around Town using existing resources and improve communication  
Goal 6 & 7: Manage Town facilities efficiently by reusing buses. Promote fiscal responsibility - lesser Town vehicles to maintain. ”

Peter Busse



“ Picture of a boy on a bike. ”

<b>Goal 3: Improve Connections</b>				
<b>Objective 3.1: Make walking and biking easier and safer.</b>			<b>Priority/Timing</b>	<b>Owner</b>
		<b>Strategy 3.1.1: Build appropriate sidewalks</b> See Also: <i>Village-specific sidewalk guidelines</i> <i>Non-motorized access to open space</i>		
		<b>Action Item 3.1.1.1: Maintain sidewalk priority list</b> Continue to update the Sidewalk Construction Priority List. Emphasize projects that provide safe access to schools, recreation areas, the train station, and the villages, particularly the designated growth centers. As public transportation options grow, provide sidewalk access to transit access spots. See Also: <i>Non-car access requirements in commercial development</i> <i>Village-specific sidewalk guidelines</i>	Ongoing	Sidewalk Committee
		<b>Action Item 3.1.1.2: Construct more sidewalks</b> Construct new sidewalks according to the priority list. Follow the <i>Guidelines for Acton Sidewalk Design</i> when constructing new sidewalks or updating existing ones. <sup>1</sup> \$	Highest Ongoing	Engineering Department
		<b>Action Item 3.1.1.3: CPA funding for some sidewalks</b> Investigate opportunities to use CPA funds for some sidewalk connections. Consider historic characteristics or recreational opportunities. See Also: <i>Document and prioritize rural characteristics</i> \$	Short-Term	Planning Department Sidewalk Committee
		<b>Strategy 3.1.2: Increase opportunities for safe biking</b> See Also: <i>Non-motorized access to open space</i>		
		<b>Action Item 3.1.2.1: Planning for bicycle improvements</b> Develop guidelines for bike lanes and off-road paths. Identify locations and develop a construction plan for off-road multi-use paths and bike lanes to improve the ability of people to bicycle to destinations in Town.	2 <sup>nd</sup> Highest Short-Term	Transportation Advisory Committee
		<b>Action Item 3.1.2.2: Assabet River Rail Trail</b> Complete the construction of the Assabet River Rail Trail. Need to influence MassDOT and Boston MPO.	Ongoing	Planning Department
		<b>Action Item 3.1.2.3: Bruce Freeman Rail Trail</b> Complete the construction of the Bruce Freeman Rail Trail. Need to influence MassDOT and Boston MPO.	Ongoing	Planning Department

	<b>Action Item 3.1.2.4: Connect ARRT and BFRT</b> Explore ways to connect the Assabet River Rail Trail and the Bruce Freeman Rail Trail.	Long-Term	Planning Department Transportation Advisory Committee
	<b>Action Item 3.1.2.5: Provide more bike racks</b> Locate bike racks where feasible and where they will be used.	Short-Term 	Planning Department
	<b>Action Item 3.1.2.6: Multi-use path planning</b> Identify locations for off-road multi-use paths, bike lanes, and wider shared lanes and shoulders where appropriate to improve the ability of people to bicycle to destinations in Town. Prepare town-wide recommendations for locations, and construct improvements. <sup>2</sup> \$	2nd Highest Medium-Term	Engineering Department Planning Department Transportation Advisory Committee
	<b>Action Item 3.1.2.7: Multi-use paths through open space</b> Consider making some paths in town open space usable by bikes, wheelchairs and strollers, in order to create safe bicycle paths between neighborhoods and other destinations. \$	Long-Term	Transportation Advisory Committee
	<b>Action Item 3.1.2.8: Developers provide off-road multi-use paths</b> Increase the requirement in the subdivision regulations for developer contributions to off-road multi-use paths and sidewalks.	Medium-Term	Planning Board Planning Department
	<b>Strategy 3.1.3: Improve communications about walking and biking paths</b>		
	<b>Action Item 3.1.3.1: Update pedestrian and bike maps</b> Keep maps current showing sidewalks, bike paths and hiking paths. Make these available on the town website. Consider providing updated information to Google Maps for incorporation in their database.	2 <sup>nd</sup> Highest Short-Term 	Engineering Department Land Stewardship Committee
	<b>Action Item 3.1.3.2: Non-car access requirements in commercial development</b> Consider incorporating requirements for pedestrian and bicycle accommodation in new commercial development. <sup>3</sup>	Medium-Term	Planning Department

	<p><b>Action Item 3.1.3.3: Pedestrian safety at town facilities</b>                  Improve accessibility and safety at Town facilities, particularly the libraries and schools, for pedestrians, people with wheelchairs, and bicyclists.                  \$</p>	Short-Term	Municipal Properties
	<p><b>Action Item 3.1.3.4: Increase awareness regarding sharing the road issues</b>                  Provide outreach to drivers and cyclists to increase awareness of their responsibility to share the road safely.</p>	Short-Term 	Transportation Advisory Committee
<b>Objective 3.2: Improve transportation around town.</b>			
	<p><b>Strategy 3.2.1: Provide and encourage public transportation</b>                  See Also: Concentrate growth                  Provide more transportation service for seniors.                  Teen activities accessible without cars</p>		
	<p><b>Action Item 3.2.1.1: Expand MinuteVan</b>                  Expand the MinuteVan shuttle system with more vehicles, more frequent service, and longer service hours. Provide more options for the disabled community. Consider making it a fixed route system.<sup>4</sup>                  \$\$ (operating cost)</p>	Highest  Medium-Term	Selectmen Transportation Advisory Committee
	<p><b>Action Item 3.2.1.2: Coordinate MinuteVan and CoA Van</b>                  Coordinate the MinuteVan and Council on Aging shuttles, and consider combining them into a single system with both fixed route and demand-responsive capabilities.<sup>5</sup></p>	Short-Term	Selectmen
	<p><b>Action Item 3.2.1.3: Coordinate shuttles with neighboring communities</b>                  Consider opportunities to work with neighboring communities to expand ridership of the shuttles.<sup>6</sup></p>	Medium-Term	Manager Department Selectmen Transportation Advisory Committee
	<p><b>Action Item 3.2.1.4: Public/private funding for shuttle</b>                  Explore public/private funding opportunities for the expanded shuttle system.<sup>7</sup></p>	Medium-Term	Selectmen Transportation Advisory Committee

	<p><b>Action Item 3.2.1.5: Increase resident use of commuter rail</b>                  Increase the number of Acton residents who use the commuter rail system.<sup>8</sup>                  See Also: Consider ways to increase the amount of parking at the train station.</p>	New Sustained Effort	Planning Department Transportation Advisory Committee
	<p><b>Action Item 3.2.1.6: Consider ways to increase the amount of parking at the train station</b></p>	2 <sup>nd</sup> Highest  Medium-Term	Transportation Advisory Committee
	<p><b>Strategy 3.2.2: Improve traffic circulation and reduce traffic impacts</b>                  See Also: Organize web-based car pooling and ride sharing.                  Increase resident use of commuter rail</p>		
	<p><b>Action Item 3.2.2.1: Traffic and parking in centers</b>                  Address local traffic circulation and parking in planning for key centers.</p>	Short-Term	Planning Department
	<p><b>Action Item 3.2.2.2: Reconfigure street layouts</b>                  Consider reconfiguring specific street layouts to provide alternate routes for congested areas and/or one-way streets to improve traffic flow.</p>	Long-Term	Planning Department Selectmen
	<p><b>Action Item 3.2.2.3: Traffic calming</b>                  Consider traffic calming at locations where speeds are inconsistent with residential areas and village centers.                  \$</p>	Medium-Term	Engineering Department
	<p><b>Action Item 3.2.2.4: Improve Business access</b>                  Continue to make improvements to business access and transportation safety.                  \$</p>	Ongoing	Selectmen
	<p><b>Strategy 3.2.3: Work with MassDOT to improve access to and from Acton</b></p>		
	<p><b>Action Item 3.2.3.1: Concord Rotary improvements</b>                  Work through the Boston Metropolitan Planning Organization to promote the completion of planned improvements at the Concord Rotary.<sup>9</sup></p>	Long-Term	Selectmen
	<p><b>Action Item 3.2.3.2: Improve commuter rail</b>                  Work with the MBTA and surrounding communities to promote continued and improved commuter rail service.</p>	Ongoing	Manager Department

	<p><b>Action Item 3.2.3.3: Regional public transit</b>                  Work through the Boston MPO to explore regional public transportation options.                  See Also: <a href="#">New Regional Transit Authority</a></p>	Long-Term	Planning Department Selectmen
	<p><b>Action Item 3.2.3.4: New Regional Transit Authority</b>                  Work with MassDOT and surrounding communities to explore the formation of a Regional Transit Authority.                  See Also: <a href="#">Regional public transit</a></p>	Long-Term	Manager Department
<p><b>Objective 3.3: Promote communication among town government, citizens, schools, and the business community.</b></p>			
	<p><b>Strategy 3.3.1: Promote citizen engagement in town government</b>                  Promote active engagement of citizens and the transparency of town government. Improve communication and centralized information regarding existing resources and events.                  See Also: <a href="#">One-stop reservations and calendar</a>  <a href="#">More multilingual staff and materials</a></p>		
	<p><b>Action Item 3.3.1.1: Publicize town information sources</b>                  Continue to disseminate information about existing Town resources and services, such as Dial-a-Ride and Social Safety Net, using the Town Website, mailings, and posters/flyers at locations such as the Senior Center, libraries, and on shuttle vehicles.</p>	Ongoing	Memorial Library
	<p><b>Action Item 3.3.1.2: Citizen's academy</b>                  Encourage citizen education efforts such as the formation of an Acton Citizens Academy providing classes, information, and events, where participants (both newcomers and established residents) learn about the different functions of local government including volunteer opportunities.<sup>10</sup></p>	Ongoing	Citizens and citizen groups
	<p><b>Action Item 3.3.1.3: Usable video archives of key meetings</b>                  Broadcast meetings of key boards (Board of Selectmen, School Committee, Finance Committee, Planning Board) and place copies of these broadcast videos on the Town website.</p>	Ongoing	Acton TV
<p><b>Strategy 3.3.2: Attract more volunteers to help with town affairs by conducting broad-based outreach.</b></p>			
	<p><b>Action Item 3.3.2.1: Publicize volunteer opportunities.</b>                  Use town website and other Acton media to publicize volunteer opportunities.</p>	Short-Term 	Volunteer Coordinating Committee
	<p><b>Action Item 3.3.2.2: More flexibility in volunteer opportunities</b>                  Provide flexibility in scheduling/timing of volunteer opportunities and consider creating opportunities for shorter-term volunteering (single event, single task, etc).</p>	Short-Term	Volunteer Coordinating Committee

<b>Objective 3.4: Support and strengthen neighborhoods.</b> See Also: <b>Make walking and biking easier and safer</b> <b>Outdoor spaces near neighborhoods</b>			
	<b>Action Item 3.4.1: Encourage private efforts to organize neighborhoods</b> Encourage private efforts to organize communication among neighbors and group activities. <sup>11</sup>	Short-Term	Citizens and citizen groups
	<b>Action Item 3.4.2: Provide contact info for new residents to connect with organized neighborhood groups.</b>	Short-Term 	Memorial Library
	<b>Action Item 3.4.3: Encourage the business community to organize providing new residents with business information, such as provided by Welcome Wagon<sup>(tm)</sup> in other communities.</b>	Short-Term	Economic Development Committee

<sup>1</sup> See Guidelines for Acton Sidewalk Design at <http://www.acton-ma.gov/DocumentView.aspx?DID=856>

<sup>2</sup> The primary purpose of these improvements is transportation rather than recreational cycling.

<sup>3</sup> Pedestrian and bicycle accommodation includes safe walkways from the public sidewalk to building entrances and bike racks.

<sup>4</sup> The system could have stops but also route deviations on either side of the fixed routes. Stops could include the train station, the schools, Kelley's Corner, West Acton Village, Acton Center, East Acton, and the proposed community center. The CoA shuttle can specialize in demand-responsive service and destinations outside Acton.

<sup>5</sup> The expanded MinuteVan could become a scheduled fixed route system with limited deviations from the route in response to customer requests; the CoA shuttle is a door-to-door on-request service.

<sup>6</sup> Coordination can include high traffic destinations such as the commuter rail station and Emerson Hospital.

<sup>7</sup> An example is the joint funding of Lexington's Lexpress shuttle by the town and developers (including Avalon).

<sup>8</sup> Ways to encourage commuter rail ridership include:

- Complete the connection of the Assabet River Rail Trail to the commuter rail station to encourage commuting by bicycle.
- Consider guiding growth to South Acton near the station (see Objective 1.1).
- Develop partnerships with local businesses to provide van shuttles to the train station.
- Facilitate car-pooling to the station.

<sup>9</sup> The Boston MPO process for updating the regional transportation plan and Transportation Improvement Program is one means to increase priority for the Concord Rotary project. The project would reduce cut-through traffic caused by back-ups as well as provide the access needed for economic development.

<sup>10</sup> The League of Women Voters has been doing education in this area for some time.

<sup>11</sup> Communication and interaction among neighbors might include email lists, Google groups, newsletters, etc. Group activities might include block parties, neighborhood books groups, walking groups, etc.

# Capital Improvement Program Proposal – Detail

<i>Department Name</i>	Engineering Department	<i>Project</i>	South Acton Commuter Lot Additional Landscaping
		<i>Fiscal Year</i>	2017
<i>Department Head</i>	Corey York	<i>Cost</i>	\$ 180,000
		<i>Priority</i>	of

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**1. Description**

In assessing the progress of the construction at the South Acton Train Station, SATSAC has begun to focus their energies on reviewing and finalizing plans for life after construction - and specifically the continued beautification of South Acton. SATSAC feels that all of the steel, glass, asphalt, and concrete will create a stark imbalance between the station and surrounding area and suggest that softening the impact with landscape materials would provide a much more calming transition.

**2. Useful Life**

25 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<input type="checkbox"/> <b>Schedule Replacement</b>	<input type="checkbox"/> <b>Increase Personnel Efficiency</b>
<input type="checkbox"/> <b>New or Expanded Service</b>	<input type="checkbox"/> <b>Replace Obsolete or Unsafe Equipment</b>
<input checked="" type="checkbox"/> <b>Other (Please Explain)</b>	<input type="checkbox"/> <b>(Explain Disposal of Old Equipment)</b>

**4. Justification**

Upon completion of the station and opening of the second track, the MBTA has plans to finish the area with a small landscaping budget. Early on in the planning phase of the train station construction, SATSAC was able to coordinate a local landscape architect and CPC contributor, Peter Lukacic, to put together a conceptual design on how to both temper the commercial feel of the steel and cement while allowing it to better assimilate with the surrounding neighborhood and historic district, including screening views from nearby Jones Tavern and Exchange Halls.

**5. How Was this Project's Priority Determined?**

SATSAC would like to ask the town to appropriate funding for the design, purchase and installation of planting material. SATSAC feel unanimously that these enhancements are worth the investment and the timing of the work to coincide with the completion of the station makes sense on many levels.

**6. Estimated Cost**

\$180,000

**Less Trade-In (If Applicable)**

**Unknown at this time**

**Net Cost**

\$180,000

**7. Are Non-Town Revenues Available to Reduce Cost?**

Yes, Parking Meter funds could potentially be used to offset the cost.

**8. If this Project is Delayed, What will be the Effect on your Department?**

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u><b>Personnel Budget</b></u>	<u><b>Expense Budget</b></u>
Increase <input checked="" type="checkbox"/>	Increase <input checked="" type="checkbox"/>
Decrease <input type="checkbox"/>	Decrease <input type="checkbox"/>

**10. Attachments, if Applicable.**

## Corey York

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**From:** David D. Martin [dmartin@marzak.org]  
**Sent:** Saturday, July 18, 2015 2:24 PM  
**To:** Board of Selectmen  
**Cc:** South Acton Train Station Advisory Committee  
**Subject:** Train Station Landscaping  
**Attachments:** SATSAC Letter to BOS - 07.16.15.docx

Hello Board of Selectman,

At Thursday Night's meeting SATSAC voted to send you the attached memo about additional landscaping at the train station. Please take this into consideration, when discussing the issue at Monday's meeting of the Board of Selectman.

Thanks very much,

David

## South Acton Train Station Advisory Committee

Cafeteria at the Senior Center

Audubon Hill

Acton, MA 01720

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July 16, 2015

Acton Board of Selectmen

Town Hall

472 Main St

Acton, MA 01720

Dear Selectmen,

In assessing the progress of the construction at the South Acton Train Station, we have begun to focus our energies on reviewing and finalizing plans for life after construction - and specifically the continued beautification of South Acton. No doubt the new train station is going to become an iconic element of the area, with its highly designed T logo transom, 800' platforms, and free wifi, but we feel that all of the steel, glass, asphalt, and concrete will create a stark imbalance between the station and surrounding area and suggest that softening the impact with landscape materials would provide a much more calming transition.

Upon completion of the station and opening of the second track later this year, the MBTA has plans to finish the area with a small (and shrinking) landscaping budget, which by all indications will be allocated to site work and pedestrian traffic flow. Early on in the planning phase of the train station construction, SATSAC was able to coordinate a local landscape architect and CPC contributor, Peter Lukacic, to put together a conceptual design on how to both temper the commercial feel of the steel and cement while allowing it to better assimilate with the surrounding neighborhood and historic district, including screening views from nearby Jones Tavern and Exchange Halls.

The situation we find ourselves in at this moment is finding a way to bring the ideas, concepts, and vision provided by Mr. Lukacic to fruition in the train station site. The MBTA has assured us that they are not going to be able to participate in the resolution of the designs, but have endorsed the concept and are open to us moving forward with installation once the station is complete. We are asking the town to appropriate funding for the purchase and installation of plants, shrubs, and trees this fall in order to properly finish off the train station, and surrounding area making it a welcome addition to South Acton and to the town as a whole.

Implementation has been estimated to cost \$180,000, and this cost would include finalization of the design and purchase, installation, and guarantee of the materials detailed in the plan attached. As an advisory committee, we feel unanimously that these enhancements are worth the investment and the timing of the work to coincide with the completion of the station makes sense on many levels.

We ask you to consider this proposal, reach out for any elaboration and discussion on the design, and move to appropriate the funding. Thank you.

Sincerely,

The esteemed Members of the South Acton Train Station Advisory Committee

# PROJECT APPLICATION FORM – 2012

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**Applicant:** Town of Acton Historic District Commission (HDC) and South Acton Train Station Advisory Committee (SATSAC)

**Submission Date:** 11/2/11

**Applicant's Address, Phone Number and Email**

*Historic District Commission  
Town of Acton, 472 Main Street  
Acton, MA 01720  
hdc@acton-ma.gov*

*South Acton Train Station Advisory Committee  
Town of Acton, 472 Main Street  
Acton, MA 01720  
satsac@acton-ma.gov*

*Kathy Acerbo-Bachmann, Chair, Historic District Commission  
[kacerbobachmann@trinitychurchboston.org](mailto:kacerbobachmann@trinitychurchboston.org)*

*David Martin, Chair, South Acton Station Advisory Committee  
[dmartin@marzak.org](mailto:dmartin@marzak.org)*

**Purpose:** Historic Preservation

**Town Committee (if applicable):** Historic District Commission and South Acton Train Station

**Project Name:** Landscape to Mitigate Impact on Historic Resources, South Acton Train Station

**Project Location/Address:** South Acton Commuter Rail Station and Surrounding Area

**Amount Requested:** \$ 150,000

**Project Summary:**

As part of the Fitchburg Line Improvements, including a new train station and platform, the MBTA has set aside \$60,000 for all landscaping, which will only cover minimal plantings, basic brushed concrete for the drop-off sidewalk paving and pipe bollards. The HDC and SATSAC jointly seek \$150,000 to augment the MBTA's basic landscaping budget of \$60,000 in order to provide an appropriate amount of trees and other landscaping elements to help blend the station seamlessly into the existing environment and architecture. Enhanced landscaping money will allow more appropriate paving material as well as large trees and perhaps more outdoor seating and decorative bollards. While we cannot return the site to its historic and original condition and aesthetic, we therefore propose mitigating measures; that is, to disguise the platforms through additional landscaping and provide similar pedestrian amenities that will return the site to a condition that will simulate what used to be there while visually protecting and enhancing the site itself. The HDC and SATSAC strongly support funding this project under Historic Preservation, specifically *Preservation of Historic Resources*, for the reasons outlined below.

- The history and nature of the site included flat tracks and a flat platforms (i.e., at grade) and canopies with pedestrian amenities such as sheltered seating. However, due to current Federal Transit Authority requirements platforms must be raised four feet above grade and the MBTA cannot afford pedestrian enhancements. There is no historical precedent for what will be essentially four foot high exposed concrete walls extending 600 feet on the north and south sides of the project site. Plantings will help integrate the platform structures into the landscape, lessening impact on its historic context. Similarly, in the older stations, the entrance would have been paving bricks- not brushed concrete. An alternate surface such as stamped concrete, pavers or similar would increase the historic character of the station.

- The Massachusetts Bay Transit Authority and Federal Transit Authority were willing (and did) stop the station design process, and accepted the HDC's premise that the indirect effects on the adjacent historic properties would be significant enough that mitigating measures (including landscaping) and redesign were necessary. The South Acton Commuter Rail product was subject to a Federal Section 106 Review; the HDC and SATSAC have been working very successfully with the MBTA and its consultants to mitigate any adverse affects. Enhanced landscaping was one of the specific recommendations made by the HDC to the Massachusetts Historical Commission as part of the Section 106 review, which they supported. The final step to completing mitigating measures is to enhance the MBTA's basic contribution.
- Although the project technically falls outside the perimeter of the South Acton Historic District created in 1990 under Chapter 40C, the project is immediately adjacent to the District and within visual proximity to three of South Acton's National Register properties (the Faulkner-Jones Homestead 1707, the Jones Tavern 1732, and Exchange Hall 1860) and a group of historic residential properties comprising the Maple and Martin street neighborhood. The new station will directly abut several small-scaled, wood- framed houses located in the Maple and Martin Street neighborhood adjacent to the south platform. Although not technically part of the South Acton historic district, this area is under serious consideration by the HDC for inclusion in the District. The new station and raised platforms will be highly visible from the north due to an exposed parking lot with direct site lines to the edge of the South Acton historic district. The new station and raised platforms will be highly visible from the east while crossing the Route 27 (Main Street) bridge which forms the South Acton historic district boundary whether by vehicle, bicycle or as a pedestrian. Exchange Hall currently characterizes this area.
- The Town of Acton and property owners have devoted considerable CPC and other funds to improving the South Acton village and historic district. For visitors, commuters and many residents this station building and its platforms will serve as a gateway to South Acton and a daily reminder of South Acton's character and identity. In conjunction with Exchange Hall, this station will have a central presence in South Acton, with far larger consequences than its physical form would suggest. It is essential that the best architectural outcome be realized.
- A detailed site plan showing proposed plantings will be submitted at a later date.

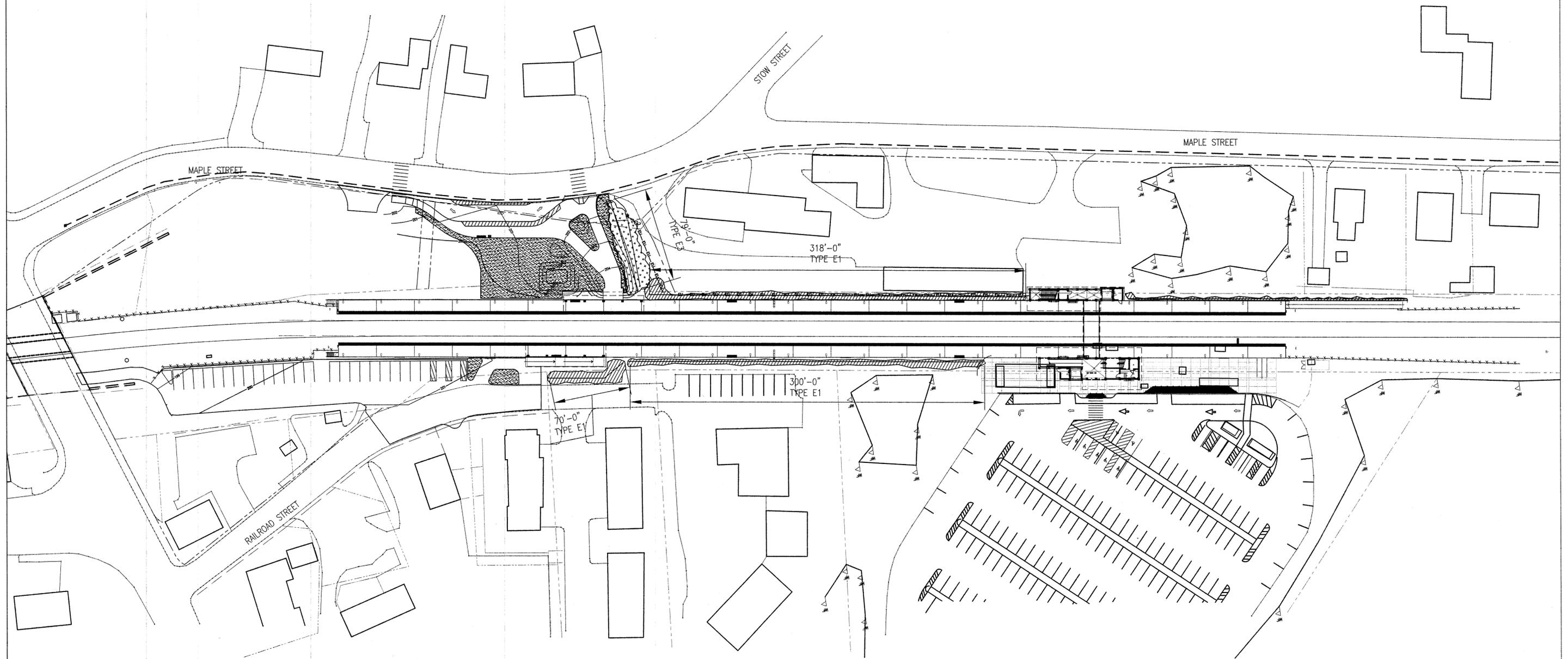
**Estimated Date for Commencement of Project: 2013**

**Estimated Date for Completion of Project: 2013-2014**



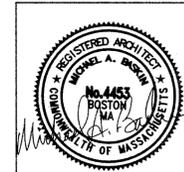
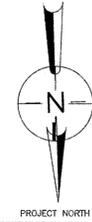
EAST TO  
BOSTON

WEST TO  
FITCHBURG  
TOWN OF ACTON



1 SITE  
1:500

- LEGEND:
- MODULE E1 PERIPHERAL TYPE E1
  - MODULE E2 CIRCULATION TYPE E2
  - MODULE E3 ENTRY ZONE TYPE E3
  - MODULE E4 SHRUB TYPE E4
  - LOAM AND SEED



MASSACHUSETTS BAY TRANSPORTATION AUTHORITY  
FITCHBURG COMMUTER RAIL LINE  
IMPROVEMENT PROJECT  
CONTRACT NO. G67PS01

**SOUTH ACTON STATION  
LANDSCAPE PLAN**

ISSUE	DATE	DESCRIPTION	BY	CHKD.	APP.

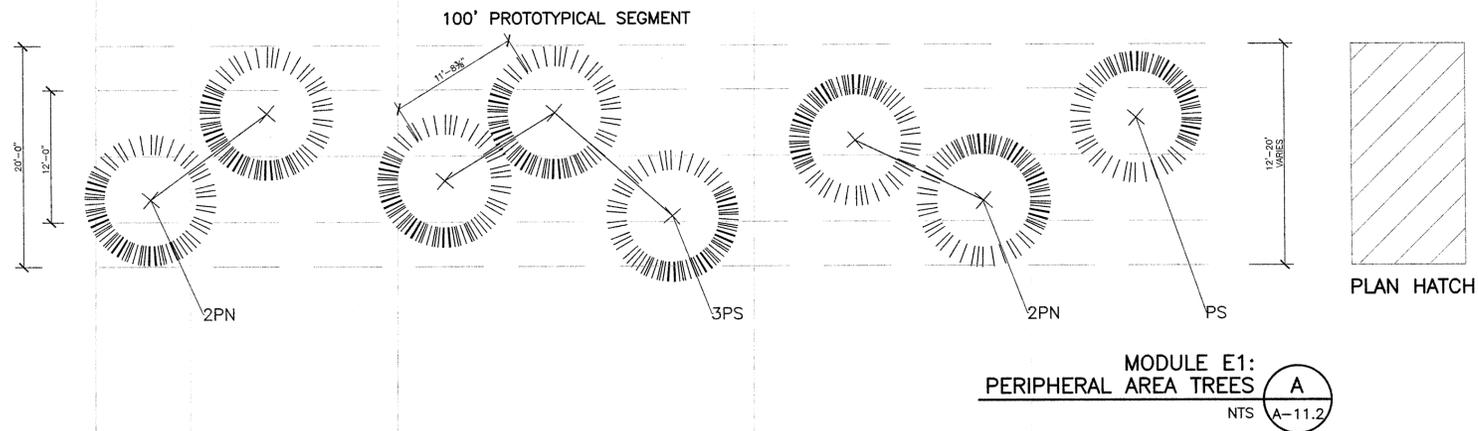
**Lozano, Baskin, and Associates, Inc.**  
Architecture • Urban Design • City Planning  
205 Mt. Auburn St. Watertown, MA 02472

<b>HNTB</b>		300 APOLLO DRIVE CHELSEA, MA 01824 (978) 905-4000		MASSACHUSETTS BAY TRANSPORTATION AUTHORITY	
PROJECT MANAGER		DES. BY		CHK. BY	
<i>Alid Rea</i>		<i>S/Scp</i>		<i>MB</i>	
DATE: 05/17/12		DATE:		DATE:	

APPROVED BY		DATE	
<i>[Signature]</i>		6/30/12	
PROJECT MANAGER		DATE	
PLAN NO. 168636		ISSUE	
SHEET A-8.1			

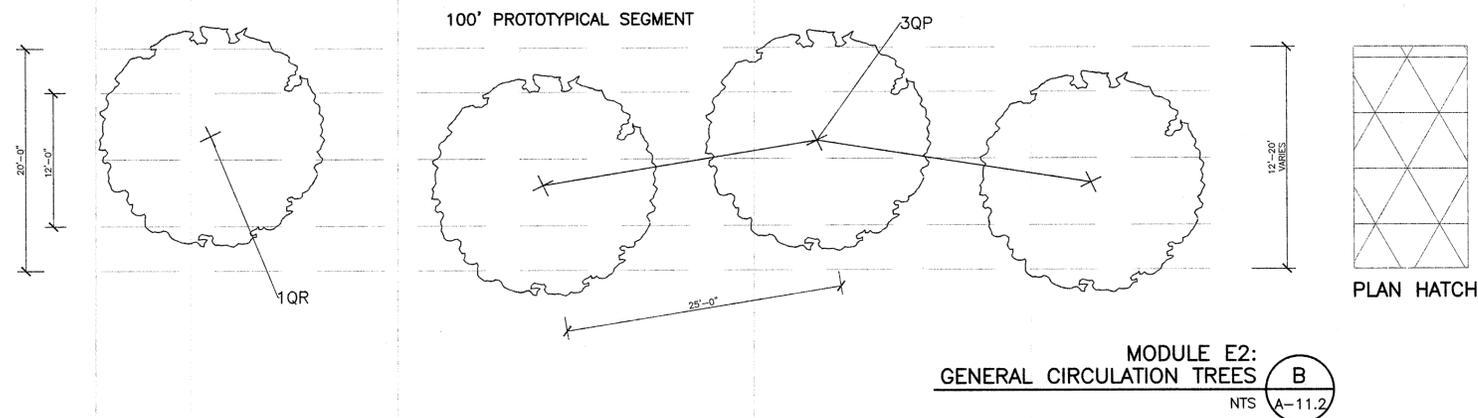
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PLOT DATE: May 24, 2012 - 1:57pm

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 PLOT DATE: May 25, 2012 10:55am



**LEGEND**

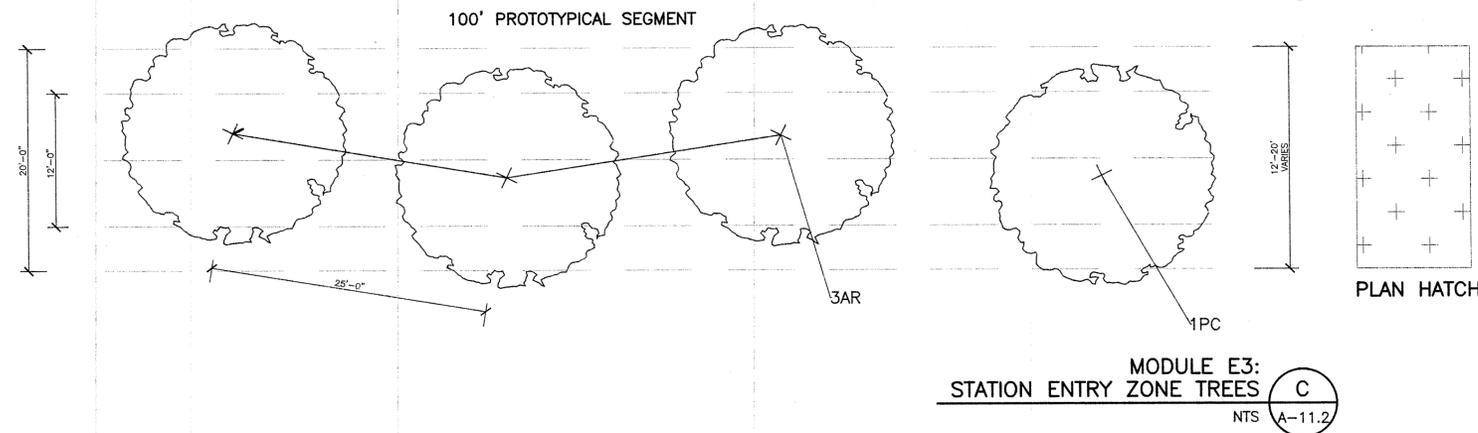
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	PROPOSED EVERGREEN TREE	C/D L-2
	PROPOSED SHRUB	E/F L-2
	PROPOSED DECIDUOUS OR EVERGREEN SHRUB	E/F L-2



**PLANT SCHEDULE**

**Trees**

SYMBOL	QTY	SCIENTIFIC NAME	COMMON NAME	BASE BID SIZE	COMMENTS
AR		Acer rubrum	Red Maple	4" cal.	B&B
PC		Pyrus calleryana	Bradford Pear	4" cal.	B&B
PS		Pinus strobus	White Pine	3"-3 1/2" cal.	B&B
PN		Pinus nigra	Austrian Pine	6' ht.	B&B
TD		Taxus media densiformis	Densiform Yew	2 1/2"-3' Sprd	B&B
QP		Quercus palustris	Pin Oak	1 1/2"-2" cal.	B&B
QR		Quercus rubra	Red Oak	1 1/2"-2" cal.	B&B

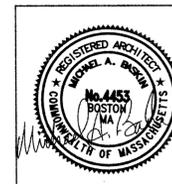
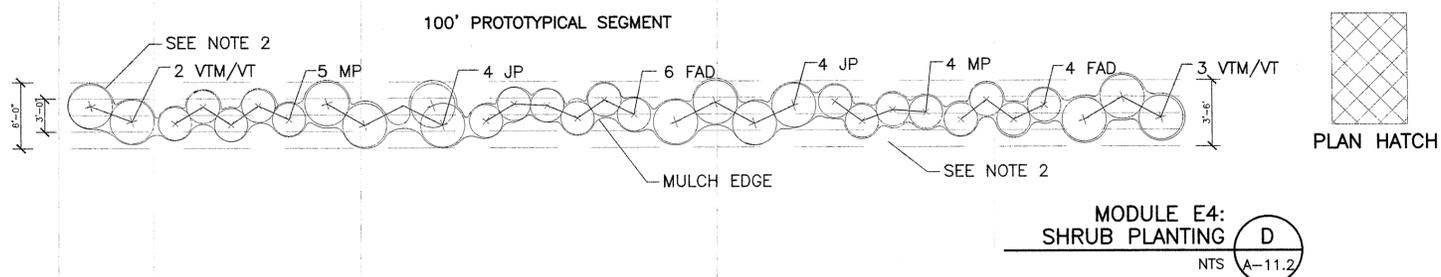


**PLANT SCHEDULE**

**Shrubs**

SYMBOL	QTY	SCIENTIFIC NAME	COMMON NAME	BASE BID SIZE	SPACING	COMMENTS
FAD		Forsythia x 'Arnold Dwarf'	Arnold Dwarf Forsythia	2' ht.	3' O.C.	CG
JP		Juniperus chinensis 'Pfitzeriana'	Pfitzer Juniper	2' ht.	4' O.C.	CG
MP		Myrica pensylvanica	Northern Bayberry	2' ht.	3' O.C.	CG
VTM		Viburnum plicatum tomentosum 'Maries'	Doublefile Viburnum	2' ht.	4' O.C.	CG
VT		Viburnum trilobum	American Cranberrybush	2' ht.	4' O.C.	CG
VC		Vaccinium corymbosum 'Northland'	Highbush Blueberry	2' ht.	3' O.C.	CG

- NOTES:**
1. PROVIDE 3" OF AGED PINE BARK MULCH AROUND THE BASE OF THE TREE/SHRUB AND LOAM AND SEED DISTURBED AREAS PER MBTA STANDARD SPECIFICATIONS - SECTION 02485.
  2. UNDISTURBED AREAS OUTSIDE OF THE MULCH AREA SHALL BE LEFT NATURALLY VEGETATED.
  3. PROVIDE LOAM AND SEED AS INDICATED ON DRAWING AND AS REQUIRED BY MBTA STANDARD SPECIFICATIONS - SECTION 02485.
  4. AREAS DISTURBED BY CONSTRUCTION SHALL BE LOAMED AND SEEDED AS REQUIRED FOR FINISHED GRADE SLOPES IN ACCORDANCE WITH MBTA STANDARD SPECIFICATIONS - SECTION 02485.
  5. SEE A-11.3 FOR PLANTING DETAILS.



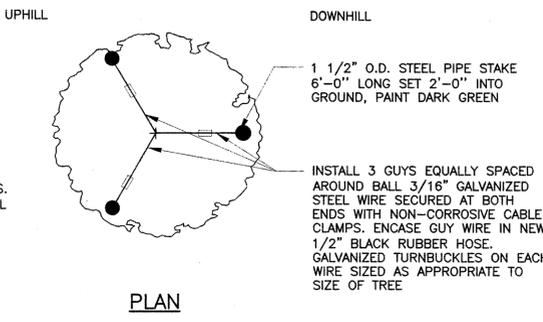
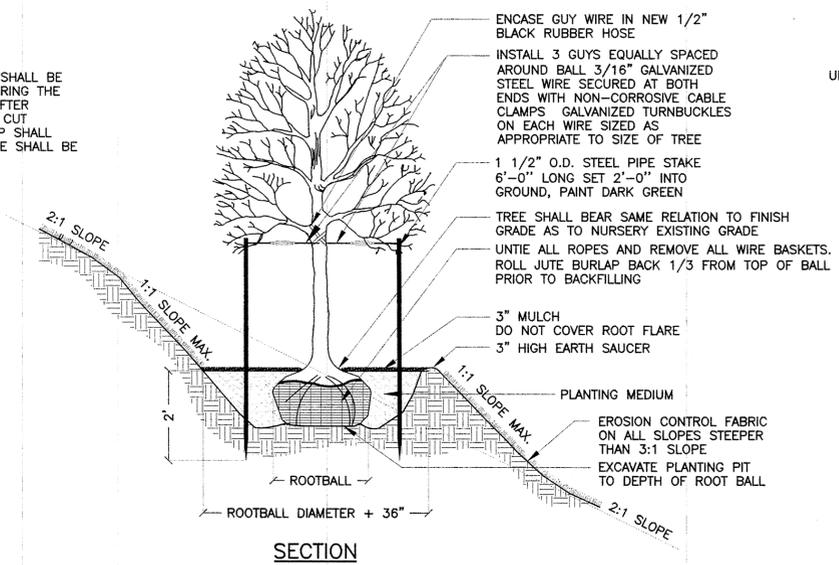
MASSACHUSETTS BAY TRANSPORTATION AUTHORITY  
 FITCHBURG COMMUTER RAIL LINE  
 IMPROVEMENT PROJECT  
 CONTRACT NO. G67PS01

**SOUTH ACTON STATION  
 LANDSCAPE  
 MODULES**

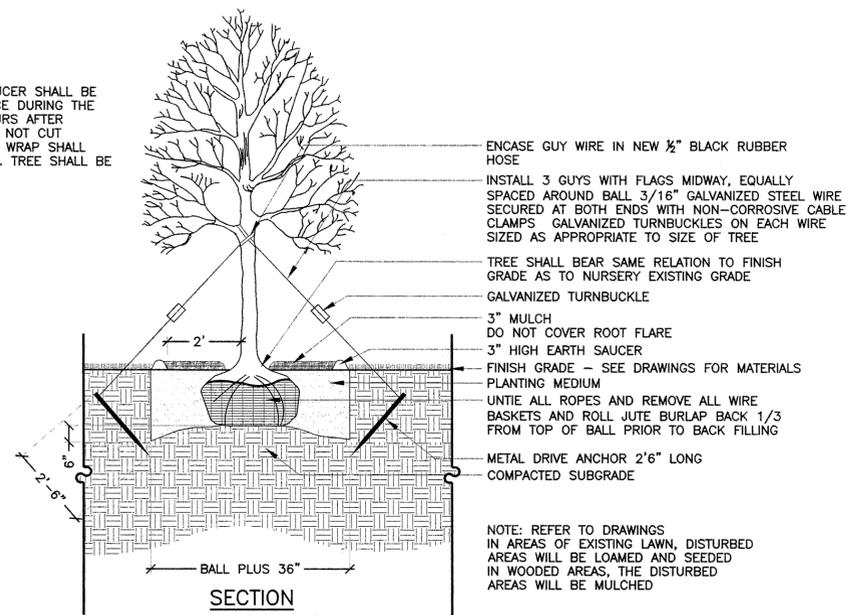
300 APOLLO DRIVE CHELMSFORD, MA 01824 (978) 905-4000		MASSACHUSETTS BAY TRANSPORTATION AUTHORITY	
PROJECT MANAGER: <i>Platter</i>		APPROVED BY: <i>RM</i> 6/30/12	
DATE: 05/17/12		SHEET A-8.2	

**Lozano, Baskin, and Associates, Inc.**  
 Architecture • Urban Design • City Planning  
 205 Mt. Auburn St. Watertown, MA 02472

NOTE:  
WATERING SAUCER SHALL BE FLOODED TWICE DURING THE FIRST 24 HOURS AFTER PLANTING. DO NOT CUT LEADER. TREE WRAP SHALL NOT BE USED. TREE SHALL BE SET PLUMB.



NOTE:  
WATERING SAUCER SHALL BE FLOODED TWICE DURING THE FIRST 24 HOURS AFTER PLANTING. DO NOT CUT LEADER. TREE WRAP SHALL NOT BE USED. TREE SHALL BE SET PLUMB.



DECIDUOUS TREE PLANTING ON A SLOPE

NTS

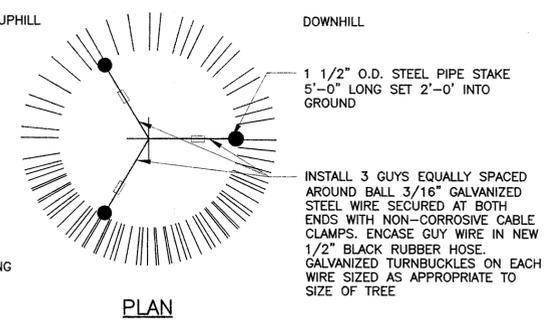
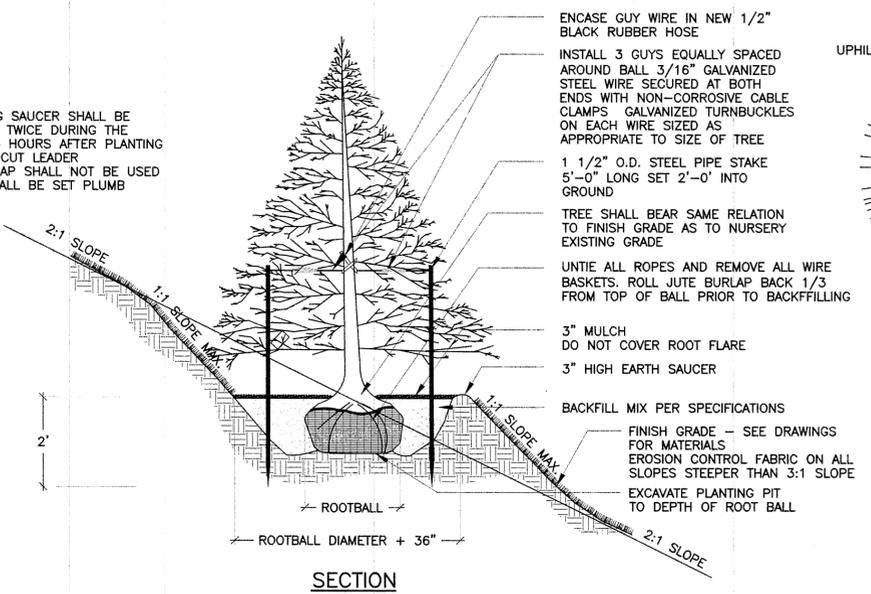
A  
A-11.3

DECIDUOUS TREE PLANTING

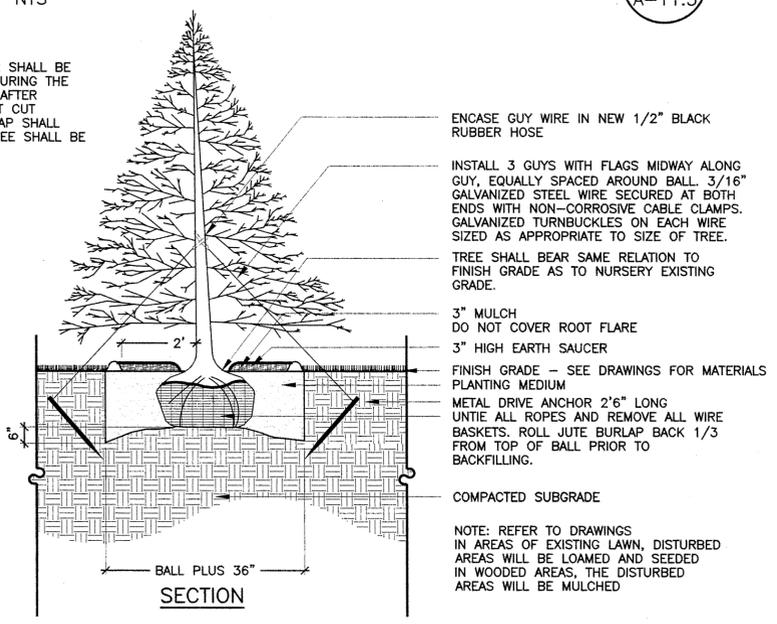
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B  
A-11.3

WATERING SAUCER SHALL BE FLOODED TWICE DURING THE FIRST 24 HOURS AFTER PLANTING. DO NOT CUT LEADER. TREE WRAP SHALL NOT BE USED. TREE SHALL BE SET PLUMB.



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WATERING SAUCER SHALL BE FLOODED TWICE DURING THE FIRST 24 HOURS AFTER PLANTING. DO NOT CUT LEADER. TREE WRAP SHALL NOT BE USED. TREE SHALL BE SET PLUMB.



EVERGREEN TREE PLANTING ON A SLOPE

NTS

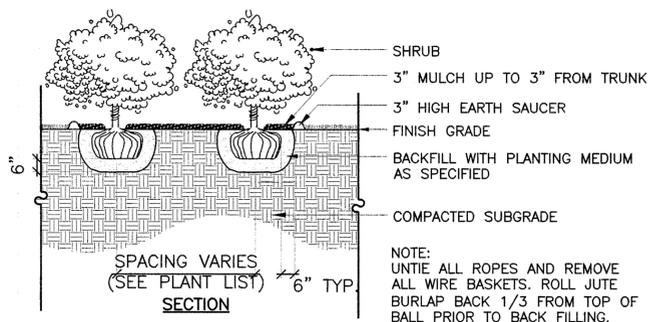
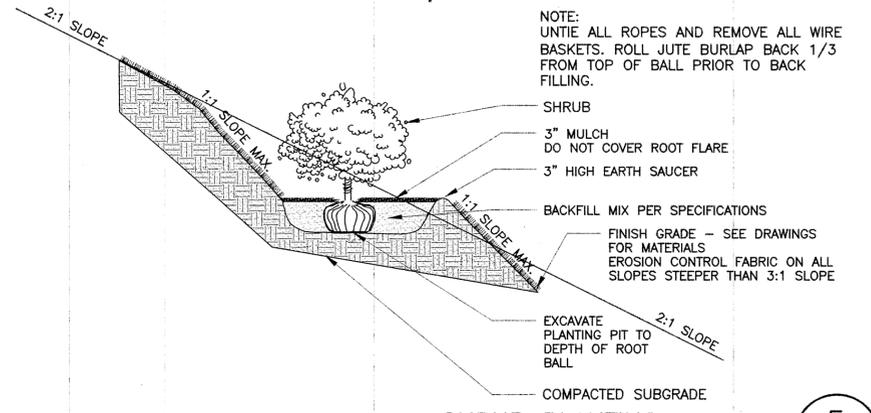
C  
A-11.3

EVERGREEN TREE PLANTING

NTS

D  
A-11.3

NOTE:  
UNTIE ALL ROPES AND REMOVE ALL WIRE BASKETS. ROLL JUTE BURLAP BACK 1/3 FROM TOP OF BALL PRIOR TO BACK FILLING.



NOTE:  
UNTIE ALL ROPES AND REMOVE ALL WIRE BASKETS. ROLL JUTE BURLAP BACK 1/3 FROM TOP OF BALL PRIOR TO BACK FILLING.

SHRUB PLANTING

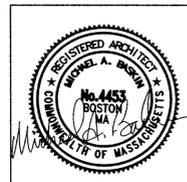
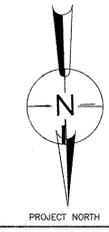
NTS

F  
A-11.3

SHRUB PLANTING

NTS

E  
A-11.3



MASSACHUSETTS BAY TRANSPORTATION AUTHORITY  
FITCHBURG COMMUTER RAIL LINE  
IMPROVEMENT PROJECT  
CONTRACT NO. G67PS01  
**SOUTH ACTON STATION  
LANDSCAPE  
DETAILS**



300 APOLLO DRIVE  
CHELMSFORD, MA 01824  
(978) 905-4000  
MASSACHUSETTS BAY TRANSPORTATION AUTHORITY

ISSUE	DATE	DESCRIPTION	BY	CHKD.	APP.

DES. BY: *Philipp Ben* 5/20/12  
DATE: 05/17/12  
HORIZ: N/A  
VERT: N/A

APPROVED BY: *[Signature]* 6/30/12  
DATE: 6/30/12  
PROJECT MANAGER  
DATE: 6/30/12  
PLAN NO. 168638  
SHEET A-8.3

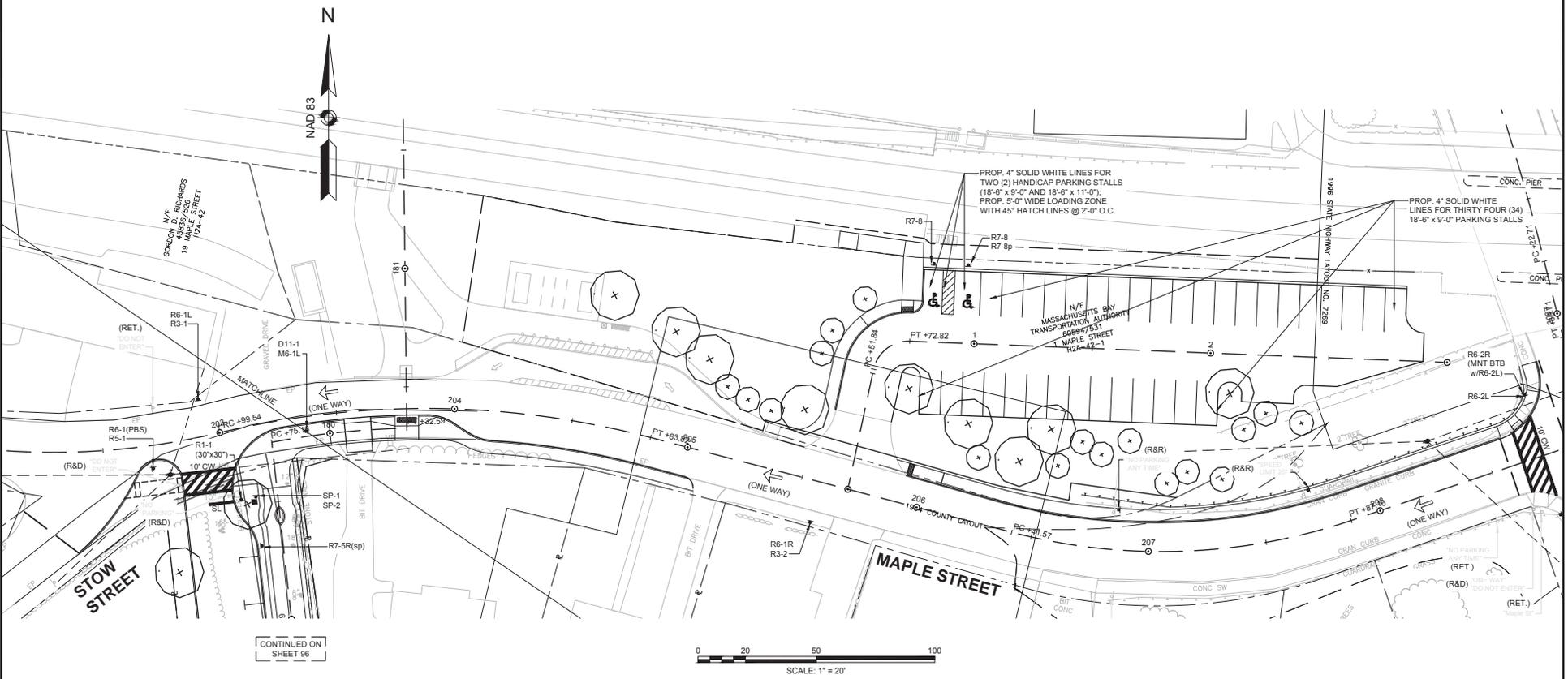
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205 Mt. Auburn St. Watertown, MA 02472

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PLOT DATE: May 25, 2012 10:55am

MAYNARD & ACTON  
ASSABET RIVER RAIL TRAIL

STATE	FED AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA		97	214
PROJECT FILE NO.		604531	

TRAFFIC SIGN & PAVEMENT  
MARKING PLANS



# Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Fire Department	<b>Project</b>	Replacement of Eng. 24		
		<b>Fiscal Year</b>	2017		
<b>Department Head</b>	Patrick J. Futterer	<b>Cost</b>	\$ 650,000.00		
		<b>Priority</b>	1	of	1

---

**1. Description:** Engine 24 is the oldest fire engine in our fleet. The vehicle is a 2000 and has 26,359 miles and needs to be replaced. As a second alarm unit Engine 24 has responded to 367 calls in 2014.

**2. Useful Life:**

10 + years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

**Schedule Replacement**

**New or Expanded Service**

**Other (Please Explain)**

**Increase Personnel Efficiency**

**Replace Obsolete or Unsafe Equipment  
(Explain Disposal of Old Equipment)**

**4. Justification:** Engine 24 is past its useful life for the Town of Acton.

**5. How Was this Project's Priority Determined?**

Vehicle replacement program for fire vehicles.

**6. Estimated Cost** \$650,000.00

**Less Trade-In (If Applicable)** Possible trade in value or sale of vehicle

**Net Cost**

**7. Are Non-Town Revenues Available to Reduce Cost?** Lease to Purchase agreements. Estimated 7 year, annual payment would be \$102,738.35

**8. If this Project is Delayed, What will be the Effect on your Department?**

The repairs will continue to rise and the usefulness of the vehicle will lessen.

**9. Please Describe the Effect of this Project on your Operating Budget.**

Personnel Budget

Increase

Decrease

Expense Budget

X Increase

Decrease

**10. Attachments, if Applicable.**

# Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Fire Department	<b>Project</b>	New Ambulance (replacement program)	
		<b>Fiscal Year</b>	2017	
<b>Department Head</b>	Patrick J. Futterer	<b>Cost</b>	\$245,000.00	
		<b>Priority</b>	2	of 4

---

**1. Description-** Rescue (ambulance) to be utilized for a frontline ambulance at Station 2. This was taken out of the FY16 budget process due to ALS. Rescue 34 as a secondary unit had responded to 343 EMS calls in 2014.

**2. Useful Life** 5-7 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

- Schedule Replacement**
- New or Expanded Service**
- Other (Please Explain)**

- Increase Personnel Efficiency**
- Replace Obsolete or Unsafe Equipment**
- (Explain Disposal of Old Equipment)**  
(The ambulance with the most mileage will be placed into a reserve status)

**4. Justification-**This ambulance will replace a 2010 model year. This vehicle has 80,871 miles as of September 2015.

**5. How Was this Project's Priority Determined?** This was determined by a review of the current vehicles and staffing. An additional rescue should be in place, 24 x 7 365 and the purchase of a new unit will provide us with a newer more trustworthy, secondary unit.

**6. Estimated Cost** \$245,000.00  
**Less Trade-In (If Applicable)**  
**Net Cost** N/A

**7. Are Non-Town Revenues Available to Reduce Cost?**  
 Ambulance Enterprise Fund

**8. If this Project is Delayed, What will be the Effect on your Department?** The unit will get older, more repairs would have to be paid for and its resale value would be less.

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u><b>Personnel Budget</b></u>	<u><b>Expense Budget</b></u>
Increase	X Increase
Decrease	Decrease

**10. Attachments, if Applicable.**

# Capital Improvement Program Proposal – Detail

<i>Department Name</i>	Fire Department	<i>Project</i>	Paramedic Program Start-up	
		<i>Fiscal Year</i>	2017	
<i>Department Head</i>	Patrick J. Futterer	<i>Cost</i>	\$70,000.00 approx.	
		<i>Priority</i>	3	of 4

---

**1. Description**

Specialized equipment needed to establish an ALS program includes items such as Cardiac Monitors, Intravenous solutions, needles, tubing, start kits. Intubation kits for airway maintenance to include laryngeal blades, handles, tubes, tube tamers. Medications need to be purchased and maintained.

**2. Useful Life** Most items used in patient care are one time use only. Some items can be cleaned and reused but only after disinfecting the items.

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<input type="checkbox"/> <b>Schedule Replacement</b>	<input checked="" type="checkbox"/> <b>Increase Personnel Efficiency</b>
<input checked="" type="checkbox"/> <b>New or Expanded Service</b>	<input type="checkbox"/> <b>Replace Obsolete or Unsafe Equipment</b>
<input type="checkbox"/> <b>Other (Please Explain)</b>	<input type="checkbox"/> <b>(Explain Disposal of Old Equipment)</b>

**4. Justification**

This is part of the ALS program for Acton Fire Department. These items are mandated to carry by the Office of EMS for MA.

**5. How Was this Project's Priority Determined?**

Through the protocols for OEMS.

**6. Estimated Cost** \$70,000.00  
**Less Trade-In (If Applicable)**  
**Net Cost**

**7. Are Non-Town Revenues Available to Reduce Cost?**

N/A

**8. If this Project is Delayed, What will be the Effect on your Department?**

We would be unable to start the ALS program.

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase	X Increase
Decrease	Decrease

**10. Attachments, if Applicable.**

# Capital Improvement Program Proposal – Detail

**Department Name** Fire Department

**Project** Paramedic School  
**Fiscal Year** 2017

**Department Head** Patrick J. Futterer

**Cost** \$137,280.00  
**Priority** 4 of 4

---

**1. Description:** To enhance the staffing of Acton Fire Department EMS Division we need to have 4 current EMT Basics go to Paramedic school.

**2. Useful Life:**

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<input type="checkbox"/> <b>Schedule Replacement</b>	<input type="checkbox"/> <b>Increase Personnel Efficiency</b>
<input checked="" type="checkbox"/> <b>New or Expanded Service</b>	<input type="checkbox"/> <b>Replace Obsolete or Unsafe Equipment</b>
<input type="checkbox"/> <b>Other (Please Explain)</b>	<input type="checkbox"/> <b>(Explain Disposal of Old Equipment)</b>

**4. Justification:** The Paramedic program which has been started needs to be enhanced with more Paramedics. An agreement with OEMS to allow us to provide ALS services included the process of obtaining two Paramedics per ambulance. This will help fulfill that agreement.

**5. How Was this Project's Priority Determined?** This is part of the Paramedic agreement with OEMS and our Regional Medical Officer.

**6. Estimated Cost:** \$137,280.00  
**Less Trade-In (If Applicable)**  
**Net Cost**

**7. Are Non-Town Revenues Available to Reduce Cost?** Possible Federal grants to start up the program.

**8. If this Project is Delayed, What will be the Effect on your Department?** Possible failure to comply with the Paramedic agreement with OEMS and a failure to be able to continue ALS services.

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u>Personnel Budget</u>		<u>Expense Budget</u>
Increase	X	Increase
Decrease		Decrease

**10. Attachments, if Applicable.**

# Capital Improvement Program Proposal – Detail

<i>Department Name</i>	Fire Department	<i>Project</i>	Shift Commander Vehicle	
		<i>Fiscal Year</i>	2017	
<i>Department Head</i>	Patrick J. Futterer	<i>Cost</i>	\$60,000.00	
		<i>Priority</i>	1	of 4

---

**1. Description**

Replacement of the front line Shift Commander vehicle. Fire Department Vehicle Replacement Program.

**2. Useful Life**            5 years for useful life.

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<p><input checked="" type="checkbox"/> <b>Schedule Replacement</b></p> <p><input type="checkbox"/> <b>New or Expanded Service</b></p> <p><input type="checkbox"/> <b>Other (Please Explain)</b></p>	<p><input type="checkbox"/> <b>Increase Personnel Efficiency</b></p> <p><input checked="" type="checkbox"/> <b>Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)</b></p>
---	---

**4. Justification**

The current vehicle is 6 years old has 70,366 miles and needs to be placed into a 2<sup>nd</sup> Alarm status. S/C respond to approx.1900 calls in 2014. We need to have a reliable vehicle.

**5. How Was this Project's Priority Determined?**

Vehicle replacement program for equipment.

**6. Estimated Cost \$60,000.00 to include up fit.**

*Less Trade-In (If Applicable)*

**Net Cost \$60,000.00**

**7. Are Non-Town Revenues Available to Reduce Cost?**

Ambulance Enterprise Fund

**8. If this Project is Delayed, What will be the Effect on your Department?**

The vehicle will need further repairs and will not be a reliable vehicle for emergency responses.

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u><b>Personnel Budget</b></u>	<u><b>Expense Budget</b></u>
Increase	Increase <input checked="" type="checkbox"/>
Decrease	Decrease

**10. Attachments, if Applicable.**

# Personnel Improvement Program Proposal-Detail

DEPARTMENT/BOARD Fire/EMS

Project/Expenditure: EMS Coordinator Fiscal Year 2017 Cost: \$38,500.00

Department Head/Board Chair: Patrick J. Futterer Priority: 1 of 1

---

(1) Description (*Please include any brochures on product*):

(2) Useful Life: Continued

(3) Purpose:

Schedule Replacement \*

New/Expanded Service

Other (*Please Explain*)

Increase Personnel Efficiency

Replace Obsolete/Unsafe Equipment\*

\* *Please explain how old equipment will be disposed of.*

(4) Justification:

Replacement of the EMS Coordinator will bring the line personnel back to 10 per group.

(5) How did you determine this project's priority? Replacement for personnel that was moved to the coordinator position.

(6) Estimated Cost: \$38,500.00

---

(7) Additional Cost Data (*Equipment Only*)

Purchase Price: \$ \_\_\_\_\_

Less Trade-In: \$ \_\_\_\_\_

Net Cost: \$ \_\_\_\_\_

(8) Are non-Town revenues available to reduce cost? Ambulance Enterprise Fund

(9) What will be the effect on your department if this project is delayed? Overtime costs will increase

---

(10) Please describe the effect of this project on your Operating Budget.

Personnel Budget:

increase

decrease

no change

\$38,500.00 amount of change

Expense Budget:

increase

decrease

no change

\_\_\_\_\_ amount of change

Detail: \_\_\_\_\_

---

Attachments (if any):

# Personnel Improvement Program Proposal-Detail

DEPARTMENT/BOARD Fire/EMS

Fiscal

Project/Expenditure: Assistant Chief of Operations/Training Year 2017 Cost: \$38,500.00

Department Head/Board Chair: Patrick J. Futterer Priority: 1 of 2

---

(1) Description (*Please include any brochures on product*):

(2) Useful Life: Continued

(3) Purpose:

Schedule Replacement \*

New/Expanded Service

Other (*Please Explain*)

Increase Personnel Efficiency

Replace Obsolete/Unsafe Equipment\*

\* *Please explain how old equipment will be disposed of.*

(4) Justification:

This position would coordinate and perform the following:

- Policy and Procedure establishment
- Training of all Fire Personnel
  - Hands on
  - Computerized
- Record keeping for all training
- Liaison to Municipal Properties Manager
- Standard Operating Procedures
  - Maintenance, Review, Revision, Training

(5) How did you determine this project's priority? Needs of the Department and Town have changed.

(6) Estimated Cost: \$38,500.00

(7) Additional Cost Data (*Equipment Only*)

Purchase Price: \$ \_\_\_\_\_

Less Trade-In: \$ \_\_\_\_\_

Net Cost: \$ \_\_\_\_\_

(8) Are non-Town revenues available to reduce cost? N/A

(9) What will be the effect on your department if this project is delayed? Overtime costs will continue increase

(10) Please describe the effect of this project on your Operating Budget.

Personnel Budget:

increase

decrease

no change

\$38,500.00 amount of change

Expense Budget:

increase

decrease

no change

\_\_\_\_\_ amount of change

Detail: \_\_\_\_\_

---

Attachments (if any):

# Personnel Improvement Program Proposal-Detail

DEPARTMENT/BOARD Fire/EMS

Project/Expenditure: Swing Personnel (4) Fiscal Year 2017 Cost: \$154,000.00

Department Head/Board Chair: Patrick J. Futterer Priority: 2 of 2

---

(1) Description (*Please include any brochures on product*):

(2) Useful Life: Continued

(3) Purpose:

Schedule Replacement \*

New/Expanded Service

Other (*Please Explain*)

Increase Personnel Efficiency

Replace Obsolete/Unsafe Equipment\*

\* *Please explain how old equipment will be disposed of.*

(4) Justification: To help bring the overtime cost down and have a stronger response for emergencies. One new person per group for a total of 4 personnel. This will also help satisfy the OEMS requirement for 2 Paramedics per ambulance.

(5) How did you determine this project's priority? Overtime costs have risen due to contractual agreements and long and short term disabilities during the years.

(6) Estimated Cost: \$ 154,000.00

---

(7) Additional Cost Data (*Equipment Only*)

Purchase Price: \$ \_\_\_\_\_

Less Trade-In: \$ \_\_\_\_\_

Net Cost: \$ \_\_\_\_\_

(8) Are non-Town revenues available to reduce cost? N/A

(9) What will be the effect on your department if this project is delayed? Overtime costs will increase

---

(10) Please describe the effect of this project on your Operating Budget.

Personnel Budget:

increase

decrease

no change

\$154,000.00 amount of change

Expense Budget:

increase

decrease

no change

\_\_\_\_\_ amount of change

Detail: \_\_\_\_\_

---

Attachments (if any):

# Capital Improvement Program Proposal – Detail

<b>Department Name</b>	HEALTH	<b>Project</b>	Community Coordinator Administrative Assistance
		<b>Fiscal Year</b>	2017
<b>Department Head</b>	Doug Halley	<b>Cost</b>	\$25,000
		<b>Priority</b>	1 of 1

---

## 1. Description

This position will provide part-time (19 hrs per week) administrative support for the Community Services Coordinator.

2. Useful Life Personnel

## 3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

<input type="checkbox"/> Schedule Replacement	<input type="checkbox"/> Increase Personnel Efficiency
<input checked="" type="checkbox"/> New or Expanded Service	<input type="checkbox"/> Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)
<input type="checkbox"/> Other (Please Explain)	

## 4. Justification

The case load for the Community Services Coordinator continues to increase each year. The expansion of low income housing combined with a sluggish economy has significantly increased the number of individuals and families that need to be connected to services.

## 5. How Was this Project's Priority Determined?

The Community Services Coordinator's time is too valuable to have an ever increasing amount of time dedicated to administrative functions. An administrative assistant will free up the Coordinator's time and may also be able to help the Veteran's Services Officer with administrative assistance.

6. Estimated Cost \$25,000

Less Trade-In (If Applicable) N/A

Net Cost \$25,000

## 7. Are Non-Town Revenues Available to Reduce Cost?

There are no non-town revenues currently available.

## 8. If this Project is Delayed, What will be the Effect on your Department?

Delay of this proposal would require the Community Services Coordinator to continue providing administrative duties at the expense of direct assistance for individuals and families.

## 9. Please Describe the Effect of this Project on your Operating Budget.

<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase	\$25,000	Increase	No affect
Decrease		Decrease	No affect

## 10. Attachments, if Applicable.

# Capital Improvement Program Proposal – Detail

<i>Department Name</i>	HEALTH	<i>Project</i>	Inspection Vehicle
		<i>Fiscal Year</i>	2017
<i>Department Head</i>	Doug Halley	<i>Cost</i>	\$30,000
		<i>Priority</i>	2 of 2

---

## **1. Description**

This will fund the purchase of a 2016 GMC Canyon pick-up truck or equivalent.

**2. Useful Life** 10 years

## **3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

**Schedule Replacement**

**New or Expanded Service**

**Other (Please Explain)**

**Increase Personnel Efficiency**

**Replace Obsolete or Unsafe Equipment**

**(Explain Disposal of Old Equipment)**

## **4. Justification**

The Sealer of Weights and Measures needs support for the equipment necessary to conduct inspections. An additional vehicle will also address Land Use Department needs allowing additional transport for inspections required by each department.

## **5. How Was this Project's Priority Determined?**

The availability of funds in the Sealer of Weights and Measures fund and the increasing need of bringing equipment to offsite locations.

**6. Estimated Cost** \$30,000

**Less Trade-In (If Applicable)** N/A

**Net Cost** \$30,000

## **7. Are Non-Town Revenues Available to Reduce Cost?**

The vehicle will be funded from the Sealer of Weights and Measures Revolving Account.

## **8. If this Project is Delayed, What will be the Effect on your Department?**

Delay of this project will be relying on the availability of ill equipped vehicles for inspectional and emergency health services.

## **9. Please Describe the Effect of this Project on your Operating Budget.**

### Personnel Budget

Increase No affect

Decrease No affect

### Expense Budget

Increase No affect

Decrease No affect

## **10. Attachments, if Applicable.**



## 25% ENGINEER'S ESTIMATE

<b>KEY:</b>
BRIDGE ITEMS
HIGHWAY ITEMS

Item No.	Quantity	Unit	Description	Unit Price	Amount
102.01	1	LS	SELECTIVE CLEARING AND GRUBBING	\$2,500.00	\$2,500.00
102.51	2	EA	INDIVIDUAL TREE PROTECTION	\$200.00	\$400.00
102.52	125	FT	TEMPORARY TREE PROTECTION FENCING	\$10.00	\$1,250.00
103.	2	EA	TREE REMOVED - DIAMETER UNDER 24 INCHES	\$750.00	\$1,500.00
104.	2	EA	TREE REMOVED - DIAMETER 24 INCHES AND	\$1,250.00	\$2,500.00
115.1	1	LS	DEMOLITION OF BRIDGE NO. A-02-010	\$25,000.00	\$25,000.00
120.1	90	CY	UNCLASSIFIED EXCAVATION	\$25.00	\$2,250.00
140.	700	CY	BRIDGE EXCAVATION	\$38.00	\$26,600.00
141.1	25	CY	TEST PIT FOR EXPLORATION	\$50.00	\$1,250.00
142.	5	CY	CLASS B TRENCH EXCAVATION	\$30.00	\$150.00
144.	8	CY	CLASS B ROCK EXCAVATION	\$125.00	\$1,000.00
150.	50	CY	ORDINARY BORROW	\$22.00	\$1,100.00
151.	200	CY	GRAVEL BORROW	\$30.00	\$6,000.00
151.2	430	CY	GRAVEL BORROW FOR BACKFILLING STRUCTURES AND PIPES	\$45.00	\$19,350.00
156.	15	TON	CRUSHED STONE	\$35.00	\$525.00
156.1	90	TON	CRUSHED STONE FOR BRIDGE FOUNDATIONS	\$50.00	\$4,500.00
170.	350	SY	FINE GRADING AND COMPACTING	\$3.00	\$1,050.00
180.1	1	LS	HEALTH AND SAFETY PLAN	\$3,000.00	\$3,000.00
180.2	8	HR	IMPLEMENTATION OF HEALTH AND SAFETY PLAN	\$80.00	\$640.00
180.3	8	HR	PERSONNEL PROTECTION LEVEL C UPGRADE	\$15.00	\$120.00
180.5	8	HR	LICENSED SITE PROFESSIONAL	\$100.00	\$800.00
180.6	2	EA	MISCELLANEOUS SOILS TESTING	\$1,000.00	\$2,000.00
201.	1	EA	CATCH BASIN	\$2,500.00	\$2,500.00
202.	1	EA	MANHOLE	\$3,000.00	\$3,000.00
221.	1	EA	FRAME AND COVER	\$700.00	\$700.00
222.1	1	EA	FRAME AND GRATE - MASSDOT CASCADE TYPE	\$700.00	\$700.00
241.15	20	FT	15 INCH REINFORCED CONCRETE PIPE	\$70.00	\$1,400.00
241.18	60	FT	18 INCH REINFORCED CONCRETE PIPE	\$75.00	\$4,500.00
303.08	75	FT	8 INCH DUCTILE IRON WATER PIPE (MECHANICAL JOINT)	\$100.00	\$7,500.00
303.10	95	FT	10 INCH DUCTILE IRON WATER PIPE (MECHANICAL JOINT)	\$110.00	\$10,450.00
309.	500	LB	DUCTILE IRON FITTINGS FOR WATER PIPE	\$5.00	\$2,500.00
373.08	75	FT	8 INCH WATER PIPE INSULATION	\$60.00	\$4,500.00
373.10	90	FT	10 INCH WATER PIPE INSULATION	\$70.00	\$6,300.00
415.	275	SY	PAVEMENT MICRO MILLING	\$3.00	\$825.00
450.90	95	TON	CONTRACTOR QUALITY CONTROL	\$2.00	\$190.00
452.	40	GAL	ASPHALT EMULSION FOR TACK COAT	\$6.50	\$260.00
453.	710	FT	HMA JOINT SEALANT	\$1.00	\$710.00
455.22	55	TON	SUPERPAVE SURFACE COURSE - 9.5 (SSC - 9.5)	\$140.00	\$7,700.00
455.32	40	TON	SUPERPAVE INTERMEDIATE COURSE - 19.0 (SIC - 19.0)	\$140.00	\$5,600.00
456.	90	TON	WARM-MIX ASPHALT PAVEMENT	\$2.00	\$180.00

Parker Street (Bridge No. A-02-010)  
 Acton, Massachusetts  
 Engineer's Estimate - 25% Design  
September 11, 2015

Item No.	Quantity	Unit	Description	Unit Price	Amount
472.	10	TON	HOT MIX ASPHALT FOR MISCELLANEOUS WORK	\$150.00	\$1,500.00
482.3	200	FT	SAWING ASPHALT PAVEMENT	\$2.00	\$400.00
520.11	30	FT	SPECIAL CONCRETE CURB - CAST IN PLACE	\$100.00	\$3,000.00
570.3	330	FT	HOT MIX ASPHALT CURB TYPE 3	\$12.50	\$4,125.00
623.1	90	FT	STEEL THRIE BEAM HIGHWAY GUARD (SINGLE FACED)	\$27.00	\$2,430.00
627.8	4	EA	STEEL BEAM HIGHWAY GUARD TANGENT END TREATMENT	\$2,300.00	\$9,200.00
628.2	4	EA	BRIDGE RAIL TO HIGHWAY GUARD RAIL TRANSITION	\$2,600.00	\$10,400.00
635.1	250	FT	HIGHWAY GUARD REMOVED AND DISCARDED	\$2.00	\$500.00
645.148	65	FT	48 INCH CHAIN LINK FENCE (PTR) VINYL COATED	\$40.00	\$2,600.00
657.	200	FT	TEMPORARY FENCE	\$15.00	\$3,000.00
690.1	10	CY	STONE MASONRY WALL REMOVED AND REBUILT	\$700.00	\$7,000.00
701.	25	SY	CEMENT CONCRETE SIDEWALK	\$55.00	\$1,375.00
748.	1	LS	MOBILIZATION	\$20,000.00	\$20,000.00
751.	55	CY	LOAM BORROW	\$45.00	\$2,475.00
765.	395	SY	SEEDING	\$2.00	\$790.00
769.	235	FT	PAVEMENT MILLING MULCH UNDER GUARD RAIL	\$7.00	\$1,645.00
833.5	5	EA	DEMOUNTABLE REFLECTORIZED DELINEATOR - GUARD RAIL	\$5.00	\$25.00
833.7	4	EA	DELINEATION FOR GUARD RAIL TERMINI	\$35.00	\$140.00
852.	160	SF	SAFETY SIGNING FOR TRAFFIC MANAGEMENT	\$15.00	\$2,400.00
853.1	6	EA	PORTABLE BREAKAWAY BARRICADE TYPE III	\$125.00	\$750.00
853.2	50	FT	TEMPORARY BARRIER	\$40.00	\$2,000.00
854.016	130	FT	TEMPORARY PAVING MARKINGS - 6 INCH (PAINTED)	\$0.25	\$32.50
859.	650	DAY	REFLECTORIZED DRUM	\$0.20	\$130.00
867.04	325	FT	4 INCH REFLECTORIZED YELLOW LINE (THERMOPLASTIC)	\$0.50	\$162.50
950.1	1	LS	TEMPORARY SHORING	\$75,000.00	\$75,000.00
995.01	1	LS	BRIDGE STRUCTURE, BRIDGE NO. A-02-010	\$309,560.00	\$309,560.00
991.1	1	LS	CONTROL OF WATER - BRIDGE NO. A-02-010	\$30,000.00	\$30,000.00
999.1	1	LS	UTILITY POLE RELOCATION	\$20,000.00	\$20,000.00

Subtotal	\$673,640.00
Police Details (5%)	\$33,682.00
Contingencies (20%)	\$134,728.00
Total	\$842,050.00
<b>Say</b>	<b>\$850,000.00</b>

Parker Street (Bridge No. A-02-010)  
Acton, Massachusetts

**PARKER STREET**  
**SURFACE AREAS SUMMARY**

	<u>Total</u>			<u>Total</u>		
<b>Full Depth Pavement</b>	2800	SF	=	311	SY	
<b>Pavement Milling and Overlay</b>	2258	SF	=	251	SY	
<b>Cement Concrete Sidewalk</b>	160	SF	=	18	SY	
<b>Loam &amp; Seed</b>	3212	SF	=	357	SY	
<b>Bridge</b>	885	SF	=	98	SY	

Job No. 13016.00  
Parker Street (Bridge A-02-010)  
Estimated by: JCR  
Checked by:

Parker Street (Bridge No. A-02-010)  
Acton, Massachusetts

**PARKER STREET**  
**SURFACE AREA CALCULATIONS**

**Full Depth Pavement**

<u>Station</u>		<u>Station</u>		<u>Area</u>
3+00	to	4+23		2800 SF

TOTAL: 2800 SF

Job No. 13016.00  
Parker Street (Bridge A-02-010)  
Estimated by: JCR  
Checked by:

Parker Street (Bridge No. A-02-010)  
Acton, Massachusetts

**PARKER STREET**

**PAVEMENT MILLING**

PARKER STREET

<u>Station</u>			<u>Area</u>
2+80	to	3+00	463 SF
4+23	to	4+33	243

CLOVER HILL ROAD

<u>Station</u>			<u>Area</u>
0+12	to	0+75	1552 SF

TOTAL: 2258 SF

Job No. 13016.00  
Parker Street (Bridge A-02-010)  
Estimated by: JCR  
Checked by:

Parker Street (Bridge No. A-02-010)  
Acton, Massachusetts

**PARKER STREET**

**CEMENT CONCRETE SIDEWALK**

<u>Station</u> 3+45	to	3+77	RT	<u>Area</u> 160	SF
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TOTAL: 160 SF

Job No. 13016.00  
Parker Street (Bridge A-02-010)  
Estimated by: JCR  
Checked by:

Parker Street (Bridge No. A-02-010)  
Acton, Massachusetts

**PARKER STREET**

**LOAM AND SEED**

<u>Station</u>		<u>Station</u>		<u>Area</u>	
2+40	to	3+50	RT	1180	SF
2+60	to	3+30	LT	150	
3+50	to	3+70	LT	734	
3+70	to	4+40	RT	576	
4+10	to	4+60	LT	572	

TOTAL: 3212 SF

Job No. 13016.00  
Parker Street (Bridge A-02-010)  
Estimated by: JCR  
Checked by:

Parker Street (Bridge No. A-02-010)  
Acton, Massachusetts

**PARKER STREET**

**BRIDGE AREA**

<u>Station</u>		<u>Station</u>		<u>Area</u>
3+35	to	3+62		885 SF

TOTAL: 885 SF

Job No. 13016.00  
Parker Street (Bridge A-02-010)  
Estimated by: JCR  
Checked by:

Parker Street (Bridge No. A-02-010)  
Acton, Massachusetts

<b>SUMMARY QUANTITY SHEET</b>				
FROM EARTHWORKS SHEETS:				
<u>EXCAVATION</u>				<u>EMBANKMENT</u>
Parker Street:	75	CY		
			Parker Street:	20
			CY	
<u>75</u>			<u>20</u>	
CY			CY	

<u>EXCAVATION</u>	<u>EMBANKMENT</u>		
Earthworks:	75	Earthworks:	20
Estimated Excavation:	<u>75</u>	Estimated Embankment:	<u>20</u>
DEDUCT 2.5% (Boulders):	-2	PLUS 15% Swell:	<u>3</u>
DEDUCT 30% (Unsuitable):	-23		
DEDUCT 5% (Shrinkage):	<u>-4</u>	TOTAL Embankment Required:	23
Available for Embankment:	47	CY	
<b>Excavation remaining:</b>	<b>47</b>	Available from Embankment:	<u>47</u>
		<b>Excess Embankment:</b>	<b>24</b>
			<b>CY</b>

Parker Street (Bridge No. A-02-010)  
Acton, Massachusetts

<b>EARTHWORK WORK SHEET</b>						
<b>PARKER STREET EXCAVATION</b>						
Station	Length (ft)	Cut Area (sf)	Average Cut Area (sf)	Cut Volume (cf)	Cut Volume (cy)	Cumm Cut Volume (cy) Total
02+80		0.31				
03+00	20	0.22	0.26	5.29	0.20	0.20
03+25	25	32.50	16.36	408.95	15.15	15.34
INTERSECTION WITH BRIDGE						
INTERSECTION WITH BRIDGE						
03+70		0.10				15.34
04+00	30	35.20	17.65	529.50	19.61	34.95
04+33	33	0.80	18.00	594.00	22.00	56.95
<b><u>EXCAVATION: 75 CY</u></b>						

Job No. 13016.00  
Parker Street (Bridge A-02-010)  
Estimated by: JCR  
Checked by:

Parker Street (Bridge No. A-02-010)  
Acton, Massachusetts

<b>EARTHWORK WORK SHEET</b>						
<b>PARKER STREET EMBANKMENT</b>						
Station	Length (ft)	Fill Area (sf)	Average Fill Area (sf)	Fill Volume (cf)	Fill Volume (cy)	Cumm Fill Volume (cy) Total
02+80		1.29				
03+00	20	1.65	1.47	29.40	1.09	1.09
03+25	25	4.28	2.97	74.13	2.75	3.83
		INTERSECTION WITH BRIDGE				
		INTERSECTION WITH BRIDGE				
03+70		0.00				3.83
04+00	30	5.52	2.76	82.80	3.07	6.90
04+33	33	2.72	4.12	135.96	5.04	11.94
<b><u>EXCAVATION: 20 CY</u></b>						

Job No. 13016.00  
Parker Street (Bridge A-02-010)  
Estimated by: JCR  
Checked by:

CLASS B TRENCH EXCAVATION QUANTITIES

BEGIN END	CB OR DMH	RIM ELEV (FT)	EXIST. GRADE (FT)	INVERT ELEV (FT)	BOT. OF TRENCH (FT)	DEPTH "D" (FT)	SLOPE OF TRENCH	LENGTH OF>5' DEPTH	AVG DEPTH (CLASS B)	PIPE DIA. (FT)	TRENCH WIDTH (FT)	AREA A (SF)	AREA B (SF)	TOTAL AREA (SF)	LENGTH (FT)	ITEM 142 CLASS B TRENCH (CY)	ITEM 156 CRUSHED STONE (CY)	ITEM 151.2 GRAVEL BORROW (CY)
<b>PARKER STREET</b>																		
<b>DRAINAGE</b>																		
3+16	DMH1	137.40	137.20	132.20	131.49	5.71												
3+50	Outlet	132.10	132.10	132.10	131.39	0.71	0.125	5.67	5.35	1.50	4.50	0.13	1.59	1.72	40.00	0.36	5.72	17.38
					-0.58	0.58												
					-0.58	0.58	#DIV/0!	N/A	N/A		3.00	N/A	N/A	N/A		N/A	0.00	0.00
					-0.58	0.58	#DIV/0!	N/A	N/A		3.00	N/A	N/A	N/A		N/A	0.00	0.00
					-0.58	0.58	#DIV/0!	N/A	N/A		3.00	N/A	N/A	N/A		N/A	0.00	0.00
					-0.58	0.58	#DIV/0!	N/A	N/A		3.00	N/A	N/A	N/A		N/A	0.00	0.00
					-0.58	0.58	#DIV/0!	N/A	N/A		3.00	N/A	N/A	N/A		N/A	0.00	0.00
					-0.58	0.58	#DIV/0!	N/A	N/A		3.00	N/A	N/A	N/A		N/A	0.00	0.00
<b>Parker Street DRAINAGE TOTAL:</b>																<b>0.36</b>	<b>5.72</b>	<b>17.38 CY</b>

Note: Class B trench is only required for trenches greater than 5' in depth. All pipe trenches have been included for the crushed stone and gravel borrow quantity estimate. Trenches less than 5' in depth (shaded cells) have not been included in class B trench quantity total.

Estimated by: JCR  
Checked by:

**ITEM 102.01**

**SELECTIVE CLEARING AND GRUBBING**

**LS**

---

**ITEM 102.01 SAY 1 LS**

**ITEM 102.51**

**INDIVIDUAL TREE PROTECTION**

**EA**

CLOVER HILL ROAD

<u>Station</u>	<u>Offset</u>		<u>Quantity</u>
0+38	23.5	LT	1
0+43	24	LT	1
			<hr/> <hr/> 2

**ITEM 102.51 SAY 5 EA**

**ITEM 102.52**

**TEMPORARY TREE PROTECTION FENCE**

**FT**

---

Assume tree protection fence required at limits of proposed clearing and grubbing.

Station	Station		Length
3+70	4+33	RT	63
2+60	3+10	LT	50
Total:			113 FT

**ITEM 102.52 SAY 125 FT**

**ITEM 103.**

**TREE REMOVED - DIAMETER UNDER 24 INCHES**

**EA**

---

Say 2 for Contingency

**ITEM 103. SAY 2 EA**

**ITEM 104.**

**TREE REMOVED - DIAMETER 24 INCHES AND OVER**

**EA**

---

Say 2 for Contingency

**ITEM 104. SAY EA**

**ITEM 120.1**

**UNCLASSIFIED EXCAVATION**

**CY**

---

SEE EARTHWORK SUMMARY      75    CY

VOLUME OF UNCLASSIFIED EXCAVATION AVAILABLE AS ORDINARY BORROW:

SEE EARTHWORK SUMMARY      47 CY

**ITEM 120.1 SAY 90 CY**

**ITEM 141.1**

**TEST PIT FOR EXPLORATION**

**CY**

---

AT VARIOUS LOCATIONS AS REQUIRED BY THE ENGINEER  
ASSUME TEST PITS DUG AT LOCATION OF EXISTING WATER LINES

ASSUME EACH TEST PIT IS 5' x 5' x 5'

5' x 5' x 5' x 5 = 625 CF

625 cf = 23 CY

**ITEM 141.1 SAY 25 CY**

**ITEM 142.**

**CLASS B TRENCH EXCAVATION**

**CY**

---

Notes:

1. See Class B Trench Excavation Quantity Sheet for calculations:
2. Depth of grade is measured from existing grade to 6 in below pipe barrel.  
for backfilling structures and pipes.
3. Assume drainage installation occur prior to roadway construction

FROM CLASS-B TRENCH CALCULATION :   **0.36**       **CY**

As a contingency, say 5 CY

**ITEM 142. SAY 5 CY**

**ITEM 144.**

**CLASS B ROCK EXCAVATION**

**CY**

---

AS MAY BE REQUIRED DURING TRENCH EXCAVATION AND

SAY 5 CY

**ITEM 144. SAY 5 CY**

**ITEM 150. ORDINARY BORROW CY**

---

From Earthwork Calculations:	FILL	20
	Plus 15% swell:	3 CY
	Subtotal:	23 CY
LESS AVAILABLE FROM ITEM 120.1:		47 CY

ORDINARY BORROW REQUIRED = -24 CY

For Contingency, say 50 CY

**ITEM 150. SAY 50 CY**

**ITEM 151.**

**GRAVEL BORROW**

**CY**

For work outside pavement limits.  
FROM SURFACE AREA CALCULATIONS

	Area (SF)	Depth (FT)	Volume (CY)
CEM CONC SIDEWALKS:	160	0.67	4
FULL DEPTH PAVEMENT:	2,800	1.00	104
			<b>108 CY</b>

DAYLIGHTING OF GRAVEL

Station	Length (ft)	Gravel Borrow Area (sf)	Average Gravel Borrow Area (sf)	Gravel Borrow Volume (cf)	Gravel Borrow Volume (cy)	Cumm Volume (cy) Total
03+00		0.00	0.00			
03+25	25	15.55	7.78	194.38	7.20	7.20
		INTERSECTION WITH BRIDGE				
03+70		0.00				7.20
04+00	30	14.00	14.78	443.25	16.42	23.62
04+30	30	0.00	7.00	210.00	7.78	31.39

**31.39 CY**

SUBTOTAL: 139  
PLUS 25% SWELL: 35

TOTAL: **174 CY**

**ITEM 151. SAY 200 CY**

**ITEM 151.2 GRAVEL BORROW FOR BACKFILLING STRUCTURES AND PIPES CY**

---

<b>DRAINAGE:</b>	FROM CLASS -B TRENCH CALCULATIONS:	<b>17 CY</b>	
<b>WATER:</b>	TOTAL LENGTH	152 FT	
	FOR 8" TO 10" DIP, ASSUME WIDTH	4	
	DEPTH	1	
		<hr/>	
		608 CF =	<b>23 CY</b>
	SUBTOTAL:	40 CY	
	PLUS 25% SWELL:	10 CY	
		<hr/>	
	SUBTOTAL:	<b>50</b>	<b>CY</b>
	BRIDGE:	350	CY
	<b>TOTAL:</b>	<b>400</b>	<b>CY</b>

**ITEM 151.2 SAY 430 CY**

**ITEM 156. CRUSHED STONE TON**

---

**DRAINAGE:**

CRUSHED STONE BEDDING:

FROM CLASS-B TRENCH CALCULATIONS: 6 CY

6 CY \* .25 = 1 CY

**WATER:**

ASSUME 25% OF TRENCH AREAS WILL REQUIRE  
CRUSHED STONE BEDDING:

TOTAL LENGTH	152 FT
FOR 8" to 10" DIP, ASSUME WIDTH	4
DEPTH	1
	<hr/>
	608 CF
	23 CY

23 CY \* .25 = 6 CY

TOTAL: 7 CY

7 CY \* 1.75 TON/CY = 12.4 TON

**ITEM 156. SAY 15 TON**

**ITEM 170.**

**FINE GRADING AND COMPACTING**

**SY**

---

	<u>AREA</u>
FULL DEPTH PAVEMENT:	311 SY
	<u><u>311 SY</u></u>

**ITEM 170. SAY 350 SY**

**ITEM 180.1**

**HEALTH AND SAFETY PLAN**

**LS**

---

Say 1 Lump Sum for project

**ITEM 180.1 SAY 1 LS**

**ITEM 180.2**

**IMPLEMENTATION OF HEALTH AND SAFETY PLAN**

**HR**

---

FOR ESTIMATING PURPOSES SAY 8 HR

**ITEM 180.2 SAY 8 HR**

**ITEM 180.3**

**PERSONNEL PROTECTION LEVEL C UPGRADE**

**HR**

---

**ITEM 180.3 SAY 8 HR**

**ITEM 180.5**

**LICENSED SITE PROFESSIONAL**

**HR**

---

**ITEM 180.5 SAY 8 HR**

**ITEM 180.6**

**MISCELLANEOUS SOILS TESTING**

**EA**

---

FOR ESTIMATING PURPOSES SAY 1 TEST ON  
EACH SIDE OF THE CULVERT.

**ITEM 180.6 SAY 2 EA**

Parker Street (Bridge No. A-02-010)  
Acton, Massachusetts

**ITEM 201.**

**CATCH BASIN**

**EA**

---

<u>Structure No.</u>	<u>Station</u>	<u>Offset</u>	<u>Quantity</u>
1	3+66	LT	1.0 EA

Total: 1.0 EA

**ITEM 201. SAY 1 EA**

Parker Street (Bridge No. A-02-010)  
Acton, Massachusetts

**ITEM 202.**

**MANHOLE**

**EA**

---

<u>Structure No.</u>	<u>Station</u>	<u>Offset</u>	<u>Quantity</u>
2	3+15	13.9' RT	1.0

Total 1.0 EA

**ITEM 202. SAY 1 EA**

**ITEM 221.**

**FRAME AND COVER**

**EA**

---

Assume proposed manhole structures within roadway will require frame or cover.

From Item 202:

1

1 EA

**ITEM 221. SAY 1 EA**

**ITEM 222.1**

**FRAME AND GRATE - MASSDOT CASCADE TYPE**

**EA**

---

Assume proposed catch basin structures within roadway will require frame or grate - MassDOT cascade type.

From Item 201: 1 EA

1 EA

**ITEM 222.1 SAY 1 EA**



Parker Street (Bridge No. A-02-010)  
Acton, Massachusetts

**ITEM 241.18**

**18 INCH REINFORCED CONCRETE PIPE**

**FT**

---

<u>Sta</u>		<u>Sta</u>	<u>Length</u>	
3+00 RT	to	3+53 RT	53.0	FT

Total: 53.0 FT

**ITEM 241.18 SAY 60 FT**

Parker Street (Bridge No. A-02-010)  
Acton, Massachusetts

**ITEM 303.08                    8 INCH DUCTILE IRON WATER PIPE (MECHANICAL JOINT)                    FT**

---

<u>Station</u>		<u>Station</u>	<u>Length</u>	
3+37	to	3+75	65	FT

**TOTAL    =        65    FT**

**ITEM 303.08 SAY 75 FT**

Parker Street (Bridge No. A-02-010)  
Acton, Massachusetts

**ITEM 303.10      10 INCH DUCTILE IRON WATER PIPE (MECHANICAL JOINT)      FT**

---

<u>Station</u>		<u>Station</u>	<u>Length</u>	
3+25	to	3+70	87	FT

**TOTAL    =      87    FT**

**ITEM 303.10 SAY 95 FT**

Parker Street (Bridge No. A-02-010)  
Acton, Massachusetts

**ITEM 309. DUCTILE IRON FITTINGS FOR WATER PIPE LB**

---

<u>Fitting</u>	<u>Qty</u>	<u>Weight</u>	<u>Total Weight</u>	
45 Bend	8	55	440	
		Total:	440	LB

**ITEM 309. SAY 500 LB**





Parker Street (Bridge No. A-02-010)  
Acton, Massachusetts

**ITEM 415.**

**PAVEMENT MICRO MILLING**

**SY**

---

FROM SURFACE AREA CALCULATIONS

PAVEMENT MILLING AND OVERLAY AREA: 251 SY

251 SY

**ITEM 415. SAY 275 SY**

Job No. 13016.00  
Parker Street (Bridge A-02-010)  
Estimated by: JCR  
Checked by:

Parker Street - 400 - 1

Parker Street (Bridge No. A-02-010)  
Acton, Massachusetts

**ITEM 450.90**

**CONTRACTOR QUALITY CONTROL**

**TON**

---

FROM SURFACE AREA CALCULATIONS

FROM ITEM 455.22: 47 TON  
FROM ITEM 455.32: 35 TON

---

82 TON

**ITEM 450.90 SAY 95 TON**

Job No. 13016.00  
Parker Street (Bridge A-02-010)  
Estimated by: JCR  
Checked by:

**ITEM 452. ASPHALT EMULSION FOR TACK COAT GAL**

---

APPLICATION RATES:

0.05 gal/ SY ON PAVED SURFACES  
0.07 gal/ SY ON MILLED SURFACES

FROM AREA CALCULATIONS:

Quantity

FULL DEPTH PAVEMENT:

$$311 \text{ SY} \times 0.05 \text{ GAL/SY} = 16 \text{ GAL}$$

PAVEMENT MILLING AND OVERLAY AREA =

$$251 \text{ SY} \times 0.07 \text{ GAL/SY} = 18 \text{ GAL}$$

---

---

33 GAL

**ITEM 452. SAY 40 GAL**

Parker Street (Bridge No. A-02-010)  
Acton, Massachusetts

**ITEM 453. HMA JOINT SEALER FT**

Assume Parker Street will be done in 2 passes with 1 longitudinal joints.  
Assume Clover Hill Road will be done in 2 passes with 1 longitudinal joints.  
Also required along curb/edging, say 2 longitudinal joints.

**Longitudinal Joints**

Parker Street

	<u>Sta.</u>		<u>Sta.</u>		<u>Length</u>
<i>Center of Road</i>	2+80, 0'	to	4+33, 0'	(1 joint)	153 FT
<i>Curbing/ Edging</i>	2+80, 12' RT		3+80, 11' RT		100
	3+10, 11' LT		3+51, 11' LT		41
					<hr style="width: 100%; border: 0.5px solid black;"/> 294 FT

Clover Hill Road

	<u>Sta.</u>		<u>Sta.</u>		<u>Length</u>
<i>Center of Road</i>	0+12, 0'	to	0+75, 0'	(1 joint)	63 FT
<i>Curbing/ Edging</i>	0+12, 20' LT		0+75, 12' LT		65
	0+12, 15' RT		0+75, 12' RT		60
					<hr style="width: 100%; border: 0.5px solid black;"/> 188 FT

**Traverse Joints**

Parker Street

	<u>Sta.</u>		
Limit of Trans.	2+80		24 FT
Limit of FDP	3+00		23
Limit of FDP	4+23		24
Limit of Trans.	4+33		25
			<hr style="width: 100%; border: 0.5px solid black;"/> 96 FT

Clover Hill Road

	<u>Sta.</u>		
Limit of M&O	0+12		58 FT
Limit of M&O	0+75		25
			<hr style="width: 100%; border: 0.5px solid black;"/> 83 FT

TOTAL 

---

661 FT

**ITEM 453. SAY 710 FT**

Job No. 13016.00  
Parker Street (Bridge A-02-010)  
Estimated by: JCR  
Checked by:

Parker Street (Bridge No. A-02-010)  
Acton, Massachusetts

**ITEM 455.22**

**SUPERPAVE SURFACE COURSE - 9.5 (SSC - 9.5)**

**TON**

---

FROM SURFACE AREA CALCULATIONS:

PAVEMENT MILLING AND OVERLAY AREA: 251 SY

FULL DEPTH PAVEMENT: 311 SY

562.0 SY

562.0 Y x 1.5" DEPTH x 0.056 TON/SY\*IN = 47.2 TONS

**ITEM 455.22 SAY 55 TON**

Job No. 13016.00  
Parker Street (Bridge A-02-010)  
Estimated by: JCR  
Checked by:

Parker Street - 400 - 5



Parker Street (Bridge No. A-02-010)  
Acton, Massachusetts

**ITEM 456. WARM-MIX ASPHALT PAVEMENT TON**

---

FROM SURFACE AREA CALCULATIONS

FROM ITEM 455.22: 47 TON  
FROM ITEM 455.32: 35 TON

---

82 TON

**ITEM 456. SAY 90 TON**

Job No. 13016.00  
Parker Street (Bridge A-02-010)  
Estimated by: JCR  
Checked by:

Parker Street (Bridge No. A-02-010)  
Acton, Massachusetts

**ITEM 472. HOT MIX ASPHALT FOR MISCELLANEOUS WORK TON**

---

Say 10 Ton for contingency

**ITEM 472. SAY 10 TON**

Job No. 13016.00  
Parker Street (Bridge A-02-010)  
Estimated by: JCR  
Checked by:

Parker Street - 400 - 8





Parker Street (Bridge No. A-02-010)  
Acton, Massachusetts

**ITEM 570.3** **HOT MIX ASPHALT CURB - TYPE 3** **FT**

---

Parker Street

<u>Station</u>		<u>Station</u>		<u>Length</u>
2+80	to	3+38	RT	58
3+63	to	4+33	RT	70
2+80	to	3+25	LT	45
				<hr/> 173 FT

Clover Hill Road

<u>Station</u>		<u>Station</u>		<u>Length</u>
0+12	to	0+75	LT	65
0+12	to	0+75	RT	60
				<hr/> 125 FT

Total **298** FT

**ITEM 570.3 SAY 330 FT**

**ITEM 623.1                      STEEL THRIE BEAM HIGHWAY GUARD (SINGLE FACED)                      FT**

---

<u>Station</u>		<u>Station</u>		<u>Length</u>
2+87	to	3+26	RT	39
0+12		0+38	LT	26
TOTAL:				<u><u>65</u></u>

**ITEM 623.1 SAY 90 FT**

**ITEM 627.8**

**STEEL BEAM HIGHWAY GUARD TANGENT END TREATMENT**

**EA**

<u>Station</u>				<u>Qty</u>
2+50	to	2+87	RT	1
2+50	to	2+87	LT	1
4+43	to	4+80	RT	1
0+38	to	0+75	LT	1

TOTAL: 4

**ITEM 627.1 SAY 4 EA**

**ITEM 628.2**

**BRIDGE RAIL TO HIGHWAY GUARD RAIL TRANSITION**

**EA**

---

<u>Station</u>				<u>Quantity</u>	
3+26	to	3+45	RT	1	EA
2+86	to	3+05	LT	1	
3+55	to	3+70	LT	1	
4+23	to	4+41	RT	1	

Total: 4 EA

**ITEM 628.2 SAY 4 EA**



**ITEM 645.148**

**48 INCH CHAIN LINK FENCE (PTR) VINYL COATED**

**FT**

Sta  
2+45 to 3+42 RT Quantity  
57 FT

TOTAL: 57 FT

**ITEM 657. SAY 65 FT**

**ITEM 657.**

**TEMPORARY FENCE**

**FT**

---

FOR BRIDGE CLOSURE

Quantity  
75 FT

TOTAL: 75 FT

**ITEM 657. SAY 100 FT**

Golf Club Road (Bridge No. F-02-091)  
Fall River, Massachusetts

**ITEM 701.**

**CEMENT CONCRETE SIDEWALK**

**SY**

---

FROM SURFACE AREA CALCULATIONS

CEMENT CONCRETE SIDEWALK: 18 SY

**ITEM 701. SAY 25 SY**

**ITEM 748.**

**MOBILIZATION**

**LS**

---

NOT TO EXCEED 3% OF TOTAL CONSTRUCTION COST.

Say 1 Lump Sum for project

**ITEM 748. SAY 1 LS**

Golf Club Road (Bridge No. F-02-091)  
Fall River, Massachusetts

**ITEM 751.**

**LOAM BORROW**

**CY**

---

FROM SURFACE AREA CALCULATIONS

LOAM & SEED AREA: 357 SY

357 SY x 4" (DEPTH) / 36in/yd = 40 CY

PLUS 25% SWELL = 10 CY

50 CY

**ITEM 751. SAY 55 CY**

Golf Club Road (Bridge No. F-02-091)  
Fall River, Massachusetts

**ITEM 765.**

**SEEDING**

**SY**

---

FROM SURFACE AREA CALCULATIONS

LOAM & SEED AREAS: 357 SY

**ITEM 765. SAY 395 SY**

Golf Club Road (Bridge No. F-02-091)  
Fall River, Massachusetts

**ITEM 767.9**

**MATTING FOR EROSION CONTROL**

**SY**

<u>Station</u>		<u>Station</u>		<u>Area</u>	
14+00	to	Bridge	RT	3040	SF
14+50		Bridge	LT	1000	
Bridge		16+30	RT	1108	
Bridge		16+60	LT	815	
				<hr/>	
			Total:	5963	SF
				663	SY

**ITEM 767.9 SAY 700 SY**

Golf Club Road (Bridge No. F-02-091)  
Fall River, Massachusetts

**ITEM 769. PAVEMENT MILLING MULCH UNDER GUARD RAIL FT**

---

<u>Station</u>	<u>Station</u>		<u>Length</u>	
2+60	3+05	LT	45	FT
2+50	3+45	RT	95	
3+55	3+75	LT	59	
4+23	4+41	LT	18	
			<hr/>	
		Total:	217	FT

**ITEM 769. SAY 235 FT**

Parker Street (Bridge No. A-02-010)  
Acton, Massachusetts

**ITEM 833.5      DEMOUNTABLE REFLECTORIZED DELINEATOR - GUARD RAIL      EA**

---

New guardrail requires delineators every 10th guardrail post.  
Guardrail posts are every 6.25' center to center, therefore delineators shall be every 62.5'.

From Item 769:    217    FT

Delineators every    62.5    FT

**Total delineators required:    3    EA**

**ITEM 833.5    SAY    5    EA**

---

Parker Street (Bridge No. A-02-010)  
Acton, Massachusetts

**ITEM 833.7**

**DELINEATION FOR GUARD RAIL TERMINI**

**EA**

---

At beginning/end of each length of guardrail.

**Total delineators required: 4 EA**

**ITEM 833.7    SAY    4    EA**

**ITEM 852.**

**SAFETY SIGNING FOR TRAFFIC MANAGEMENT**

**SF**

**ADVANCE SIGNING**

<u>Designation</u>	<u>Quantity</u>	<u>Size (sf)</u>	<u>Total Area</u>
W20-1c	1	9.00	9
R2-10a	1	12.00	12
R2-10e	1	12.00	12
R11-2	3	10.00	30

**OPERATIONAL SIGNING**

	<u>Designation</u>	<u>Quantity</u>	<u>Size (sf)</u>	<u>Total Area</u>	
2-way lane shift	W5-1	2	9.00	18	SF
	W1-4L/R	2	9.00	18	
2-way lane closure	W20-4	2	9.00	18	SF
	W20-8	2	9.00	18	
	W20-7a	2	9.00	18	

Total 153 SF

**ITEM 852. SAY 160 SF**

Parker Street (Bridge No. A-02-010)  
Acton, Massachusetts

**ITEM 853.1**

**PORTABLE BREAKAWAY BARRICADE TYPE III**

**EA**

---

FOR ESTIMATING PURPOSES SAY 6 EACH

**ITEM 853.1 SAY 6 EA**

Job No. 13016.00  
Parker Street (Bridge A-02-010)  
Estimated by: JCR  
Checked by:

Parker Street - 800 - 4

Parker Street (Bridge No. A-02-010)  
Acton, Massachusetts

**ITEM 853.2**

**TEMPORARY BARRIER**

**FT**

---

FOR ESTIMATING PURPOSES SAY 50 FT

**ITEM 853.2 SAY 50 FT**

Job No. 13016.00  
Parker Street (Bridge A-02-010)  
Estimated by: JCR  
Checked by:

Parker Street - 800 - 5



**ITEM 859. REFLECTORIZED DRUM DAY**

---

Assume 20 drums required for lane shifts or closures.

Assume 1 month for duration of roadway work

$$20 \text{ drums} \times 1 \text{ months} \times 30 \text{ days/month} = 600$$

**ITEM 859. SAY 650 DAY**



**ITEM 999.1**

**UTILITY POLE RELOCATION**

**LS**

---

Item to include all work necessary for Utility Pole Relocation

**ITEM 999.1 SAY 1 LS**

# TRANSPORTATION IMPROVEMENT PROJECT

PLAN AND PROFILE OF  
**PARKER STREET**  
 (BRIDGE NO. A-02-010)

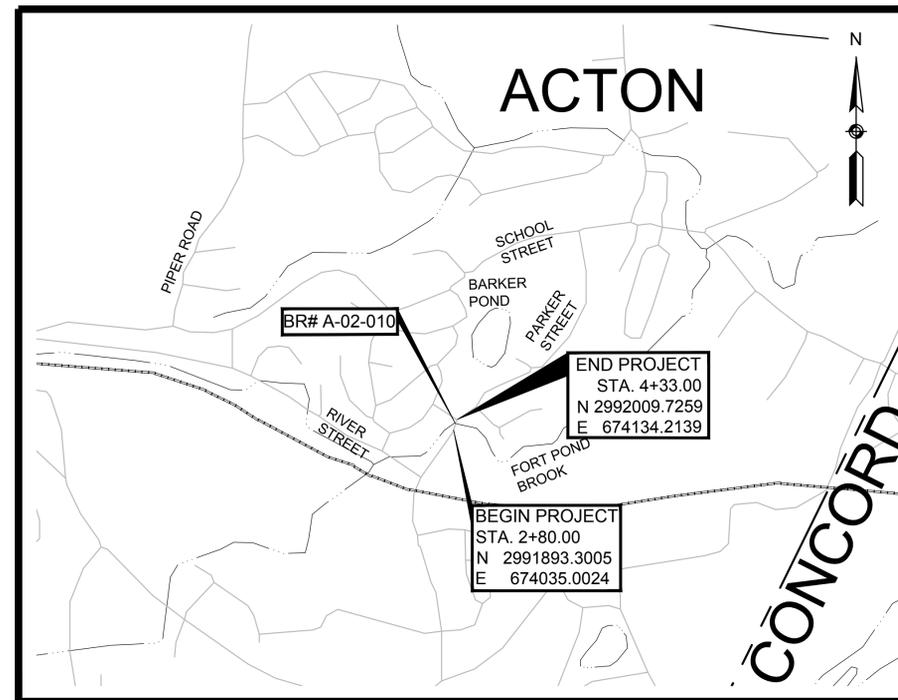
IN THE TOWN OF  
**ACTON**  
 MIDDLESEX COUNTY

FEDERAL AID PROJECT NO. N.F.A.

ACTON PARKER STREET			
STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MASS.	-	01	13
PROJECT FILE NO. N/A			
TITLE SHEET & INDEX			

THE MASSACHUSETTS HIGHWAY DEPARTMENT STANDARD SPECIFICATIONS FOR HIGHWAYS AND BRIDGES DATED 1988, AS AMENDED, THE SUPPLEMENTAL SPECIFICATIONS DATED JULY 1, 2015, THE INTERIM SUPPLEMENTAL SPECIFICATIONS DATED MARCH 21, 2014, THE 2014 CONSTRUCTION STANDARD DETAILS, THE 1996 CONSTRUCTION AND TRAFFIC STANDARD DETAILS (AS RELATES TO TRAFFIC STANDARD DETAILS ONLY), THE 2009 MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS WITH MASSACHUSETTS AMENDMENTS, THE 1990 STANDARD DRAWINGS FOR SIGNS AND SUPPORTS, THE 1968 STANDARD DRAWINGS FOR TRAFFIC SIGNALS AND HIGHWAY LIGHTING AND THE LATEST EDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK, WILL GOVERN.

INDEX	
SHEET NO.	DESCRIPTION
01	TITLE SHEET & INDEX
02	GENERAL NOTES & LEGEND
03	TYPICAL SECTIONS & PAVEMENT NOTES
04	CONSTRUCTION PLANS
05	PROFILE
06-07	TEMPORARY TRAFFIC CONTROL PLAN
08-13	BRIDGE PLANS



SCALE: 1" = 1000'

LENGTH OF PROJECT = 153.00 FEET = 0.029 MILES

### DESIGN DESIGNATION (PARKER STREET)

DESIGN SPEED	30 MPH
ADT (2001)	2,900
ADT (2015)	3,300 (ASSUMED)
FUNCTIONAL CLASSIFICATION	URBAN COLLECTOR

PROJECT ENGINEER  
 STRUCTURAL REVIEW  
 TRAFFIC SIGNAL REVIEW

HIGHWAY DEPT. AUTHORIZATION  
 HIGHWAY TECH. REVIEW  
 CONSTRUCTION REVIEW

DATE	DESCRIPTION	REV #

ENGINEER \_\_\_\_\_ DATE \_\_\_\_\_  
 Vanasse Hangen Brustlin, Inc.  
 Transportation • Land Development •  
 Environmental Services  
 101 Walnut St., P.O. Box 9151  
 Watertown, MA 02472  
 617 924 1770 FAX 617 924 2286

**PLANS TO BE PRINTED  
 AT 24" X 36" SIZE**

DESIGNED BY EAW	APPROVED BY	SHEET 1	OF 13
DRAWN BY JCR	DFTG CHECKED BY EAW	VHB CAD FILE NAME 130160_HD (COV).DWG	
CHECKED BY	DATE SEPTEMBER 11, 2015	JOB NO. 130160.00	

**GENERAL SYMBOLS**

EXISTING	PROPOSED	DESCRIPTION
		JERSEY BARRIER ON BRIDGE OR JERSEY BARRIER
		CATCH BASIN
		CATCH BASIN CURB INLET
		FLAG POLE
		GAS PUMP
		MAIL BOX
		POST SQUARE
		POST CIRCULAR
		WELL
		ELECTRIC HANDHOLE
		FENCE GATE POST
		GAS GATE
		BORING HOLE
		MONITORING WELL
		TEST PIT
		HYDRANT
		LIGHT POLE
		COUNTY BOUND
		GPS POINT
		CABLE MANHOLE
		DRAINAGE MANHOLE
		ELECTRIC MANHOLE
		GAS MANHOLE
		MISC MANHOLE
		SEWER MANHOLE
		TELEPHONE MANHOLE
		WATER MANHOLE
		MASSACHUSETTS HIGHWAY BOUND
		MONUMENT
		STONE BOUND
		TOWN OR CITY BOUND
		TRAVERSE OR TRIANGULATION STATION
		TROLLEY POLE OR GUY POLE
		TRANSMISSION POLE
		UTILITY POLE W/ FIREBOX
		UTILITY POLE WITH DOUBLE LIGHT
		UTILITY POLE W / 1 LIGHT
		UTILITY POLE
		BUSH
		TREE
		STUMP
		SWAMP / MARSH
		WATER GATE
		PARKING METER
		OVERHEAD CABLE/WIRE
		CURBING
		CONTOURS
		UNDERGROUND DRAIN PIPE (DOUBLE LINE 24 INCH AND OVER)
		UNDERGROUND ELECTRIC DUCT (DOUBLE LINE 24 INCH AND OVER)
		UNDERGROUND GAS MAIN (DOUBLE LINE 24 INCH AND OVER)
		UNDERGROUND SEWER MAIN (DOUBLE LINE 24 INCH AND OVER)
		UNDERGROUND TELEPHONE DUCT (DOUBLE LINE 24 INCH AND OVER)
		UNDERGROUND WATER MAIN (DOUBLE LINE 24 INCH AND OVER)

**PAVEMENT MARKINGS SYMBOLS**

EXISTING	PROPOSED	DESCRIPTION
		PAVEMENT ARROW - WHITE
		LEGEND "ONLY" - WHITE
		STOP LINE
		CROSSWALK
		SOLID WHITE LINE (4")
		SOLID YELLOW LINE
		BROKEN WHITE LINE
		BROKEN YELLOW LINE
		DOTTED WHITE LINE
		DOTTED YELLOW LINE
		DOTTED WHITE LINE EXTENSION
		DOTTED YELLOW LINE EXTENSION
		DOUBLE WHITE LINE
		DOUBLE YELLOW LINE (4")

**ABBREVIATIONS**

GENERAL	DESCRIPTION
AADT	ANNUAL AVERAGE DAILY TRAFFIC
ABAN	ABANDON
ADJ	ADJUST
APPROX.	APPROXIMATE
A.C.	ASPHALT CONCRETE
ACCM PIPE	ASPHALT COATED CORRUGATED METAL PIPE
BIT	BITUMINOUS
BC	BOTTOM OF CURB
BD.	BOUND
BL	BASELINE
BLDG	BUILDING
BM	BENCHMARK
BO	BY OTHERS
BOS	BOTTOM OF SLOPE
BR.	BRIDGE
CB	CATCH BASIN
CBCI	CATCH BASIN WITH CURB INLET
CC	CEMENT CONCRETE
CCM	CEMENT CONCRETE MASONRY
CEM	CEMENT
CI	CURB INLET
CIP	CAST IRON PIPE
CLF	CHAIN LINK FENCE
CL	CENTERLINE
CMP	CORRUGATED METAL PIPE
CSP	CORRUGATED STEEL PIPE
CO.	COUNTY
CONC	CONCRETE
CONT	CONTINUOUS
CONST	CONSTRUCTION
CR GR	CROWN GRADE
DHV	DESIGN HOURLY VOLUME
DI	DROP INLET
DIA	DIAMETER
DIP	DUCTILE IRON PIPE
DW	STEADY DON'T WALK - PORTLAND ORANGE
DWY	DRIVEWAY
ELEV (or EL.)	ELEVATION
EMB	EMBANKMENT
EOP	EDGE OF PAVEMENT
EXIST (or EX)	EXISTING
EXC	EXCAVATION
F&C	FRAME AND COVER
F&G	FRAME AND GRATE
FDN.	FOUNDATION
FLDSTN	FIELDSTONE
GAR	GARAGE
GD	GROUND
GG	GAS GATE
GI	GUTTER INLET
GIP	GALVANIZED IRON PIPE
GRAN	GRANITE
GRAV	GRAVEL
GRD	GUARD
HDW	HEADWALL
HMA	HOT MIX ASPHALT
HOR	HORIZONTAL
HYD	HYDRANT
INV	INVERT
JCT	JUNCTION
L	LENGTH OF CURVE
LB	LEACH BASIN

**ABBREVIATIONS (cont.)**

GENERAL	DESCRIPTION
LP	LIGHT POLE
LT	LEFT
MAX	MAXIMUM
MB	MAILBOX
MH	MANHOLE
MHB	MASSACHUSETTS HIGHWAY BOUND
MIN	MINIMUM
NIC	NOT IN CONTRACT
NO.	NUMBER
NTS	NOT TO SCALE
PC	POINT OF CURVATURE
PCC	POINT OF COMPOUND CURVATURE
P.G.L.	PROFILE GRADE LINE
PI	POINT OF INTERSECTION
POC	POINT ON CURVE
POT	POINT ON TANGENT
PRC	POINT OF REVERSE CURVATURE
PROJ	PROJECT
PROP	PROPOSED
PSB	PLANTABLE SOIL BORROW
PT	POINT OF TANGENCY
PVC	POINT OF VERTICAL CURVATURE
PVI	POINT OF VERTICAL INTERSECTION
PVT	POINT OF VERTICAL TANGENCY
PVMT	PAVEMENT
PWW	PAVED WATER WAY
R	RADIUS OF CURVATURE
R&D	REMOVE AND DISPOSE
RCP	REINFORCED CONCRETE PIPE
RD	ROAD
RDWY	ROADWAY
REM	REMOVE
RET	RETAIN
RET WALL	RETAINING WALL
ROW	RIGHT OF WAY
RR	RAILROAD
R&R	REMOVE AND RESET
R&S	REMOVE AND STACK
RT	RIGHT
RTRC	REINFORCED THERMOSET RESIN CONDUIT
SB	STONE BOUND
SHLD	SHOULDER
SMH	SEWER MANHOLE
ST	STREET
STA	STATION
SSD	STOPPING SIGHT DISTANCE
SHLO	STATE HIGHWAY LAYOUT LINE
SW	SIDEWALK
T	TANGENT DISTANCE OF CURVE/TRUCK %
TAN	TANGENT
TEMP	TEMPORARY
TC	TOP OF CURB
TOS	TOP OF SLOPE
TYP	TYPICAL
UP	UTILITY POLE
VAR	VARIABLE
VERT	VERTICAL
VC	VERTICAL CURVE
WCR	WHEEL CHAIR RAMP
WG	WATER GATE
WIP	WROUGHT IRON PIPE
WM	WATER METER/WATER MAIN
X-SECT	CROSS SECTION

ACTON PARKER STREET			
STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MASS.	-	02	13
PROJECT FILE NO. N/A			
GENERAL NOTES & LEGEND			

**GENERAL NOTES**

- TOPOGRAPHICAL INFORMATION FROM AN ACTUAL ON-THE-GROUND INSTRUMENT SURVEY PERFORMED BY VANASSE HANGEN BRUSTLIN, INC. IN APRIL OF 2015.
- HORIZONTAL DATUM IS BASED ON MASS GRID SYSTEM, NAD 1983. ELEVATIONS SHOWN REFER TO NAVD OF 1988.
- THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND SHALL BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES. THE CONTRACTOR SHALL CONTACT DIGSAFE TO REQUEST EXISTING UTILITY MARKOUT IN THE FIELD.
- WHERE AN EXISTING UTILITY IS FOUND TO CONFLICT WITH THE PROPOSED WORK, THE LOCATION, ELEVATION AND SIZE OF THE UTILITY SHALL BE ACCURATELY DETERMINED WITHOUT DELAY BY THE CONTRACTOR, AND THE INFORMATION FURNISHED TO THE ENGINEER FOR RESOLUTION OF THE CONFLICT.
- DRAINAGE ELEVATIONS ARE PROVIDED FOR DESIGN PURPOSES ONLY. THE CONTRACTOR SHALL VERIFY BY TEST PIT THE LOCATIONS OF EXISTING UTILITIES WHICH MAY CONFLICT WITH THE PROPOSED DRAINAGE DESIGN. ANY FIELD ADJUSTMENTS REQUIRED WILL BE MADE AS APPROVED OR DIRECTED BY THE ENGINEER. ONLY AFTER THE CONTRACTOR VERIFIES ELEVATIONS FOR THE CONSTRUCTABILITY OF THE DRAINAGE SYSTEM SHALL ANY STRUCTURES BE ORDERED. ANY FIELD ADJUSTMENTS TO LINE AND GRADE UP TO A DEPTH OF 5 FEET SHALL BE INCLUDED IN THE COST OF THE PIPE. PIPE EXCAVATION GREATER THAN 5 FEET WILL BE PAID UNDER CLASS B TRENCH EXCAVATION.
- THE CONTRACTOR SHALL ALTER THE MASONRY OF THE TOP SECTION OF ALL EXISTING DRAINAGE STRUCTURES AS NECESSARY FOR CHANGES IN GRADE, AND RESET ALL WATER AND DRAINAGE FRAMES, GRATES AND BOXES TO THE PROPOSED FINISH SURFACE GRADE. REQUIRED NEW MASONRY SHALL BE CLAY BRICK CONFORMING TO M4.05.2.
- THE CONTRACTOR SHALL MAKE ALL ARRANGEMENTS FOR THE ALTERATION AND ADJUSTMENT OF GAS, ELECTRIC, TELEPHONE AND ANY OTHER PRIVATE UTILITIES BY THE UTILITY COMPANIES.
- TREES AND SHRUBS WITHIN THE LIMITS OF GRADING SHALL BE REMOVED ONLY UPON APPROVAL OF THE ENGINEER.
- AREAS OUTSIDE THE LIMITS OF PROPOSED WORK DISTURBED BY THE CONTRACTOR'S OPERATIONS SHALL BE RESTORED BY THE CONTRACTOR TO THEIR ORIGINAL CONDITION AT NO EXPENSE TO THE OWNER.
- THE TERM "PROPOSED" (PROP) MEANS WORK TO BE CONSTRUCTED USING NEW MATERIALS OR, WHERE APPLICABLE, RE-USING EXISTING MATERIALS IDENTIFIED AS "REMOVE AND RESET" (R&R).
- JOINTS BETWEEN NEW HOT MIX ASPHALT ROADWAY PAVEMENT TOP COURSE AND SAWCUT EXISTING PAVEMENT SHALL BE SEALED WITH HOT POURED RUBBERIZED ASPHALT SEALER.
- EXISTING SIGNS WITHIN THE PROJECT LIMITS SHALL BE REMOVED AND RESET UNLESS INDICATED OTHERWISE ON THE DRAWINGS.
- LATERAL DRAIN PIPES SHALL BE INSTALLED WITH A PITCH OF .01 FOOT PER FOOT (MINIMUM) UNLESS NOTED OTHERWISE ON THE DRAWINGS.
- PROPOSED HOT MIX ASPHALT CURB SHALL BE MASSDOT TYPE 3.
- EXISTING STATE, COUNTY, CITY, AND TOWN LOCATION LINES AND PRIVATE PROPERTY LINES HAVE BEEN ESTABLISHED FROM AVAILABLE INFORMATION AND THEIR EXACT LOCATION ARE NOT GUARANTEED.

ACTON  
PARKER STREET

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MASS.	-	03	13
PROJECT FILE NO. N/A			

TYPICAL SECTION & PAVEMENT NOTES

PAVEMENT NOTES

PROPOSED FULL DEPTH PAVEMENT CONSTRUCTION

SURFACE COURSE: 1.5" SUPERPAVE SURFACE COURSE - 9.5 (SSC-9.5)  
 INTERMEDIATE COURSE: 2.5" SUPERPAVE INTERMEDIATE COURSE - 19.0 (SIC-19.0)  
 SUBBASE: 12" GRAVEL BORROW TYPE B

PROPOSED FULL DEPTH PAVEMENT TRANSITION

SURFACE COURSE: 1.5" SUPERPAVE SURFACE COURSE - 9.5 (SSC-9.5)  
 1.5" PAVEMENT MICROMILLING

PROPOSED PAVEMENT MILLING & PAVEMENT OVERLAY

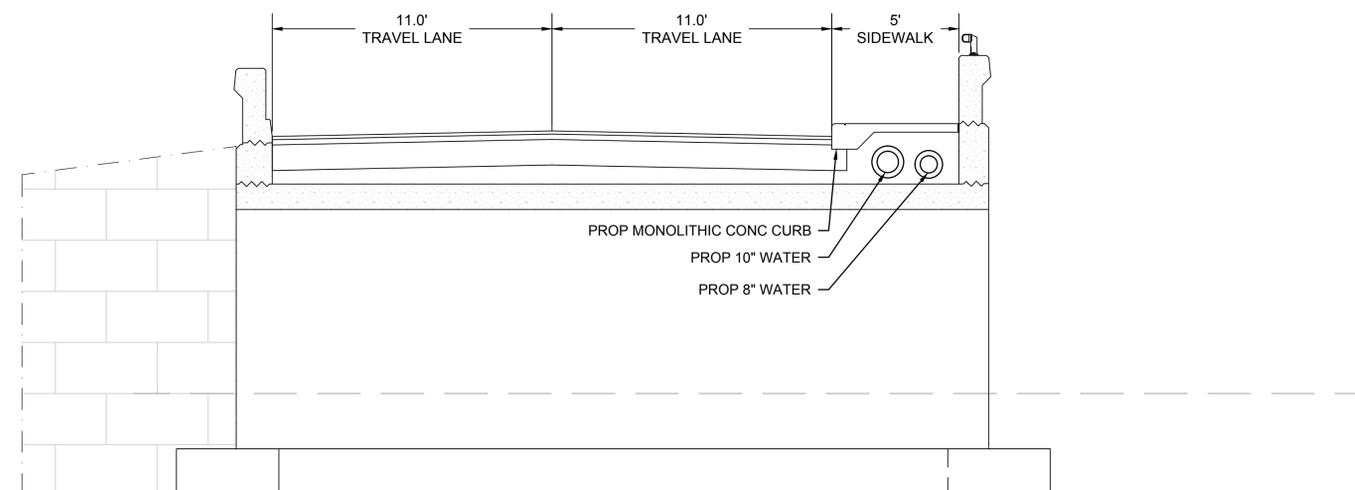
SURFACE COURSE: 1.5" SUPERPAVE SURFACE COURSE - 9.5 (SSC-9.5)  
 1.5" PAVEMENT MICROMILLING

PROPOSED CEM CONC SIDEWALKS

SURFACE COURSE: 4" CEMENT CONCRETE (AIR ENTRAINED 4000 PSI - 3/4" - 610 LB)  
 SUBBASE: 8" GRAVEL BORROW - TYPE B

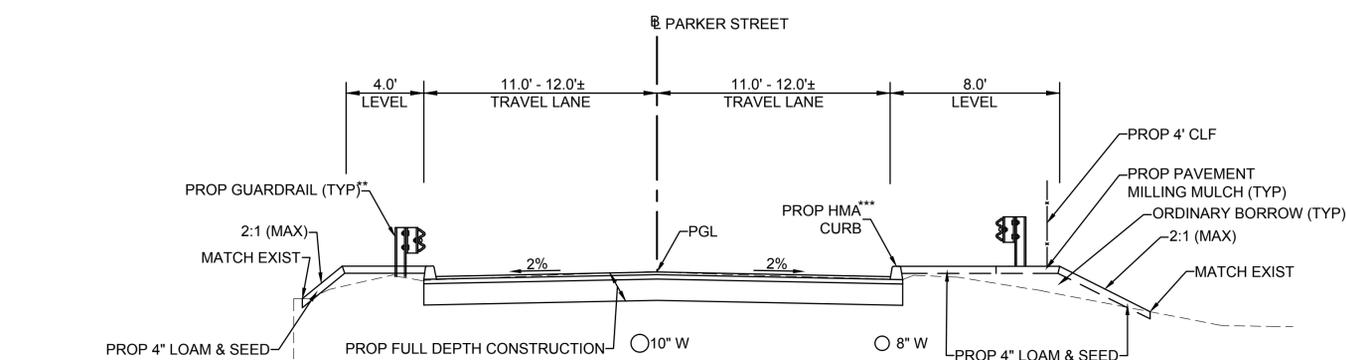
NOTES:

- ALL SUPERPAVE HOT MIX ASPHALT SHALL BE A WARM MIX ASPHALT TECHNOLOGY.
- ALL HOT MIX ASPHALT PAVEMENTS SHALL BE CONSTRUCTED IN ACCORDANCE WITH SECTION 450 QUALITY ASSURANCE FOR HMA AND SECTION 455 SUPERPAVE HMA SPECIFICATIONS.
- ALL MILLED SURFACES SHALL RECEIVE A TACK COAT APPLIED AT 0.07 GALLONS PER SQUARE YARD AND ALL UNMILLED SURFACES SHALL RECEIVE A TACK COAT APPLIED AT 0.05 GALLONS PER SQUARE YARD PRIOR TO PAVING.
- TEMPORARY CONSTRUCTION SHALL USE SUPERPAVE HOT MIX ASPHALT MIXTURES AND MAY NOT BE SUBJECT TO THE SAME SAMPLING AND TESTING REQUIRED FOR PERMANENT CONSTRUCTION.
- WHERE EXISTING SUBBASE/SUBGRADE IS FOUND TO MEET SPECIAL BORROW (M1.02.0) SPECIFICATION REQUIREMENTS, THE EXISTING MATERIAL MAY BE LEFT IN PLACE, AFTER APPROVAL OF THE ENGINEER.



TYPICAL BRIDGE SECTION - PARKER STREET

STA 3+40± TO STA 3+70±  
N.T.S.



TYPICAL SECTION - PARKER STREET

STA 3+00± TO STA 3+40±  
 STA 3+70± TO STA 4+00±  
 N.T.S.

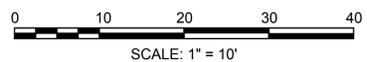
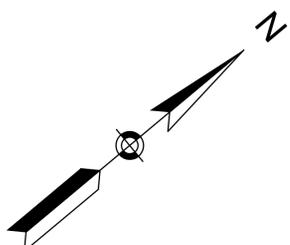
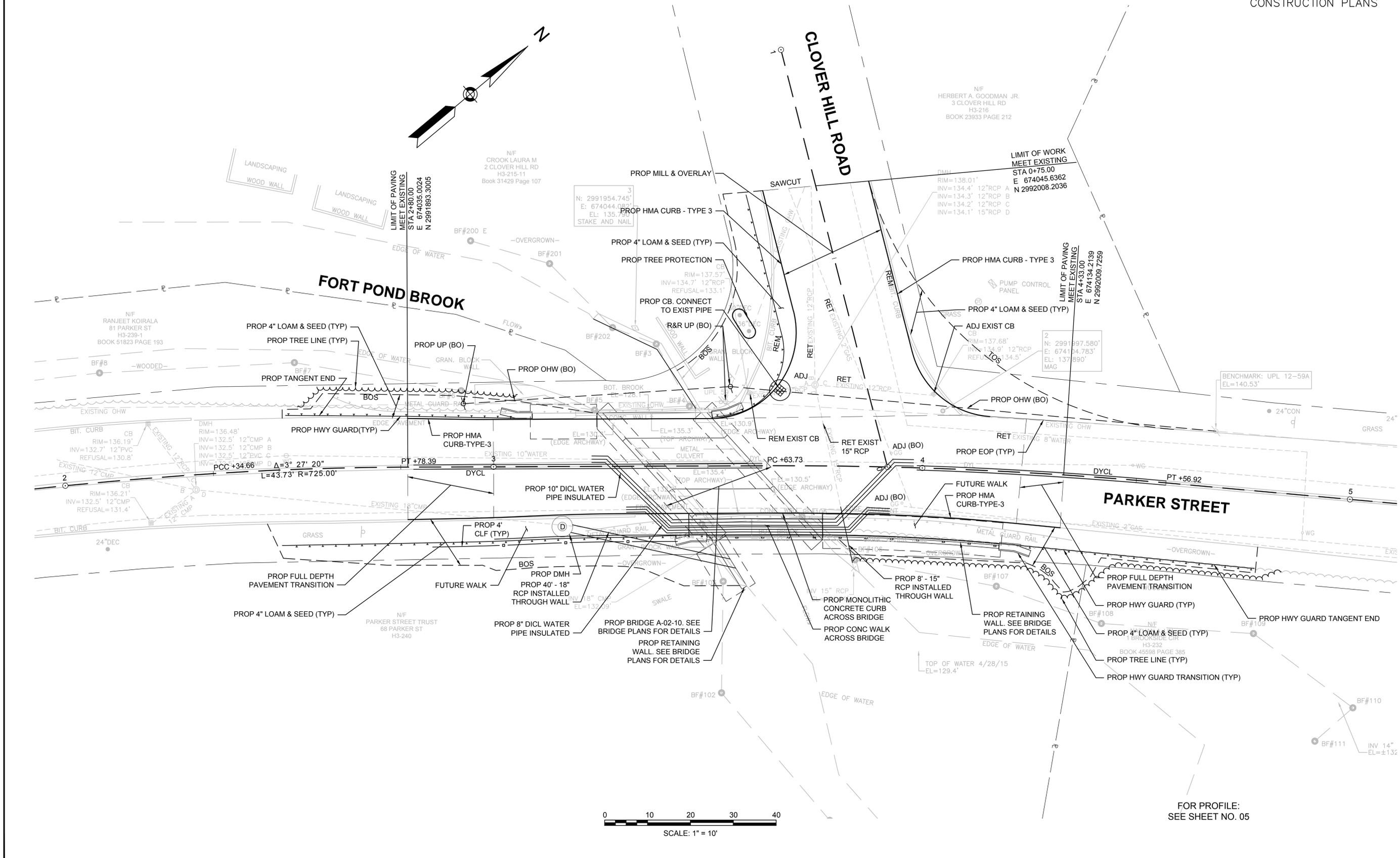
- \* 0.5% TOLERANCE FOR CONSTRUCTION
- \*\* SEE CONSTRUCTION PLANS FOR LIMITS OF PROPOSED GUARDRAIL
- \*\*\* SEE CONSTRUCTION PLANS FOR LIMITS OF PROPOSED HMA CURB

ACTON  
PARKER STREET

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MASS.	-	04	13

PROJECT FILE NO. N/A

CONSTRUCTION PLANS



FOR PROFILE:  
SEE SHEET NO. 05

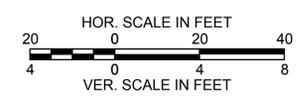
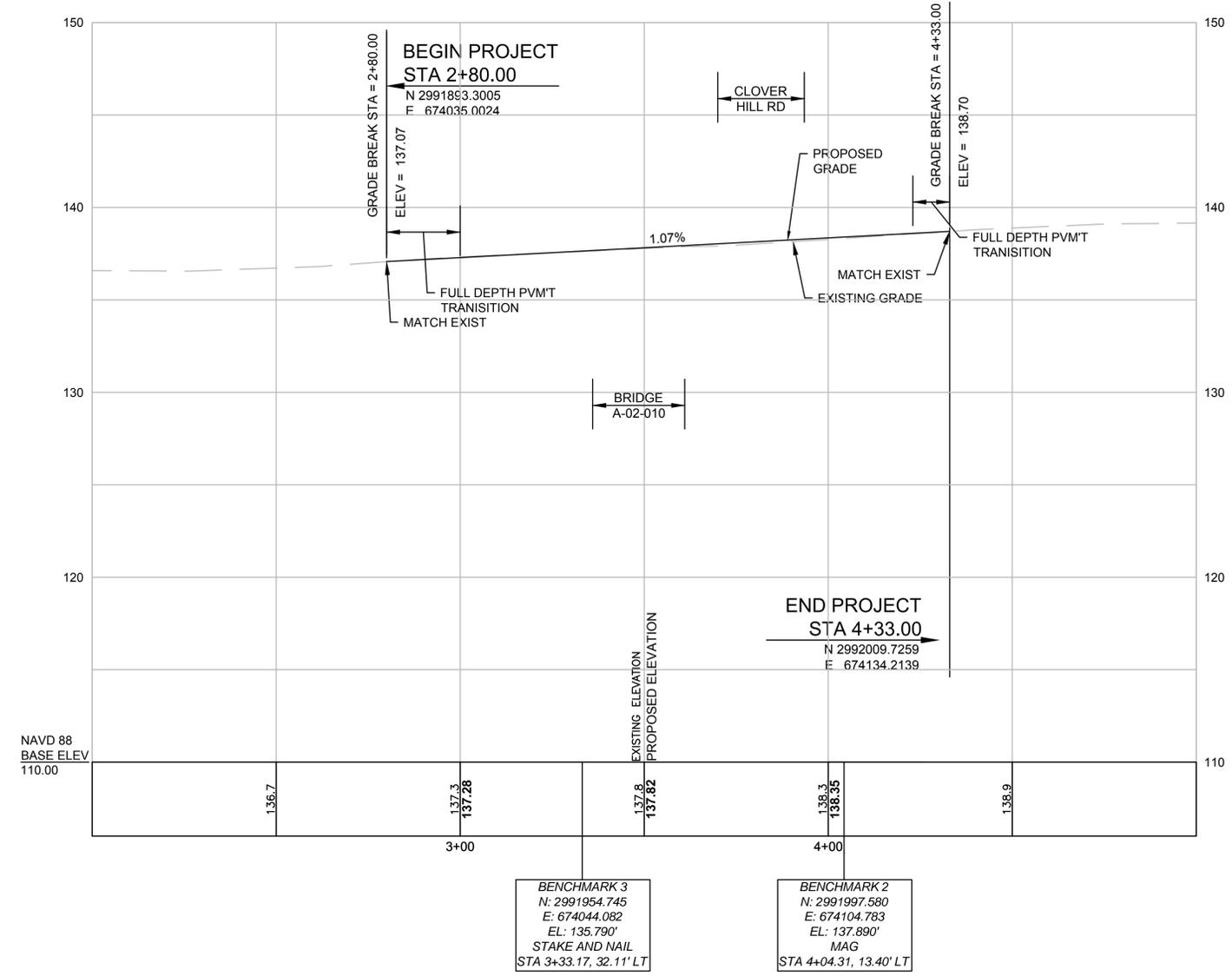
ACTON  
PARKER STREET

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MASS.	-	05	13

PROJECT FILE NO. N/A

PROFILE

PARKER STREET



FOR CONSTRUCTION PLANS:  
SEE SHEET NO. 04

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MASS.	-	06	13

PROJECT FILE NO. N/A

TEMPORARY TRAFFIC CONTROL PLAN

TEMPORARY SIGNS

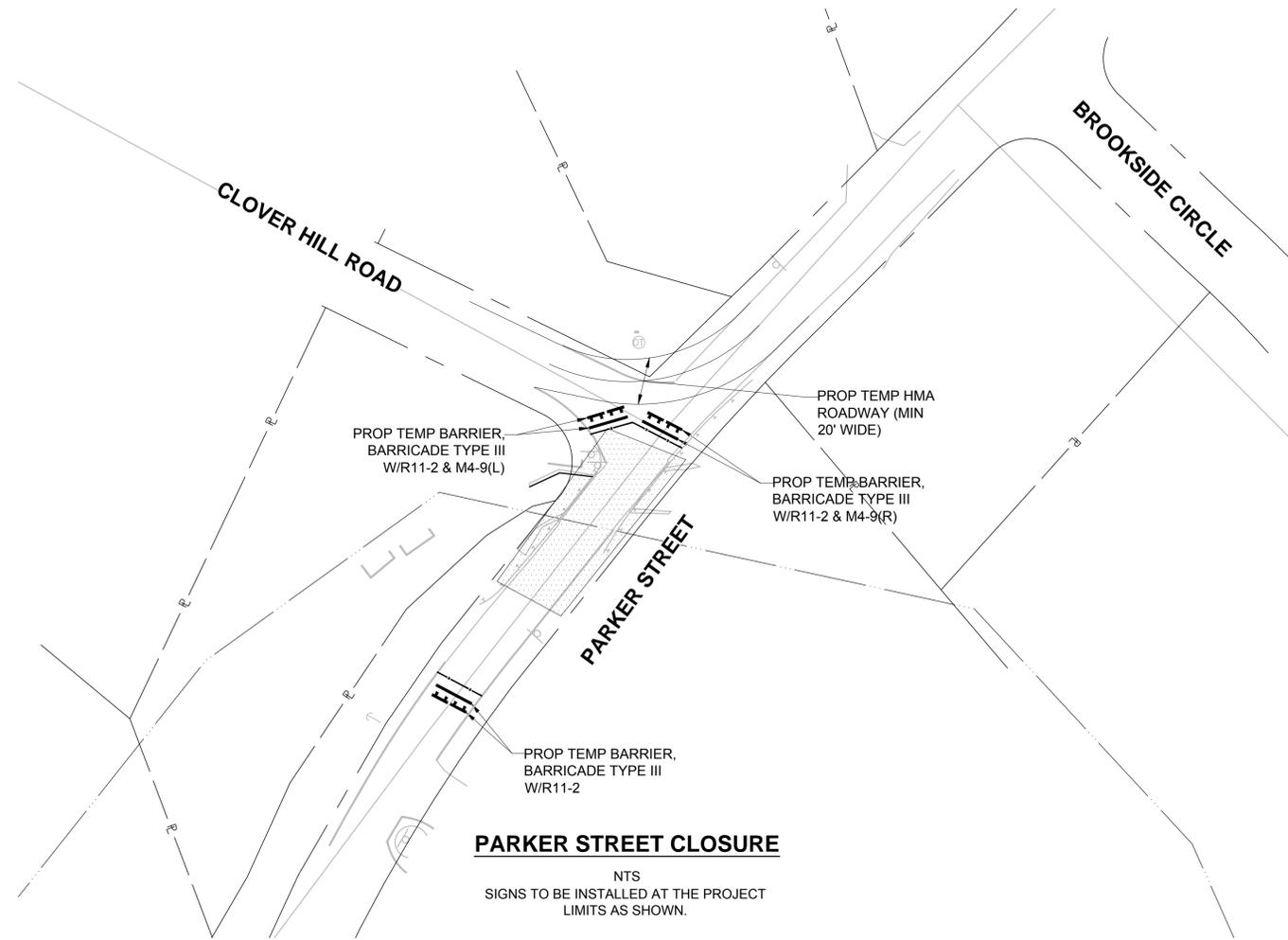
SIGN DESIGNATION	LEGEND	COLOR	HEIGHT	WIDTH
W20-1c		ORANGE	36"	36"
R2-10a		WHITE	36"	48"
R2-10e		WHITE/ORANGE	48"	36"
W20-8		ORANGE	36"	36"
R11-2		WHITE	30"	48"

LEGEND

- REFLECTORIZED DRUM
- ⦿ DRUM WITH FLASHER
- Ⓜ POLICE OFFICER OR FLAGGER
- ⚠ CONSTRUCTION SIGN
- ▲ TRAFFIC CONE
- ▨ WORK AREA PUBLIC ACCESS RESTRICTED
- ➔ PROPOSED TRAFFIC FLOW
- NTS NOT TO SCALE
- ⚡ TYPE III BARRICADES

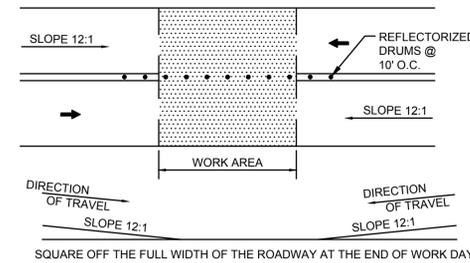
GENERAL NOTES

- ALL CONSTRUCTION SIGNING, TEMPORARY TRAFFIC CONTROL DEVICES, AND ROADSIDE ELEMENTS SHALL CONFORM WITH THE 2009 MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) AS AMENDED, THE LATEST REVISIONS OF THE AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS, (AASHTO) ROADSIDE DESIGN GUIDE, AASHTO POLICY ON GEOMETRIC DESIGN OF HIGHWAYS AND STREETS, AND NATIONAL COOPERATIVE HIGHWAY RESEARCH PROGRAM (NCHRP) REPORT 350 OR THE AASHTO MANUAL FOR ASSESSING SAFETY HARDWARE (MASH).
- ALL TEMPORARY PEDESTRIAN PATHWAYS SHALL COMPLY FULLY WITH ALL REQUIREMENTS OF THE MUTCD AND ALL APPLICABLE MASSACHUSETTS ARCHITECTURAL ACCESS BOARD (MAAB) AND AMERICANS WITH DISABILITIES ACT ACCESSIBILITY GUIDELINES (ADAAG) REQUIREMENTS.
- ALL DRUMS SHALL BE SET AT 20' ON CENTER MAX. ON LOCAL ROADWAY AND 50' ON CENTER MAX. UNLESS OTHERWISE NOTED OR ADJUSTED BY THE ENGINEER.
- ALL DRUMS SHALL BE APPROXIMATELY PLACED AND MOVED AS NECESSARY TO MAINTAIN ADEQUATE ABUTTER ACCESS AT ALL TIMES. WORK MAY REQUIRE ADDITIONAL SIGNS, DRUMS AND OTHER TRAFFIC CONTROL DEVICES, GRADING AND TEMPORARY PAVEMENT FOR PASSAGE OF PEDESTRIAN, VEHICULAR AND EMERGENCY TRAFFIC THROUGH THE WORK AREAS, BOTH DURING AND AFTER WORKING HOURS, TO MAINTAIN SUCH ACCESS.
- THE CONTRACTOR SHALL NOTIFY EACH ABUTTER AT LEAST 24 HOURS IN ADVANCE OF THE START OF ANY WORK THAT WILL REQUIRE THE TEMPORARY CLOSURE OF ACCESS.
- FOR RESTORATIVE WORK ON LOCAL ROADWAYS, A MINIMUM OF ONE LANE OF TRAFFIC IN EACH DIRECTION ON TWO WAY STREETS SHALL BE MAINTAINED AT ALL TIMES, EXCEPT THAT DURING WORKING HOURS, TRAFFIC MAY BE REDUCED TO ONE LANE UNDER POLICE OR FLAGGER CONTROL FOR SHORT TIME PERIODS WHEN REQUIRED FOR THE WORK, AS SHOWN UNLESS OTHERWISE APPROVED BY THE ENGINEER.
- GRADE SEPARATIONS IN EXCESS OF 2" DURING NON-WORKING HOURS WILL REQUIRE DELINEATION BY USE OF DRUMS.
- EXCAVATION EDGES IN EXCESS OF 4 INCHES DEEP SHALL BE PROTECTED DURING NON-WORKING HOURS BY BACKFILLING WITH A WEDGE OF COMPACTED GRAVEL BORROW AT A 4:1 SLOPE PER THE DETAIL SHOWN. EXCAVATIONS IN EXCESS OF 2 FEET SHOULD BE PROTECTED BY A MASSDOT APPROVED TEMPORARY CONCRETE BARRIER WITH A MINIMUM LEVEL LATERAL OFFSET OF 3 FEET FROM THE EDGE OF EXCAVATION. BARRIER PLACED WITH LESS THAN THE RECOMMENDED LATERAL OFFSET TO THE EDGE OF EXCAVATION SHALL BE ANCHORED/RESTRAINED TO PREVENT LATERAL MOVEMENT WHEN STRUCK BY ERRANT VEHICLES TRAVELING AT THE POSTED SPEED.
- 10' MINIMUM LANE WIDTHS SHALL BE MAINTAINED.
- TRAFFIC CONTROL DEVICES AND SIGNS SHALL BE COVERED OR REMOVED DURING NON-WORKING HOURS WHEN NOT IN USE.
- ADVISORY SPEED PLATES (W13-1) SHALL BE USED IF APPROPRIATE AND AS DIRECTED BY THE ENGINEER.
- SIGNS INSTALLED ON PORTABLE STANDS REQUIRE 12 INCH MINIMUM MOUNTING HEIGHT FROM THE ROADWAY SURFACE TO THE BOTTOM OF THE SIGN.
- SIGNS INSTALLED ON PORTABLE STANDS PLACED AMONG CHANNELIZATION DEVICES REQUIRE A 36 INCH MINIMUM MOUNTING HEIGHT FROM THE ROADWAY SURFACE TO THE BOTTOM OF THE SIGN.
- SIGNS MOUNTED ON POSTS REQUIRE A MINIMUM 84 INCH MOUNTING HEIGHT FROM THE ROADWAY OR SIDEWALK SURFACE TO THE BOTTOM OF THE SIGN.
- W20-8 SIGNS SHALL BE REPLACED BY W20-7a SIGNS WHEN FLAGGERS ARE USED IN LIEU OF POLICE OFFICER DETAILS.
- TEMPORARY MARKINGS SHALL BE WATER-BORNE PAINT.
- REFLECTORIZED CONES SHALL BE A MINIMUM OF 36 INCHES IN HEIGHT.
- CONES MAY BE USED IN LIEU OF DRUMS OUTSIDE OF TAPER AREAS.
- THERE IS NO DESIGNATED BICYCLE LANE ON THE ROADWAY WITHIN THE PROJECT LIMITS. BICYCLES ARE EXPECTED TO SHARE THE ROAD WITH GENERAL VEHICULAR TRAFFIC.



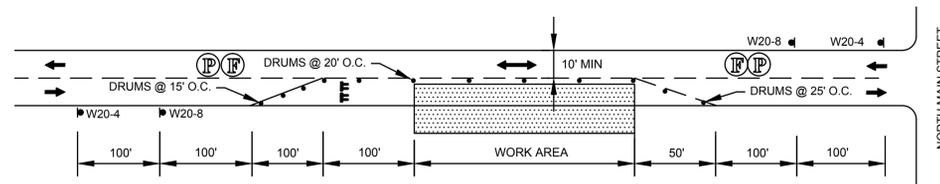
PARKER STREET CLOSURE

NTS  
SIGNS TO BE INSTALLED AT THE PROJECT LIMITS AS SHOWN.



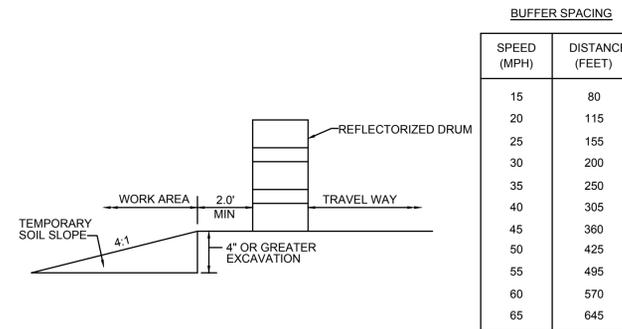
TEMPORARY PAVEMENT TRANSITION DETAIL

SCALE: N.T.S.



TYPICAL TWO WAY STREET LANE CLOSURE (LOCAL ROAD)

SCALE: N.T.S.

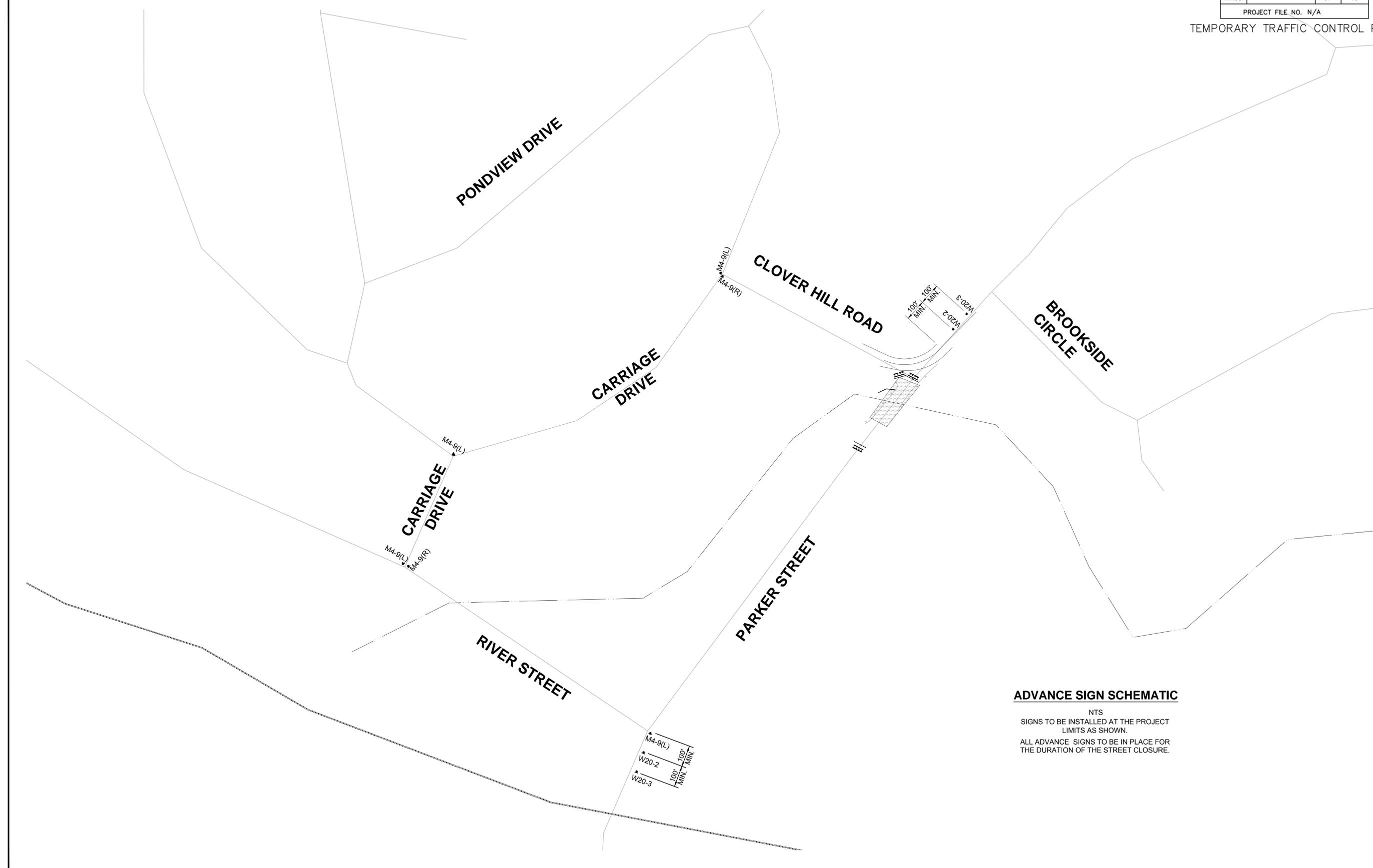


ROADWAY SLOPE PROTECTION

SCALE: N.T.S.

BUFFER SPACING

SPEED (MPH)	DISTANCE (FEET)
15	80
20	115
25	155
30	200
35	250
40	305
45	360
50	425
55	495
60	570
65	645



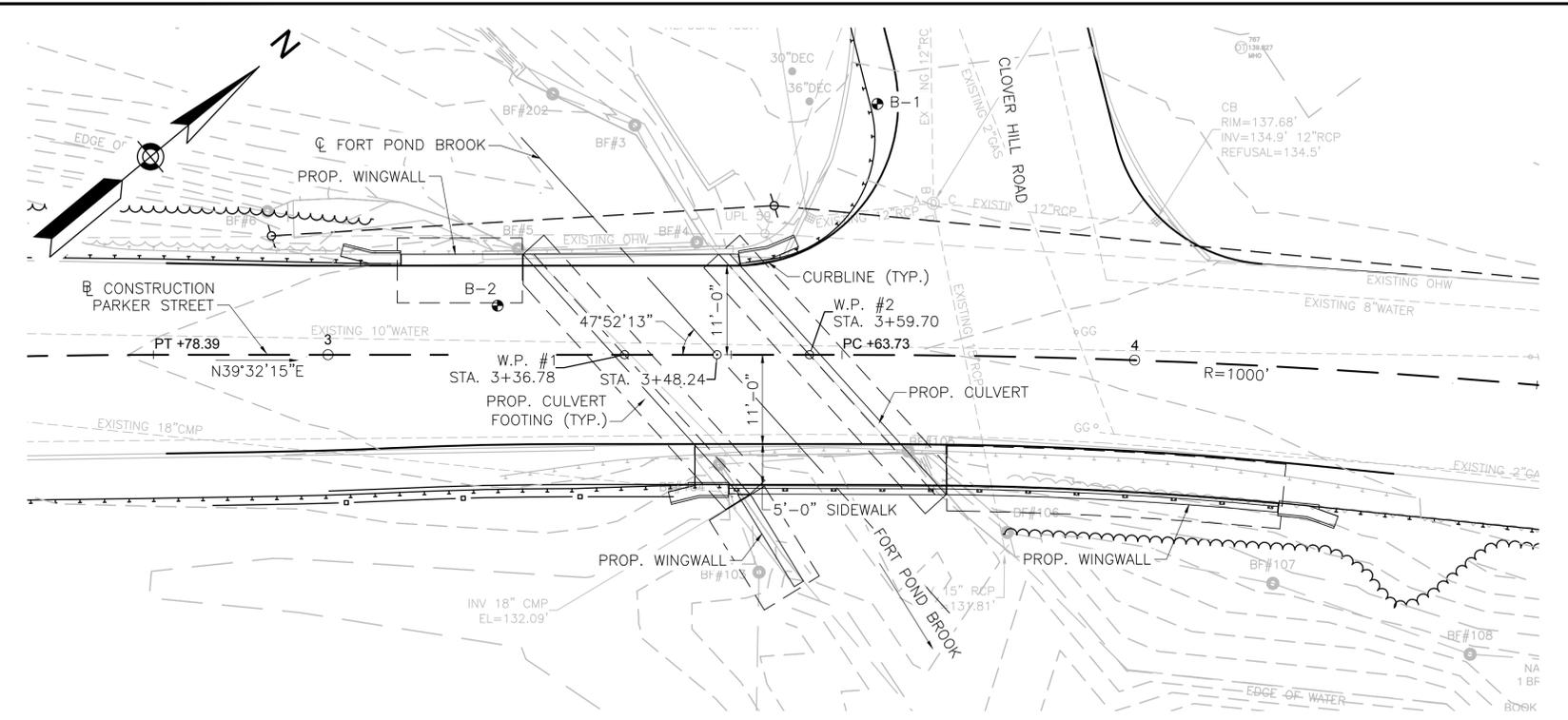
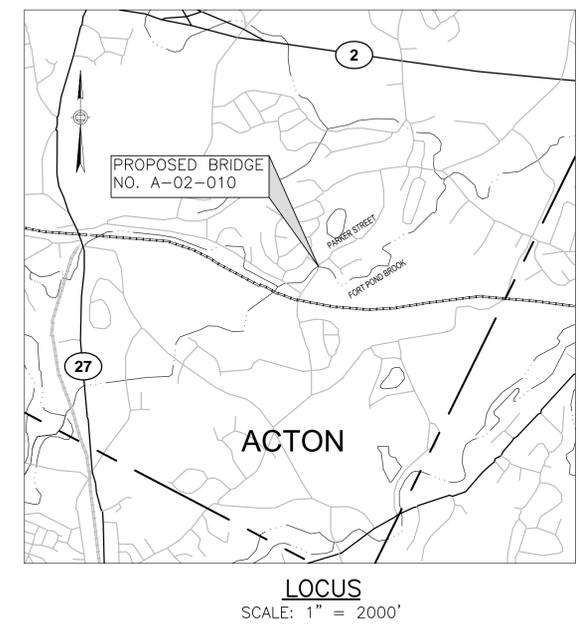
**ADVANCE SIGN SCHEMATIC**

NTS  
SIGNS TO BE INSTALLED AT THE PROJECT LIMITS AS SHOWN.  
ALL ADVANCE SIGNS TO BE IN PLACE FOR THE DURATION OF THE STREET CLOSURE.

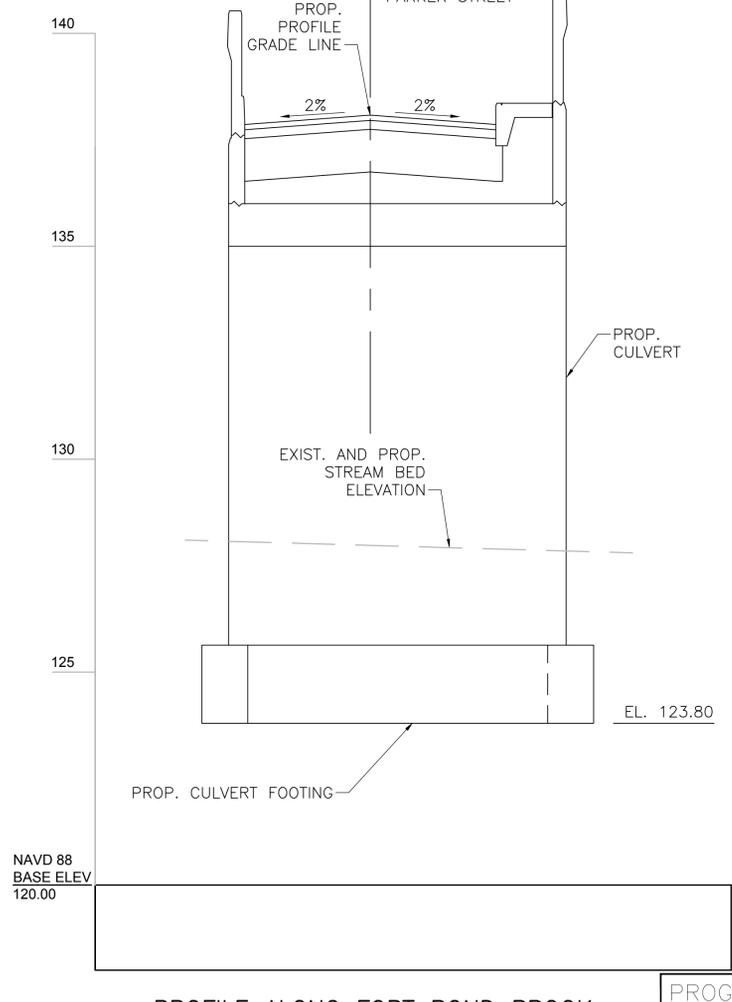
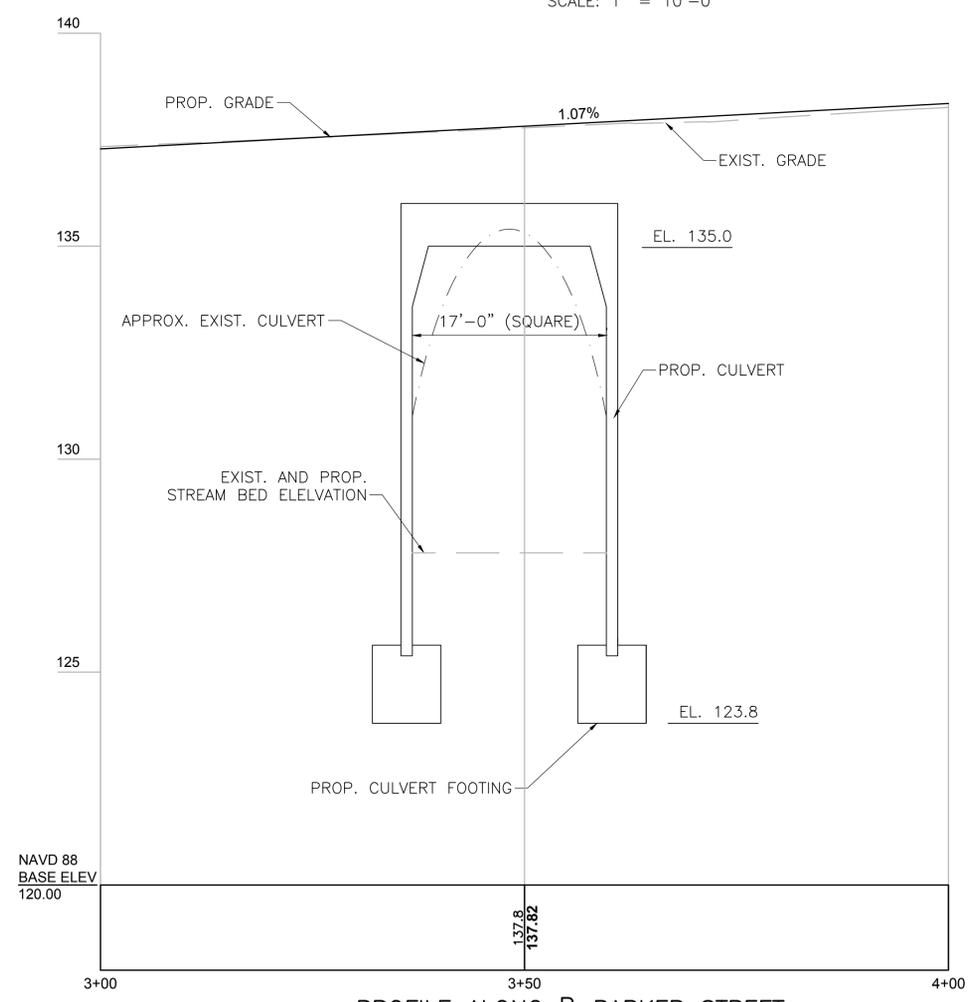
**ACTON  
PARKER STREET**

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	8	13
PROJECT FILE NO.		N/A	

**KEY PLAN, PROFILE AND INDEX**



- INDEX:**
- 1 KEY PLAN, PROFILE AND INDEX
  - 2 GENERAL NOTES
  - 3 BORING LOGS
  - 4 GENERAL PLAN
  - 5 ELEVATION AND LONGITUDINAL SECTION
  - 6 WINGWALL PLAN AND ELEVATION



PROGRESS PRINT

NOT ISSUED FOR CONSTRUCTION	
<p><b>PROPOSED CULVERT REPLACEMENT</b></p> <p><b>TOWN OF ACTON</b></p> <p>PARKER STREET OVER FORT POND BROOK</p>	
<p>VANASSE HANGEN BRUSTLIN, INC. 101 WALNUT STREET WATERTOWN, MA</p>	

1\_13016.00\_BR(KEY\_PLAN).DWG Plotted on 14-Sep-2015 10:42 AM

GENERAL NOTES

DESIGN:

IN ACCORDANCE WITH:

THE 2014 AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS LRFD BRIDGE DESIGN SPECIFICATIONS 7TH EDITION FOR HL-93 LOADING.

THE 2013 MASSACHUSETTS DEPARTMENT OF TRANSPORTATION LRFD BRIDGE MANUAL.

THE 2011 AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS GUIDE SPECIFICATIONS FOR LRFD SEISMIC BRIDGE DESIGN WITH 2012 INTERIM REVISIONS.

BENCH MARKS:

- 1. ULT 12-58 N2991830.269, E673964.883, EL. 137.95
- 2. UPL 12-59A N2992043.510, E674149.105, EL. 140.53

ELEVATIONS ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM (NAVD88) OF 1988.

DATE:

TO BE PLACED ON THE INSIDE FACE OF THE NORTHEAST AND SOUTHWEST GUARDRAIL TRANSITIONS. A SHEET SHOWING SIZE AND CHARACTER OF NUMERALS WILL BE FURNISHED. THE DATE USED SHALL BE THE LATEST YEAR OF CONTRACT COMPLETION AS OF THE DATE THE FIRST GUARDRAIL TRANSITION IS CONSTRUCTED.

SURVEY NOTEBOOK:

SURVEY PERFORMED BY VANASSE HANGEN BRUSTLIN, INC.

UNSUITABLE MATERIAL:

ALL UNSUITABLE MATERIAL SHALL BE REMOVED WITHIN THE LIMITS OF THE FOUNDATIONS OF THE STRUCTURE, AS DIRECTED BY THE ENGINEER.

SEISMIC GROUND SHAKING HAZARD:

DESIGN SPECTRA:

- As = 0.117g
- Sds = 0.241g
- Sd1 = 0.095g

SITE CLASS = D

SEISMIC DESIGN CATEGORY (SDC) = A

GEOTECHNICAL REPORT:

REFER TO GEOTECHNICAL REPORT, DATED AUGUST 2015, PREPARED BY LAHLAF GEOTECHNICAL CONSULTING, INC.

REINFORCEMENT:

REINFORCING STEEL SHALL BE EPOXY COATED UNLESS OTHERWISE NOTED IN THE CONSTRUCTION DRAWINGS AND SHALL CONFORM TO THE REQUIREMENTS OF AASHTO M31 GRADE 60. ALL BARS SHALL BE LAPPED AS FOLLOWS:

MODIFICATION CONDITION	#4 BARS	#5 BARS
1. NONE	21"	26"
2. 12" OF CONCRETE BELOW BAR	29"	36"
3. COATED BARS, COVER <3db, OR CLEAR SPACING <6db	31"	39"
4. COATED BARS, ALL OTHER CASES	25"	31"
5. CONDITION 2, AND 3	35"	44"
6. CONDITION 2, AND 4	34"	43"

IF THE ABOVE BARS ARE SPACED 6 INCHES OR MORE ON CENTER, THE LAP LENGTH SHALL BE 80% OF THE LAP LENGTH GIVEN ABOVE. ALL OTHER BARS SHALL BE LAPPED AS SHOWN ON THE CONSTRUCTION DRAWINGS.

CONSTRUCTION REQUIREMENTS AND PROCEDURES:

THE CONTRACTOR SHALL TAKE THE PROPER PRECAUTIONS TO ENSURE THE STABILITY AND SAFE PERFORMANCE OF ALL STRUCTURAL ELEMENTS DURING DEMOLITION AND CONSTRUCTION. REFER TO APPROVED DEMOLITION/ERECTION PLANS.

EXISTING CONDITIONS:

THE CONTRACTOR SHALL DETERMINE AND ESTABLISH ALL DIMENSIONS AND DETAILS NECESSARY FOR COMPLETION OF ALL WORK BY FIELD MEASUREMENTS AND SURVEY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE ADEQUACY AND ACCURACY THEREOF, AND SHALL NOT ORDER ANY MATERIAL OR COMMENCE ANY FABRICATION UNTIL HE HAS MADE THE REQUIRED MEASUREMENTS AND THE EXTENT OF THE PROPOSED WORK HAS BEEN APPROVED BY THE ENGINEER.

UTILITIES:

THE CONTRACTOR SHALL LOCATE AND PROTECT FROM DAMAGE ALL EXISTING UTILITIES.

CONSTRUCTION JOINTS:

CONSTRUCTION JOINTS, OTHER THAN THOSE SHOWN ON THE PLANS, WILL NOT BE PERMITTED WITHOUT THE APPROVAL OF THE ENGINEER.

SCALES:

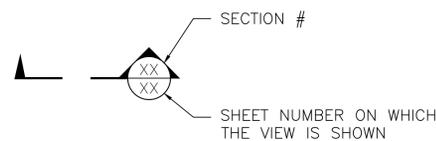
SCALES NOTED ON THE PLANS ARE NOT APPLICABLE TO REDUCED SIZE PRINTS. DIVIDE SCALES BY 2 FOR HALF-SIZE PRINTS.

CONCRETE:

CP-PL2 BARRIERS, HIGHWAY GUARDRAIL TRANSITIONS, AND CULVERT HEADWALLS SHALL BE 5000 PSI, 3/4 IN, 685 HP CEMENT CONCRETE.

CULVERT, CULVERT FOOTINGS, WINGWALLS, AND WINGWALL FOOTINGS SHALL BE 4000 PSI, 3/4 IN, 610 CEMENT CONCRETE.

SECTION MARK:



**ACTON  
PARKER STREET**

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	9	13
PROJECT FILE NO.		N/A	

**GENERAL NOTES**

ESTIMATED QUANTITIES  
(NOT GUARANTEED)

DESCRIPTION	QUANTITY	UNIT
DEMOLITION OF CULVERT NO. A-02-010	1	LS
BRIDGE EXCAVATION	700	CY
CLASS B ROCK EXCAVATION	2	CY
GRAVEL BORROW FOR BACKFILLING STRUCTURES AND PIPES	350	CY
CRUSHED STONE FOR BRIDGE FOUNDATIONS	90	TON
CULVERT NO. A-02-010	1	LS

PROGRESS  
PRINT

NOT ISSUED FOR CONSTRUCTION	
DATE	DESCRIPTION
USE ONLY PRINTS OF LATEST DATE	

SHEET 2 OF 6 SHEETS BRIDGE NO. A-02-010 (-)

ACTON PARKER STREET			
STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	10	13
PROJECT FILE NO.		N/A	

**BORING LOGS**

**BORING B-1**  
 STATION: 3+68  
 OFFSET: 31.0' LEFT  
 GROUND ELEVATION: 139.0'

**BORING B-2**  
 STATION: 3+21  
 OFFSET: 6.0' LEFT  
 GROUND ELEVATION: 137.5'

BORING LOG												Boring B-1			
Project: <b>Proposed Parker Street Culvert, Acton, Massachusetts</b>												Client: <b>Vanasse Hangen Brustlin, Inc.</b>		LGCI Project No.: 1518	
Drilling Subcontractor: Northern Drill Service, Inc.			Date Started: 7/14/2015			Date Completed: 7/14/2015			Location: Clover Hill Road, North of prop. Culvert			Total Depth: 41'			
Drilling Foreman: Tim Tucker			LGCI Engineer: Andrew Jefferson			Ground Surface El: ~ 139 feet (see remark 1)			Groundwater Depth: 8.5' at end of drilling			Drill Rig Type: Mobile Drill B-48 ATV			
Drilling Method: 4" casing to 39'			Split Spoon Diameter: ID - 1.375", OD - 2"			Hammer Weight: 140 lbs			Hammer Type: Automatic			Drop: 30 inches			
Depth	Sample	Sample	Blows per 6 inches				Pen	Rec	Strata	Sample Description					
Scale	Depth (ft)	No	0-6	6-12	12-18	18-24	(in)	(in)	Remarks						
	0.5 - 2	S1	13	7	6		18	12	Drilled through 4" of asphalt.						
	2 - 4	S2	8	12	14	10	24	12	S1 - Top 3": Asphalt wash						
	4 - 6	S3	6	5	4	5	24	4	Bot. 9": Well Graded SAND (SW), fine to medium, trace coarse, 0-5% fines, trace fine rounded gravel, light brown, moist (fill)						
5ft									S2 - Top 2": Poorly Graded SAND (SP), fine, trace medium, 0-5% fines, light brown, wet (fill)						
									Bot. 10": Well Graded SAND with Silt (SW-SM), fine to medium, 10-15% fines, slightly plastic, trace fine rounded gravel, light brown, wet (fill)						
									S3 - Poorly Graded SAND with Silt and Gravel (SP-SM), fine to medium, ~ 10% fines, 15-20% fine gravel, light brown, trace of root, wet						
10ft	9-11	S4	8	14	16	17	24	14	9.2'	S4 - Top 3": Similar to S3					
									Bot. 11": Well Graded SAND with Silt and Gravel (SW-SM), fine to medium, trace coarse, ~ 5% fines, 15-20% fine gravel, grey, wet						
15ft	14-16	S5	7	10	11	12	24	12		S5 - Silty SAND (SM), fine, ~20% fines, slightly plastic, light brown, wet					
20ft	19-21	S6	7	11	13	14	24	13		S6 - Poorly Graded SAND with Silt (SP-SM), fine to medium, 0-5% fines, brown, wet					
	24-26	S7	8	14	16	14	24	10		S7 - Similar to S6					
30ft	29-31	S8	8	12	13	15	24	0		S8 - No recovery					
	31-33	S9	9	10	13	14	24	20	3	S9 - Similar to S6					
35ft	34-36	S10	8	15	15	16	24	2		S10 - Silty SAND (SM), fine, 15-20% fines, slightly plastic, light brown, wet					
40ft	39-41	S11	25	15	22	44	24	11	4	S11 - Top 8": (Fragments of cobble in top of sample) Sandy SILT (ML), slightly to moderately plastic, 30-35% fine sand, light brown, wet					
										Bot. 3": Well graded GRAVEL with Silt and Sand (GW-GM), fine, angular, 10-15% fines, ~20% fine to coarse sand, slightly plastic, light brown, wet					
45ft										Ended boring at 41' and backfilled borehole with drill cuttings and restored surface with asphalt cold patch.					
50ft															

GROUNDWATER  
APPROX. EL. 130.5

GROUNDWATER  
APPROX. EL. 129.5

BOTTOM OF FOOTING  
EL. 123.80

Remarks:  
 1 - Elevation interpolated from drawing titled: "Parker Street, Acton," provided to us by VHB on July 14, 2015.  
 2 - Encountered stiffer material due to resistance in hammering 4" casing.  
 3 - Used 3" sampler to acquire soil sample after no recovery with 2" sampler.  
 4 - Encountered what appeared to be cobbles based on drilling action.

BORING LOG												Boring B-2			
Project: <b>Proposed Parker Street Culvert, Acton, Massachusetts</b>												Client: <b>Vanasse Hangen Brustlin, Inc.</b>		LGCI Project No.: 1518	
Drilling Subcontractor: Northern Drill Service, Inc.			Date Started: 7/14/2015			Date Completed: 7/14/2015			Location: Parker St., South of prop. Culvert			Total Depth: 31'			
Drilling Foreman: Tim Tucker			LGCI Engineer: Andrew Jefferson			Ground Surface El: ~ 137.5 feet (see remark 1)			Groundwater Depth: 8' at end of drilling			Drill Rig Type: Mobile Drill B-48 ATV			
Drilling Method: 4" casing to 19'			Split Spoon Diameter: ID - 1.375", OD - 2"			Hammer Weight: 140 lbs			Hammer Type: Automatic			Drop: 30 inches			
Depth	Sample	Sample	Blows per 6 inches				Pen	Rec	Strata	Sample Description					
Scale	Depth (ft)	No	0-6	6-12	12-18	18-24	(in)	(in)	Remarks						
	0.5 - 2	S1	12	17	11	11	24	11	Drilled through 4" of asphalt.						
									S1 - Well Graded SAND with Silt and Gravel (SW-SM), fine to medium, trace coarse, 5-10% fines, ~25% fine rounded gravel, light brown, moist (fill)						
5ft	4-6	S2	6	5	7	17	24	15	S2 - Silty SAND (SM), fine to medium, 15-20% fines, trace fine gravel, light brown, moist (fill)						
	6-8	S3	11	9	3	3	24	10	S3 - Top 6": Silty SAND with Gravel (SM), fine to medium, 15-20% fines, ~15% fine subrounded gravel, light brown, wet (fill)						
									Bot. 4": Silty SAND (SM), fine to medium, ~20% fines, traces of organics, dark brown, wet (possible river bottom sediment)						
10ft	9-11	S4	11	26	17	13	24	8	9.2'	S4 - Top 2": Similar to bot. 4" of S3					
									Bot. 6": Well Graded GRAVEL with Silt and Sand (GW-GM), fine, subrounded to angular, 5-10% fines, 20-25% fine to coarse sand, brown, wet						
15ft	11-13	S5	11	12	11	14	24	21		S5 - Top 4": Well Graded SAND with Silt (SW-SM), fine to medium, 10-15% fines, light brown, wet					
	14-16	S6	5	6	9	12	24	14		Bot. 17": Silty SAND (SM), fine, 15-20% fines, orange brown, wet					
										S6 - Poorly Graded SAND (SW), fine, 0-5% fines, light brown to brown, wet					
20ft	19-21	S7	6	10	12	15	24	13		S7 - Similar to S6					
	24-26	S8	6	9	10	11	24	10		S8 - Similar to S6					
30ft	29-31	S9	10	14	17	25	24	24		S9 - Similar to S6, medium					
35ft										Ended boring at 31'. Backfilled borehole with drill cuttings and restored surface with asphalt cold patch.					
40ft															
45ft															
50ft															

Remarks:  
 1 - Elevation interpolated from drawing titled: "Parker Street, Acton," provided to us by VHB on July 14, 2015.

- NOTES:**
- LOCATION OF BORINGS FOR PROPOSED BRIDGE SHOWN ON THE KEY PLAN THUS: B-1
  - BORINGS ARE TAKEN FOR PURPOSE OF DESIGN AND SHOW CONDITIONS AT BORING POINTS ONLY, BUT DO NOT NECESSARILY SHOW THE NATURE OF THE MATERIALS TO BE ENCOUNTERED DURING CONSTRUCTION.
  - WATER LEVELS SHOWN ON THE BORING LOGS AND INDICATED THUS: WERE OBSERVED AT THE TIME OF TAKING BORINGS AND DO NOT NECESSARILY SHOW THE TRUE GROUND WATER LEVEL.
  - FIGURES IN COLUMNS INDICATE NUMBER OF BLOWS REQUIRED TO DRIVE A 1 3/8" I.D. SPLIT SPOON SAMPLER 6" USING A 140 POUND WEIGHT FALLING 30", UNLESS OTHERWISE NOTED.
  - ALL BORINGS FOR PROPOSED BRIDGE WERE MADE IN JULY 2015.
  - THE NORTH AMERICAN VERTICAL DATUM (NAVD) OF 1988 IS USED THROUGHOUT.

PROGRESS PRINT	NOT ISSUED FOR CONSTRUCTION	
	DATE	DESCRIPTION
	USE ONLY PRINTS OF LATEST DATE	

SHEET 3 OF 6 SHEETS BRIDGE NO. A-02-010 (-)

3\_13016.00\_BR(BORING\_LOGS).DWG Plotted on 14-Sep-2015 10:37 AM N/A STRUCTURAL SUBMITTAL (S#) DD-MONTH-YYYY

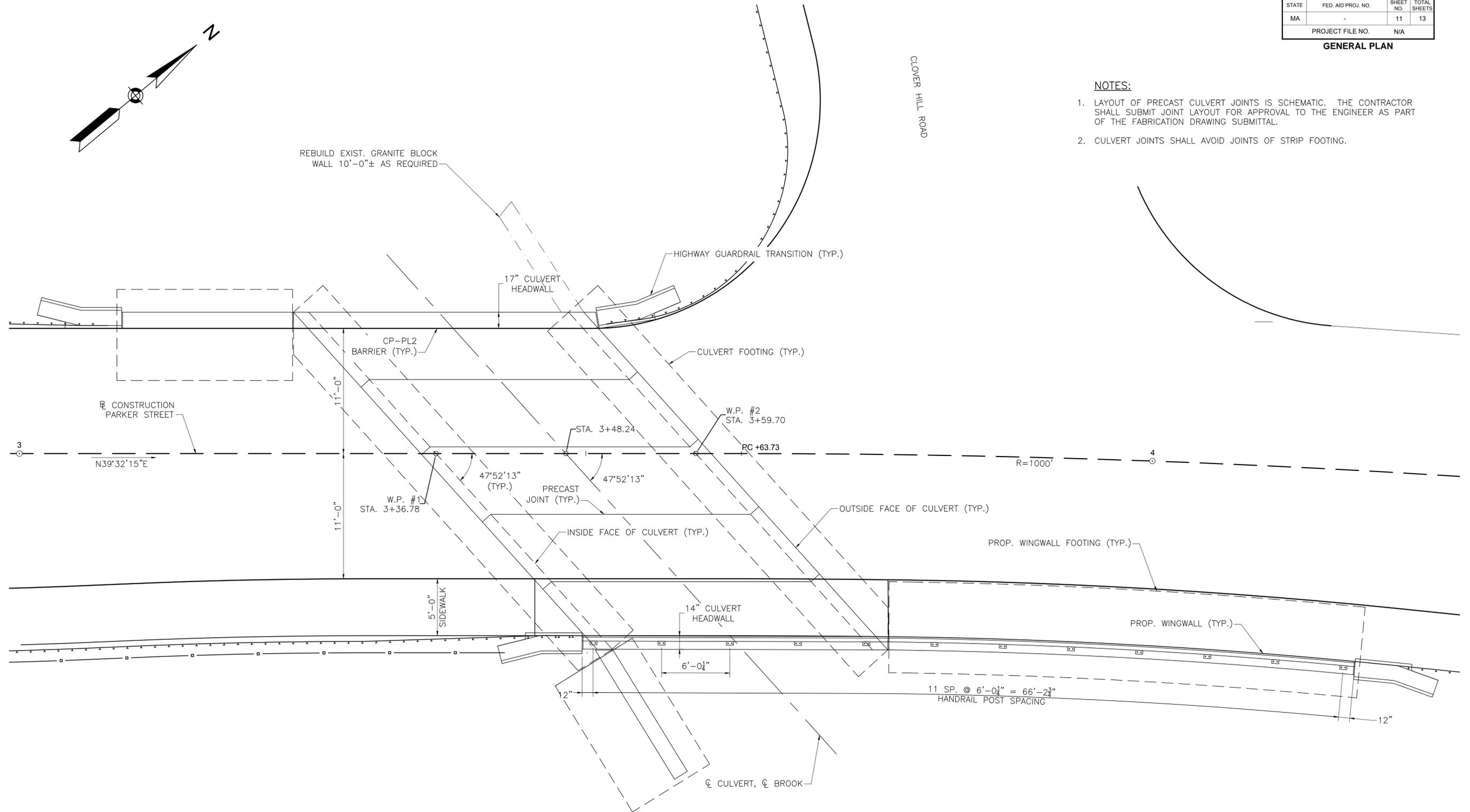
**ACTON  
PARKER STREET**

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	11	13
PROJECT FILE NO.		N/A	

**GENERAL PLAN**

**NOTES:**

- LAYOUT OF PRECAST CULVERT JOINTS IS SCHEMATIC. THE CONTRACTOR SHALL SUBMIT JOINT LAYOUT FOR APPROVAL TO THE ENGINEER AS PART OF THE FABRICATION DRAWING SUBMITTAL.
- CULVERT JOINTS SHALL AVOID JOINTS OF STRIP FOOTING.



**PLAN**

SCALE: 3/4" = 1'-0"

PROGRESS  
PRINT

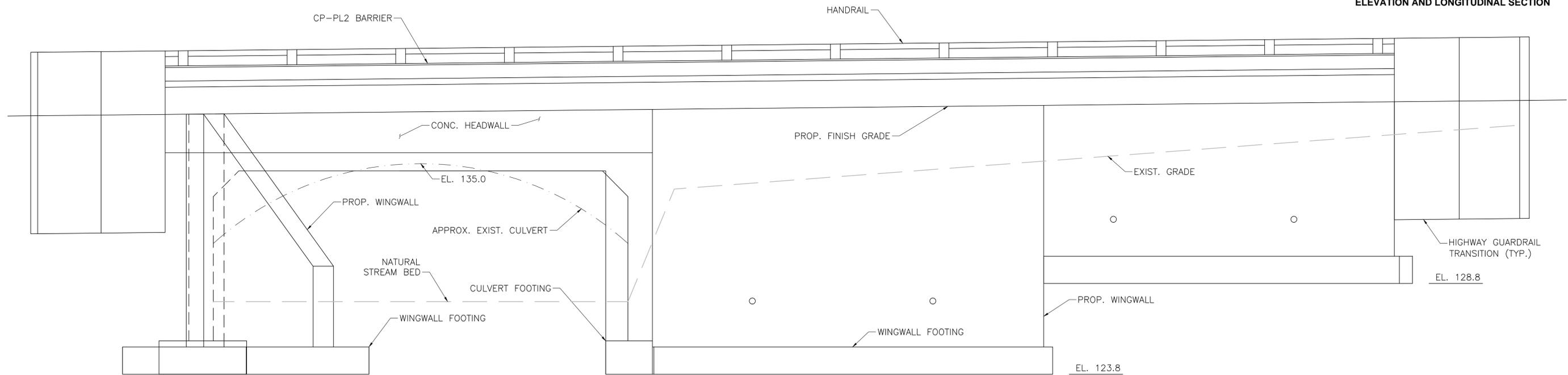
NOT ISSUED FOR CONSTRUCTION	
DATE	DESCRIPTION
USE ONLY PRINTS OF LATEST DATE	

SHEET 4 OF 6 SHEETS BRIDGE NO. A-02-010 (-)

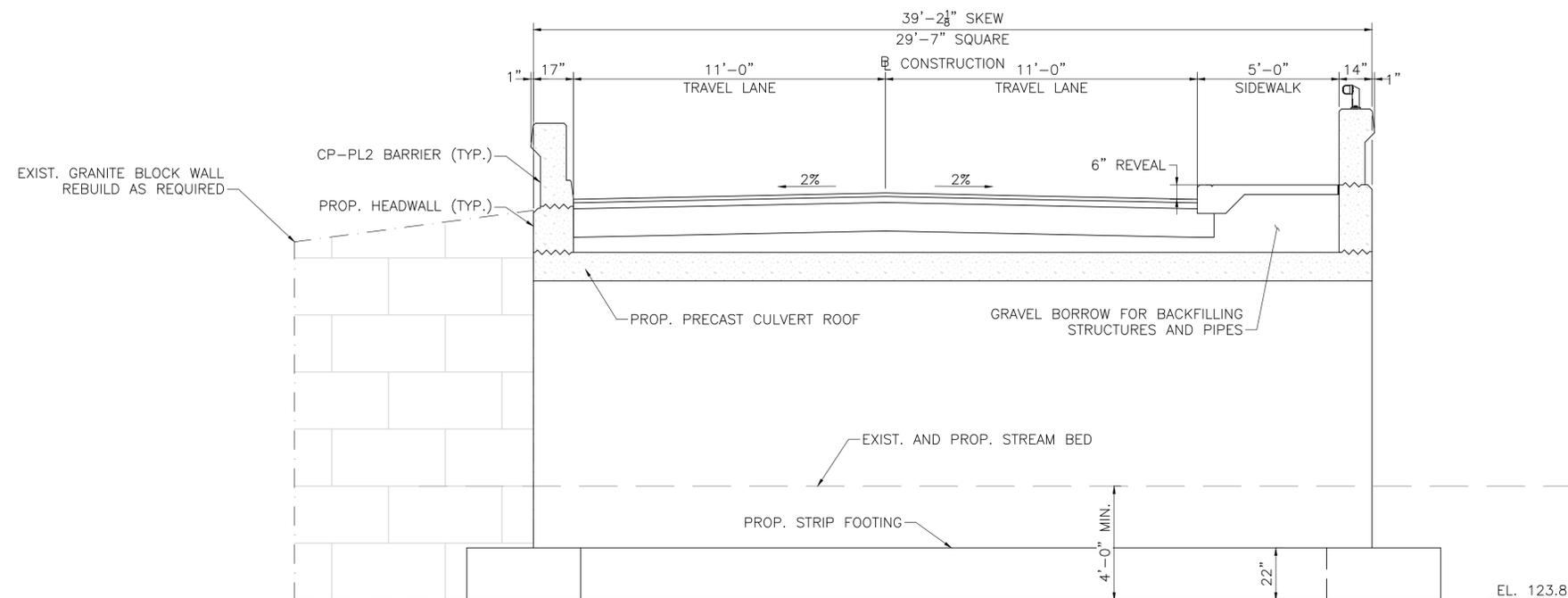
**ACTON  
PARKER STREET**

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	12	13
PROJECT FILE NO.		N/A	

**ELEVATION AND LONGITUDINAL SECTION**



**ELEVATION - LOOKING WEST**  
SCALE:  $\frac{3}{8}$ " = 1'-0"



**LONGITUDINAL SECTION - LOOKING UPSTATION**  
SCALE:  $\frac{3}{8}$ " = 1'-0"

PROGRESS  
PRINT

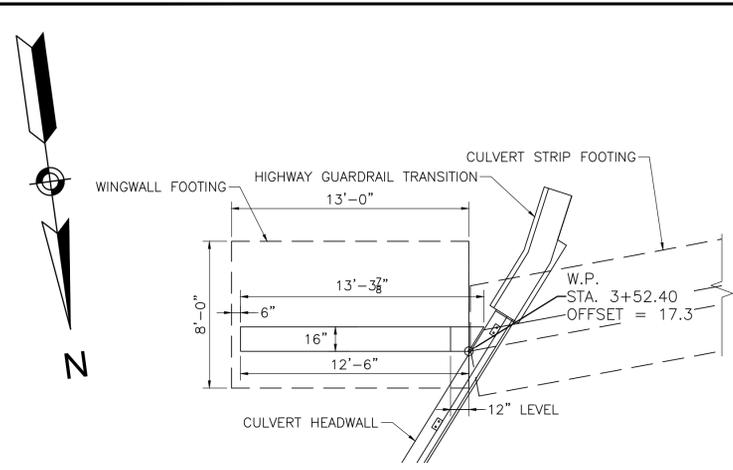
NOT ISSUED FOR CONSTRUCTION	
DATE	DESCRIPTION
	USE ONLY PRINTS OF LATEST DATE

SHEET 5 OF 6 SHEETS BRIDGE NO. A-02-010 (-)

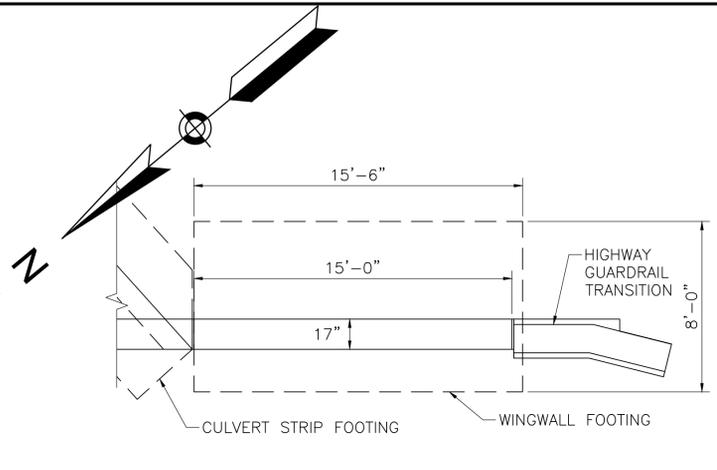
**ACTON  
PARKER STREET**

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	13	13
PROJECT FILE NO.		N/A	

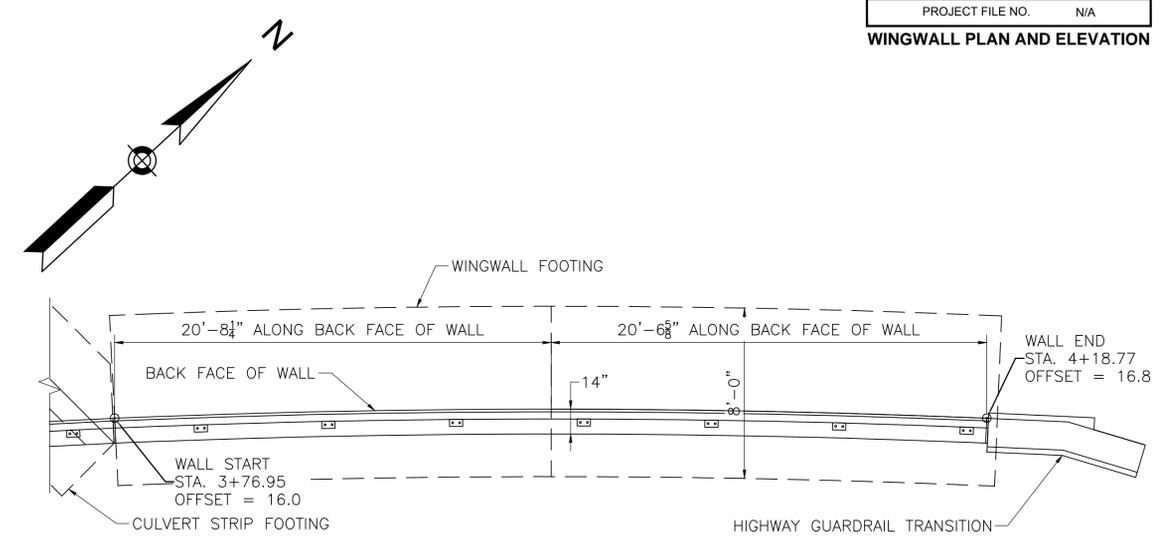
**WINGWALL PLAN AND ELEVATION**



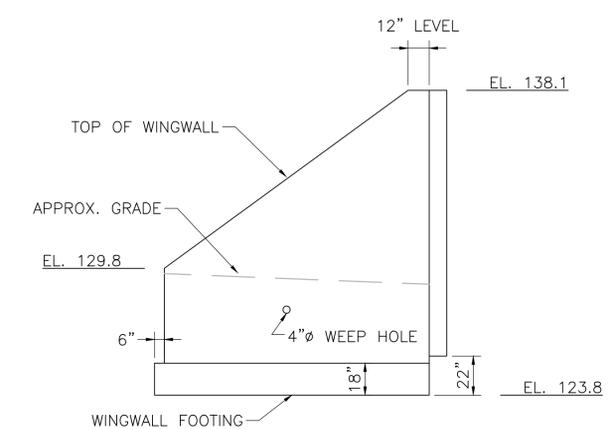
**SOUTHEAST WINGWALL PLAN**  
SCALE: 1/4" = 1'-0"



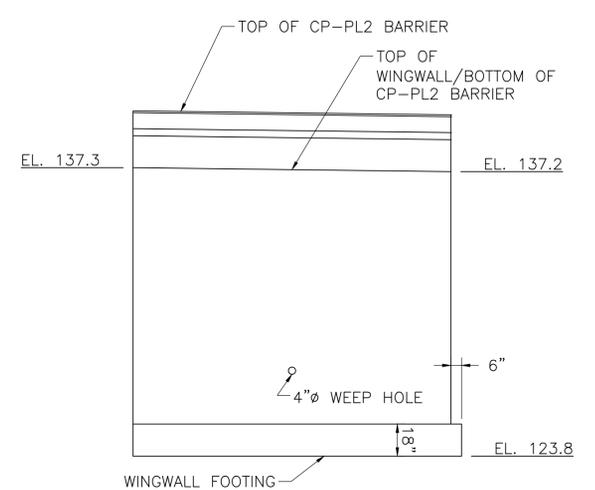
**SOUTHWEST WINGWALL PLAN**  
SCALE: 1/4" = 1'-0"



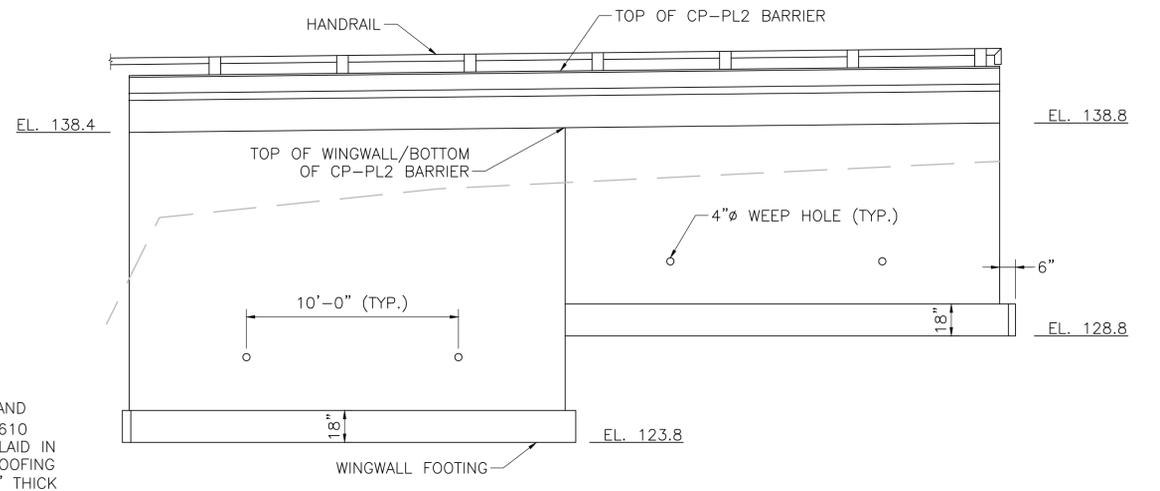
**NORTHEAST WINGWALL PLAN**  
SCALE: 1/4" = 1'-0"



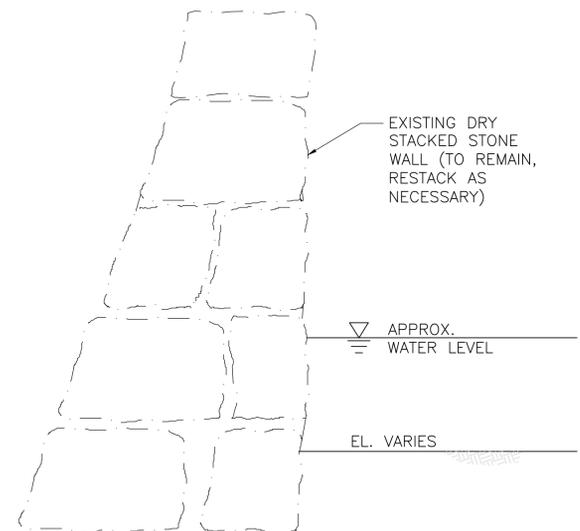
**SOUTHEAST WINGWALL ELEVATION**  
SCALE: 1/4" = 1'-0"



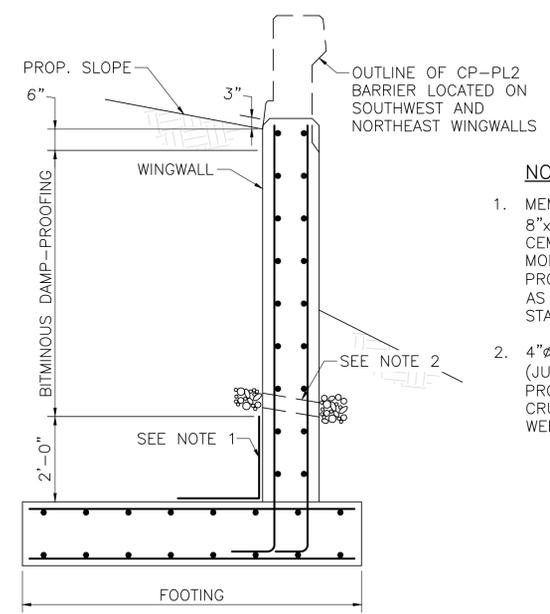
**SOUTHWEST WINGWALL ELEVATION**  
SCALE: 1/4" = 1'-0"



**NORTHEAST WINGWALL ELEVATION**  
SCALE: 1/4" = 1'-0"



**EXIST NORTHWEST WINGWALL SECTION**  
NOT TO SCALE



**WINGWALL TYPICAL SECTION**  
SCALE: 1/2" = 1'-0"

- NOTES:**
- MEMBRANE WATERPROOFING AND 8"x16"x2", 4000 PSI, 1/2 IN, 610 CEMENT CONCRETE BLOCKS LAID IN MORTAR OR OTHER WATERPROOFING PROTECTIVE COURSE, MIN. 2" THICK AS SPECIFIED IN MASSDOT STANDARD SPECIFICATIONS.
  - 4"Ø WEEP HOLES 10'-0" O.C. (JUST ABOVE PROTECTIVE COURSE). PROVIDE 1 CUBIC YARD OF CRUSHED STONE AT EACH END OF WEEP HOLE.

PROGRESS PRINT

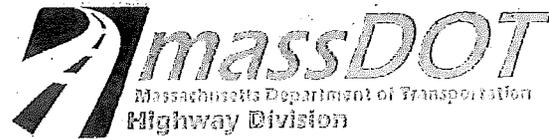
DATE	NOT ISSUED FOR CONSTRUCTION DESCRIPTION
	USE ONLY PRINTS OF LATEST DATE

SHEET 6 OF 6 SHEETS BRIDGE NO. A-02-010 (-)

6\_13016.00\_BR(WALL).DWG Picked on 14-Sep-2015 10:39 AM N/A STRUCTURAL SUBMITTAL (S#) DD-MONTH-YYYY



Deval L. Patrick, Governor  
Richard A. Davey, Secretary & CEO  
Frank DePaola, Administrator



Town of Acton  
Board of Selectmen  
472 Main St.  
Acton, MA 01720

April 16, 2014

Attn: Corey York, Director Public Works

SUBJECT: NATIONAL BRIDGE INSPECTION STANDARDS (NBIS)  
BRIDGE RATING AND POSTING

Acton: PARKER ST / FORT POND BROOK  
Bridge No: A-02-010 (256)  
Structure No: A02010-256-MUN-NBI

Dear Select Board:

The Massachusetts Department of Transportation (MassDOT) - Highway Division has undertaken the inventory, inspection, and rating of municipal bridges to assist the cities and towns in complying with state and federal laws and regulations.

In accordance with the provisions of **M.G.L.C 85, sub-section 35**, the MassDOT - Highway Division has determined the maximum load which the subject bridge may safely carry.

In conformance with that determination by MassDOT - Highway Division, the bridge A-02-010 (noted above) is to be posted for:

<b>TYPE "H"</b> (2 axles)	<b>10 TONS</b>
<b>TYPE "3"</b> (3 axles)	<b>13 TONS</b>
<b>TYPE "3S2"</b> (5 axles)	<b>19 TONS</b>

In reference to posting of the subject bridge, please comply with the following:

1. For the sake of uniformity, the MassDOT - Highway Division will supply the first set of signs. The sign posts will also be provided if funds are available. The signs should be ordered through the MassDOT - Highway Division District 3 office located at 403 Belmont Street, Worcester, MA 01604, telephone no. (508) 929-3800.
2. All Bridge Posting shall be in accordance with **M.G.L.C 85, sub-section 34**.
3. For our NBIS records, notify this office and the District 3 Bridge Inspection Unit of your date of posting and the weight limit posting enforcement official's name, title and office telephone number.

Town of Acton  
Bridge Rating & Posting  
Bridge No. A-02-010  
April 16, 2014  
Page 2 of 2

4. If you have not posted the bridge within forty-five (45) days of the date of this letter, please note that under **M.G.L.C 85, sub-section 35**, the MassDOT - Highway Division is authorized to post the bridge on its own initiative.

I draw to your attention that in the past, the Federal Government has suspended Federal Aid to cities and towns that were, in its opinion, not fully implementing the National Bridge Inspection Standards. Failure to properly post and enforce weight load limits is undisputedly a violation and will result in the automatic suspension of funding.

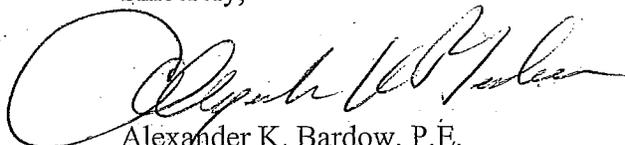
Please be advised that the following deficiencies were reported in the rating report with recommendations to be addressed through repairs or rehabilitation. The recommendations are as follows:

- The arch ring be monitored for further deterioration and for signs of settlement that may indicate that the arch ring is not functioning as designed.
- General maintenance be performed on a regular basis to ensure the structural adequacy and performance of the structure.

A copy of the Rating Report is filed in the District Highway Office. The District Highway Director is available to recommend procedures to upgrade the subject bridge.

The Department is pleased to assist you in this matter of bridge safety.

Sincerely,



Alexander K. Bardow, P.E.  
State Bridge Engineer

GK/gk

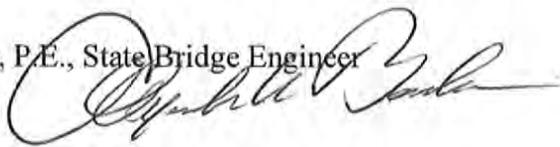
cc: BIE (2)  
DHD, D-3  
DBIE, D-3  
State Police

THE COMMONWEALTH OF MASSACHUSETTS  
MASSDOT - HIGHWAY DIVISION  
INTEROFFICE MEMORANDUM



---

**TO:** NBIS File

**FROM:** Alexander K. Bardow, P.E., State Bridge Engineer 

**DATE:** April 8, 2014

**RE:** BRIDGE RATING  
ACTON  
PARKER STREET OVER FORT POND BROOK  
BRIDGE NO. A-02-010(256)  
STRUCTURE NO. A02010-256-MUN-NBI  
BIN = 256

---

Based upon the Bridge Rating Report prepared by Gill Engineering Associates, Inc., dated September, 2013, it is recommended that Bridge No. A-02-010 (256) **BE POSTED FOR:**

<b>TWO AXLE</b>	<b>(H20)</b>	<b>10 TONS</b>
<b>THREE AXLE</b>	<b>(3)</b>	<b>13 TONS</b>
<b>FIVE AXLE</b>	<b>(3S2)</b>	<b>19 TONS</b>

The controlling element of the structure for both inventory and operating stress level requirements is the arch minimum cover for all posting vehicles. The rating values are 10.4 tons 13.0 tons and 18.7 tons for the inventory stress levels and 14.0 tons, 17.6 tons and 25.3 tons for the operating stress levels for the H20, Type 3, and Type 3S2 vehicles, respectively. This structure was previously rated numerically in March 1982.

The structure is in fair to poor condition. The structure, built in 1938, consists of a single span corrugated steel plate arch-deck. The substructure consists of concrete abutments and mortared stone wingwalls.

It is recommended that the following preventative maintenance be performed on the structure in order to maintain the useful life of the bridge:

- The arch ring be monitored for further deterioration and for signs of settlement that may indicate that the arch ring is not functioning as designed.
- General maintenance and inspections continue at regular intervals to ensure the structural adequacy, integrity and performance of the structure.

It is recommended that this structurally deficient structure be place in a program for rehabilitation or replacement.

**NBIS FILE**  
**April 8, 2014**  
**PAGE 2 OF 2**  
**RE: A-02-010 (256) RATING REPORT**

The following load rating data shall be entered into the 4D Database by the Ratings and Overloads Unit upon receipt of a signed copy of this memorandum.

Item 63 = 1 (Load Factor Method)  
Item 65 = 1 (Load Factor Method)  
INV H20 = 10.4 English Tons  
INV Type 3 = 13.0 English Tons  
INV Type 3S2 = 18.7 English Tons  
INV HS20 = 18.7 English Tons  
Rating Report = Y  
Computer File = Y

Item 64 = 77.3 Metric Tons  
Item 66 = 46.3 Metric Tons  
OPR H20 = 14.0 English Tons  
OPR Type 3 = 17.6 English Tons  
OPR Type 3S2 = 25.3 English Tons  
OPR HS20 = 25.3 English Tons  
Date of Last Rating Report = 9/13  
Computer File Type = Virtis

HRB/tn

cc: Rating Reports (Bridge and District copies)  
Attach: 09/2013 Rating Report Summary Sheet & Breakdown Sheet

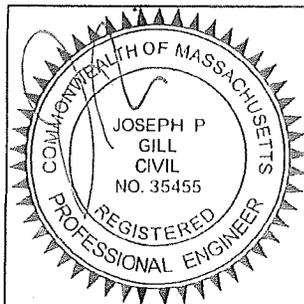
**SUMMARY OF BRIDGE RATING**

**TOWN/CITY:** Acton **BRIDGE NO.:** A-02-010 (256)  
**CARRIES:** Parker Street **OVER:** Fort Pond Brook  
**STRUCTURE NO.:** A02010-256-MUN-NBI **BIN NO.:** 256

**RATINGS (TONS)**

ALLOWABLE STRESS RATINGS FOR LOAD POSTING PURPOSES LOAD RATING IN ENGLISH TONS		
VEHICLE TYPE	INVENTORY	OPERATING
H20	10.4	14.0
TYPE 3	13.0	17.6
TYPE 3S2	18.7	25.3
HS20	18.7	25.3

MS18 LOAD FACTOR RATING IN METRIC TONS PROVIDED IN COMPLIANCE WITH DECEMBER 1995 FHWA NBIS CODING GUIDE			
INVENTORY		OPERATING	
ITEM 66	MS EQUIVALENT	ITEM 64	MS EQUIVALENT
46.3	MS25.7	77.3	MS42.9



Consultant P.E. Stamp

A posting recommendation has been made based on the results of this Rating Report. This recommendation is contained in the "Memorandum to the NBIS File" for this bridge, dated \_\_\_\_\_.

\_\_\_\_\_  
State Bridge Engineer

\_\_\_\_\_  
Date

**BREAKDOWN OF BRIDGE RATING**

TOWN/CITY: Acton BRIDGE NO.: A-02-010 (256)

CARRIES: Parker Street OVER: Fort Pond Brook

STRUCTURE NO.: A02010-256-MUN-NBI BIN NO.: 256

BRIDGE COMPONENT	INVENTORY RATING BY WORKING STRESS METHOD (ENGLISH TONS)				OPERATING RATING BY WORKING STRESS METHOD (ENGLISH TONS)			
	H20	TYPE 3	TYPE 3S2	HS20	H20	TYPE 3	TYPE 3S2	HS20
Arch: Wall Area	71.3	167.7	264.8	128.3	98.9	232.7	367.6	178.0
Arch: Seam Strength	83.3	196.0	309.5	149.9	115.3	271.3	428.5	207.6
Arch: Buckling	54.4	128.0	202.1	97.9	75.9	178.6	282.1	136.6
Arch: Minimum Cover	<b>10.4</b>	<b>13.0</b>	<b>18.7</b>	<b>18.7</b>	<b>14.0</b>	<b>17.6</b>	<b>25.3</b>	<b>25.3</b>
Beam No. 3								
Beam B3: 0.0 L - Shear	98.6	136.5	212.2	164.6	138.3	191.5	297.8	231.0
Beam B3: 0.45 L - Flexure	29.5	45.3	71.5	53.2	46.7	71.6	113.0	84.1
Beam B3: 0.5 L - Flexure	29.1	45.9	72.5	52.3	46.1	72.8	114.9	82.9

English tons.

Shaded values are controlling ratings.

Bold values are below statutory.

**BREAKDOWN OF BRIDGE RATING**

TOWN/CITY: Acton BRIDGE NO.: A-02-010 (256)  
 CARRIES: Parker Street OVER: Fort Pond Brook  
 STRUCTURE NO.: A02010-256-MUN-NBI BIN NO.: 256

BRIDGE COMPONENT	INVENTORY RATING LOAD FACTOR METHOD (METRIC TONS)		OPERATING RATING LOAD FACTOR METHOD (METRIC TONS)	
	MS18	MS(EQUIV)	MS18	MS(EQUIV)
Arch: Wall Area	106.6	MS59.2	177.9	MS98.8
Arch: Seam Strength	125.2	MS69.6	209.0	MS116.1
Arch: Buckling	81.4	MS45.2	135.9	MS75.5
Beam No. 3				
Beam B3: 0.0 L - Shear	122.0	MS67.8	203.8	MS113.2
Beam B3: 0.45 L - Flexure	46.9	MS26.1	78.3	MS43.5
Beam B3: 0.5 L - Flexure	46.3	MS25.7	77.3	MS42.9

Metric tons.

Shaded values are controlling ratings.

Bold values are below statutory.

STRUCTURES INSPECTION FIELD REPORT

2-DIST  
03

B.I.N.  
256

ROUTINE ARCH & SPECIAL MEMBER INSPECTION

BR. DEPT. NO.  
A-02-010

CITY/TOWN <b>ACTON</b>	8.-STRUCTURE NO. <b>A02010-256-MUN-NBI</b>	11-Kilo. POINT <b>000.241</b>	41-STATUS <b>A:OPEN</b>	90-ROUTINE INSP. DATE <b>JAN 10, 2012</b>
07-FACILITY CARRIED <b>HWY PARKER ST</b>	MEMORIAL NAME/LOCAL NAME	27-YR BUILT <b>1938</b>	106-YR REBUILT <b>0000</b>	YR REHAB'D (NON 106) <b>0000</b>
06-FEATURES INTERSECTED <b>WATER FORT POND BROOK</b>	26-FUNCTIONAL CLASS <b>Urban Collector</b>	DIST. BRIDGE INSPECTION ENGINEER.		
43-STRUCTURE TYPE <b>311 : Steel Arch - Deck</b>	22-OWNER <b>Town Agency</b>	21-MAINTAINER <b>Town Agency</b>	TEAM LEADER <b>Z. Gikas</b>	
107-DECK TYPE <b>N : Not applicable</b>	WEATHER <b>SUNNY</b>	TEMP. (air) <b>3°C</b>	TEAM MEMBERS <b>M. DYGON</b>	

**ITEM 58** 5

**DECK** DEF

1. Wearing surface	6	M-P
2. Deck Condition	6	M-P
3. Spandrel Fill	7	-
4. Curbs	6	M-P
5. Median	N	-
6. Sidewalks	N	-
7. Parapets	5	M-P
8. Railing	7	M-P
9. Anti Missile Fence	N	-
10. Drainage System	N	-
11. Lighting Standards	N	-
12. Utilities	N	-
13. Deck Joints	N	-
14.	N	-
15.	N	-
16.	N	-

**CURB REVEAL** (In millimeters)

E	W
50	125

**ITEM 59** 4

**SUPERSTRUCTURE** DEF

1. Arch/Arch Ring	4	S-A
2. Keystone Area	N	-
3. Stringers	6	M-P
4. Floorbeams	N	-
5. Spandrel Walls	5	S-P
6. Spring Lines	4	S-A
7. Diaphragms/Cross Frames	N	-
8. Conn Plt's, Gussets & Angles	N	-
9. Pin & Hangers	N	-
10. Masonry Joints	5	M-P
11. Rivets & Bolts	7	M-P
12. Welds	N	-
13. Deformation/Flattening	7	-
14. Member Alignment	7	-
15. Paint/Coating	5	S-P
16.	N	-

Year Painted N

**COLLISION DAMAGE:** *Please explain*  
None (  ) Minor ( ) Moderate ( ) Severe ( )

**LOAD DEFLECTION:** *Please explain*  
None (  ) Minor ( ) Moderate ( ) Severe ( )

**LOAD VIBRATION:** *Please explain*  
None (  ) Minor ( ) Moderate ( ) Severe ( )

**ITEM 60** 5

**SUBSTRUCTURE** DEF

<b>1. Abutments</b>	Dive	Cur	<b>5</b>	DEF
a. Pedestals	N	N		-
b. Bridge Seats	N	N		-
c. Backwalls	N	N		-
d. Breastwalls	N	7		-
e. Wingwalls	N	5		S-P
f. Slope Paving/Rip-Rap	N	N		-
g. Pointing	N	5		M-P
h. Footings	N	N		-
i. Piles	N	N		-
j. Scour	N	7		-
k. Settlement	N	5		S-P
l.	N	N		-
m.	N	N		-
<b>2. Piers or Bents</b>			<b>N</b>	DEF
a. Pedestals	N	N		-
b. Caps	N	N		-
c. Columns	N	N		-
d. Stems/Webs/Pierwalls	N	N		-
e. Pointing	N	N		-
f. Footing	N	N		-
g. Piles	N	N		-
h. Scour	N	N		-
i. Settlement	N	N		-
j.	N	N		-
k.	N	N		-
<b>3. Pile Bents</b>			<b>N</b>	DEF
a. Pile Caps	N	N		-
b. Piles	N	N		-
c. Diagonal Bracing	N	N		-
d. Horizontal Bracing	N	N		-
e. Fasteners	N	N		-

**APPROACHES** DEF

a. Appr. pavement condition	7	M-P
b. Appr. Roadway Settlement	7	-
c. Appr. Sidewalk Settlement	N	-
d.	N	-

**Any Fracture Critical Member:** (Y/N) N

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Any Cracks:** (Y/N) N

**UNDERMINING (Y/N)** If YES please explain N

**COLLISION DAMAGE:**  
None (  ) Minor ( ) Moderate ( ) Severe ( )

I-60 (Dive Report): N I-60 (This Report): 5

**OVERHEAD SIGNS** (Attached to bridge) (Y/N) N

DEF

a. Condition of Welds	N	-
b. Condition of Bolts	N	-
c. Condition of Signs	N	-

**93B-U/W (DIVE) Insp** 00/00/00

X=UNKNOWN      N=NOT APPLICABLE      H=HIDDEN/INACCESSIBLE      R=REMOVED

CITY/TOWN <b>ACTON</b>	B.I.N. <b>256</b>	BR. DEPT. NO. <b>A-02-010</b>	8.-STRUCTURE NO. <b>A02010-256-MUN-NBI</b>	INSPECTION DATE <b>JAN 10, 2012</b>
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**ITEM 61** **6**

**CHANNEL & CHANNEL PROTECTION**

	Dive	Cur	DEF
1.Channel Scour	N	7	-
2.Embankment Erosion	N	6	M-P
3.Debris	N	7	-
4.Vegetation	N	6	M-P
5.Utilities	N	N	-
6.Rip-Rap/Slope Protection	N	7	-
7.Aggradation	N	7	-
8.Fender System	N	N	-

**STREAM FLOW VELOCITY:**  
Tidal ( ) High ( ) Moderate () Low ( ) None ( )

ITEM 61 (Dive Report):  N  ITEM 61 (This Report)  6

93b-U/W INSP. DATE:

**ITEM 36 TRAFFIC SAFETY**

	36	COND	DEF
A. Bridge Railing	1	7	M-P
B. Transitions	1	7	M-P
C. Approach Guardrail	1	7	-
D. Approach Guardrail Ends	0	6	M-P

**WEIGHT POSTING** Not Applicable  X

	H	3	3S2	Single
Actual Posting	N	N	N	N
Recommended Posting	N	N	N	N

Waived Date:  EJDMT Date:

At bridge		Other Advance	
N	S	N	S
/	/	/	/

Signs In Place (Y=Yes, N=No, NR=NotRequired)  
Legibility/Visibility

**CLEARANCE POSTING** Not Applicable  X

	E		W		meter
	ft	in	ft	in	
Actual Field Measurement		0		0	
Posted Clearance		0		0	

At bridge		Advance	
E	W	E	W
/	/	/	/

Signs In Place (Y=Yes, N=No, NR=NotRequired)  
Legibility/Visibility

**ACCESSIBILITY (Y/N/P)**

	Needed	Used
Lift Bucket	N	N
Ladder	N	N
Boat	N	N
Waders	Y	Y
Inspector 50	N	N
Rigging	N	N
Staging	N	N
Traffic Control	N	N
RR Flagger	N	N
Police	N	N
Other:		
	N	N

**TOTAL HOURS** **8**

**PLANS (Y/N):**  Y  N

**(V.C.R.) (Y/N):**  Y  N

**TAPE#:** \_\_\_\_\_

*List of field tests performed:*

**RATING**

Rating Report (Y/N):  Y  N

Date:

Inspection data at time of existing rating  
I 58: 6 I 59: 7 I 60: 6 Date : 05/26/1981

**(To be filled out by DBIE)**

Request for Rating or Rerating (Y/N):  Y  N

If YES please give priority:  
HIGH () MEDIUM ( ) LOW ( )

**REASON:** Condition of springline area and 1982 rating.

**CONDITION RATING GUIDE** (For Items 58, 59, 60 and 61)

CODE	CONDITION	DEFECTS
N	NOT APPLICABLE	
G 9	EXCELLENT	Excellent condition.
G 8	VERY GOOD	No problem noted.
G 7	GOOD	Some minor problems.
F 6	SATISFACTORY	Structural elements show some minor deterioration.
F 5	FAIR	All primary structural elements are sound but may have minor section loss, cracking, spalling or scour.
P 4	POOR	Advance section loss, deterioration, spalling or scour.
P 3	SERIOUS	Loss of section, deterioration, spalling or scour have seriously affected primary structural components. Local failures are possible. Fatigue cracks in steel or shear cracks in concrete may be present.
C 2	CRITICAL	Advance deterioration of primary structural elements. Fatigue cracks in steel or shear cracks in concrete may be present or scour may have removed substructure support. Unless closely monitored it may be necessary to close the bridge until corrective action is taken.
C 1	"IMMINENT" FAILURE	Major deterioration or section loss present in critical structural components or obvious vertical or horizontal movement affecting structure stability. Bridge is closed to traffic but corrective action may put it back in light service.
0	FAILED	Out of service - beyond corrective action.

**DEFICIENCY REPORTING GUIDE**

**DEFICIENCY:** A defect in a structure that requires corrective action.

**CATEGORIES OF DEFICIENCIES:**

**M= Minor Deficiency** - Deficiencies which are minor in nature, generally do not impact the structural integrity of the bridge and could easily be repaired. Examples include but are not limited to: Spalled concrete, Minor pot holes, Minor corrosion of steel, Minor scouring, Clogged drainage, etc.

**S= Severe/Major Deficiency** - Deficiencies which are more extensive in nature and need more planning and effort to repair. Examples include but are not limited to: Moderate to major deterioration in concrete, Exposed and corroded rebars, Considerable settlement, Considerable scouring or undermining, Moderate to extensive corrosion to structural steel with measurable loss of section, etc.

**C-S= Critical Structural Deficiency** - A deficiency in a structural element of a bridge that poses an extreme unsafe condition due to the failure or imminent failure of the element which will affect the structural integrity of the bridge.

**C-H= Critical Hazard Deficiency** - A deficiency in a component or element of a bridge that poses an extreme hazard or unsafe condition to the public, but does not impair the structural integrity of the bridge. Examples include but are not limited to: Loose concrete hanging down over traffic or pedestrians, A hole in a sidewalk that may cause injuries to pedestrians, Missing section of bridge railing, etc.

**URGENCY OF REPAIR:**

**I = Immediate-** [Inspector(s) immediately contact District Bridge Inspection Engineer (DBIE) to report the Deficiency and to receive further instruction from him/her].

**A = ASAP-** [Action/Repair should be initiated by District Maintenance Engineer or the Responsible Party (if not a State owned bridge) upon receipt of the Inspection Report].

**P = Prioritize-** [Shall be prioritized by District Maintenance Engineer or the Responsible Party (if not a State owned bridge) and repairs made when funds and/or manpower is available].

# STRUCTURES INSPECTION FIELD REPORT

2-DIST  
**03**

B.I.N.  
**256**

## ROUTINE ARCH & SPECIAL MEMBER INSPECTION

BR. DEPT. NO.  
**A-02-010**

CITY/TOWN <b>ACTON</b>	8-STRUCTURE NO. <b>A02010-256-MUN-NBI</b>	11-Kilo. POINT <b>000.241</b>	90-ROUTINE INSP. DATE <b>Jan 10, 2012</b>	93*-SPEC. MEMB. INSP. DATE <b>Jan 10, 2012</b>
07-FACILITY CARRIED <b>HWY PARKER ST</b>	MEMORIAL NAME/LOCAL NAME		27-YR BUILT <b>1938</b>	106-YR REBUILT <b>0000</b>
06-FEATURES INTERSECTED <b>WATER FORT POND BROOK</b>	26-FUNCTIONAL CLASS <b>Urban Collector</b>	DIST. BRIDGE INSPECTION ENGINEER		
43-STRUCTURE TYPE <b>311 : Steel Arch - Deck</b>	22-OWNER <b>Town Agency</b>	21-MAINTAINER <b>Town Agency</b>	TEAM LEADER <b>Z. Gikas</b>	
107-DECK TYPE <b>N : Not applicable</b>	WEATHER <b>SUNNY</b>	TEMP. (air) <b>3°C</b>	TEAM MEMBERS <b>M. DYGON</b>	

<b>WEIGHT POSTING</b>	<i>Not Applicable</i> <input checked="" type="checkbox"/>	At bridge	Advance	PLANS (Y/N): <input type="checkbox"/> N
Actual Posting	H <input type="checkbox"/> N <input type="checkbox"/> 3 <input type="checkbox"/> N <input type="checkbox"/> 3S2 <input type="checkbox"/> N <input type="checkbox"/> Single <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/> N <input type="checkbox"/> S	<input type="checkbox"/> N <input type="checkbox"/> S	(V.C.R.) (Y/N): <input type="checkbox"/> N
Recommended Posting	<input type="checkbox"/> N <input type="checkbox"/> 3 <input type="checkbox"/> N <input type="checkbox"/> 3S2 <input type="checkbox"/> N <input type="checkbox"/> Single <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/> N <input type="checkbox"/> S	<input type="checkbox"/> N <input type="checkbox"/> S	TAPE#: _____
Waived Date: <input type="text"/> 00/00/00	EJDMT Date: <input type="text"/> 00/00/00	Signs In Place (Y=Yes, N=No, NR=Not Required) Legibility/Visibility		

<b>RATING</b>	Rating Report (Y/N): <input type="checkbox"/> Y <input checked="" type="checkbox"/>	Date: <input type="text"/> 03/01/1982	Request for Rating or Rerating (Y/N): <input type="checkbox"/> Y <input checked="" type="checkbox"/>	If YES please give priority: HIGH ( <input checked="" type="checkbox"/> ) MEDIUM ( <input type="checkbox"/> ) LOW ( <input type="checkbox"/> )
Inspection data at time of existing rating I 58: 6 I 59: 7 I 60: 6 I 62: - Date : 05/26/1981			<b>REASON: Condition of springline area and 1982 rating.</b>	

**SPECIAL MEMBER(S):**

	MEMBER	CRACK (Y/N):	WELD'S CONDITION (0-9)	LOCATION OF CORROSION, SECTION LOSS (%), CRACKS, COLLISION DAMAGE, STRESS CONCENTRATION, ETC.	CONDITION		INV. RATING OF MEMBER			Deficiencies
					PREVIOUS	PRESENT	H-20	3	3S2	
					(0-9)	(0-9)				
A	Item 59.1 - Arch/ Arch Ring	N		See remarks in comments section.		4	20	23	36	S-A
B										
C										
D										
E										

<b>List of field tests performed:</b>	I-58	I-59	I-60	I-62
-	<input type="text"/> -	<input type="text"/> -	<input type="text"/> -	<input type="text"/> 5
	(Overall Previous Condition)			
	<input type="text"/> 5	<input type="text"/> 4	<input type="text"/> 5	<input type="text"/> 5
	(Overall Current Condition)			

**DEFICIENCY:** A defect in a structure that requires corrective action.

**CATEGORIES OF DEFICIENCIES:**

**M= Minor Deficiency** - Deficiencies which are minor in nature, generally do not impact the structural integrity of the bridge and could easily be repaired. Examples include but are not limited to: Spalled concrete, Minor pot holes, Minor corrosion of steel, Minor scouring, Clogged drainage, etc.

**S= Severe/Major Deficiency** - Deficiencies which are more extensive in nature and need more planning and effort to repair. Examples include but are not limited to: Moderate to major deterioration in concrete, Exposed and corroded rebars, Considerable settlement, Considerable scouring or undermining, Moderate to extensive corrosion to structural steel with measurable loss of section, etc.

**C-S= Critical Structural Deficiency** - A deficiency in a structural element of a bridge that poses an extreme unsafe condition due to the failure or imminent failure of the element which will affect the structural integrity of the bridge.

**C-H= Critical Hazard Deficiency** - A deficiency in a component or element of a bridge that poses an extreme hazard or unsafe condition to the public, but does not impair the structural integrity of the bridge. Examples include but are not limited to: Loose concrete hanging down over traffic or pedestrians, A hole in a sidewalk that may cause injuries to pedestrians, Missing section of bridge railing, etc.

**URGENCY OF REPAIR:**

**I = Immediate-** [Inspector(s) immediately contact District Bridge Inspection Engineer (DBIE) to report the Deficiency and to receive further instruction from him/her].

**A = ASAP-** [Action/Repair should be initiated by District Maintenance Engineer or the Responsible Party (if not a State owned bridge) upon receipt of the Inspection Report].

**P = Prioritize-** [Shall be prioritized by District Maintenance Engineer or the Responsible Party (if not a State owned bridge) and repairs made when funds and/or manpower is available].

**X=UNKNOWN      N=NOT APPLICABLE      H=HIDDEN/INACCESSIBLE      R=REMOVED**

CITY/TOWN <b>ACTON</b>	B.I.N. <b>256</b>	BR. DEPT. NO. <b>A-02-010</b>	8.-STRUCTURE NO. <b>A02010-256-MUN-NBI</b>	INSPECTION DATE <b>JAN 10, 2012</b>
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## REMARKS

### BRIDGE ORIENTATION

According to the rating report the approaches are South to North and the elevations are West to East. This bridge is a single span corrugated steel plate deck arch structure. The brook flows from West to East.

### ITEM 58 - DECK

#### Item 58.1 - Wearing surface

The bit. concrete wearing surface shows isolated areas of minor longitudinal cracking up to 3 feet long. There is a small pot hole and minor cracking at the Northeast corner of the bridge.

#### Item 58.2 - Deck Condition

See Item 59.3.

#### Item 58.4 - Curbs

Both concrete curbs have minor surface scaling and hairline cracks throughout. The East curbing shows small spalls throughout.

#### Item 58.7 - Parapets

The East parapet has a 1 foot long x 3 inch high x 2 inch deep spall at midspan and longitudinal hairline cracking with efflorescence on the exterior face.

#### Item 58.8 - Railing

The bridge railing consists of double panel "SS" guardrail continuing across both sides of the structure into transitions, approaches, and terminal ends. Three feet of the bridge railing at the Southwest end is not double panel. There is collision damage to the Northwest terminal end.

### APPROACHES

#### Approaches a - Appr. pavement condition

The North bit. concrete approach pavement shows minor longitudinal cracking at the centerline. The South approach pavement shows transverse and longitudinal cracking. There is moderate cracking and break up at the Northeast corner of the bridge due to the embankment erosion. See item 61.2. **See photo 1.**

### ITEM 59 - SUPERSTRUCTURE

#### Item 59.1 - Arch/Arch Ring

The galvanized steel arch has a partial asphaltic coating along the entire length for a height of 4.5 feet from the springline upward. There are numerous areas of 100% section loss along both springlines. **See photos 2 & 3.** The center of the North arch is slightly bowed outward approximately 2 inches for the length of 5 feet.

#### Item 59.3 - Stringers

Both outer edges of the roadway below the bridge rail are supported by several steel stringers, which are encased with only their bottom flanges exposed. The West has minor to moderate surface rusting. The East has moderate to severe surface rusting. **See photo 4.**

CITY/TOWN <b>ACTON</b>	B.I.N. <b>256</b>	BR. DEPT. NO. <b>A-02-010</b>	8.-STRUCTURE NO. <b>A02010-256-MUN-NBI</b>	INSPECTION DATE <b>JAN 10, 2012</b>
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### REMARKS

#### Item 59.5 - Spandrel Walls

The East concrete spandrel cap has a spall, approx. 1 foot long x 3 inches high x 2 inches deep at midspan and longitudinal hairline cracking with efflorescence throughout the exterior face.

Both masonry spandrel walls below the concrete caps have several loose mortared stones, some missing chinking stones, some cracking of the mortar, missing mortar and minor loss of fill. There are several missing stones above the keystone area.

The Southwest masonry spandrel wall has a void above the arch ring 16 inches wide x 5 inches high x 31 inches deep. There are several missing stones to the West masonry spandrel wall at the North end. There is a void 31 inches wide x 17 inches high x 31 inches deep to the West spandrel wall, North end. **See photo 5.**

#### Item 59.6 - Spring Lines

See Item 59.1.

#### Item 59.10 - Masonry Joints

See Item 59.5.

#### Item 59.11 - Rivets & Bolts

There are several nut and bolt ends that show minor to some moderate rusting. **See photo 6.**

#### Item 59.15 - Paint/Coating

See Item 59.1.

### ITEM 60 - SUBSTRUCTURE

#### Item 60.1 - Abutments

##### Item 60.1.e - Wingwalls

All four wingwalls consist of mortared granite blocks and fieldstones.

The Northeast wingwall is separated (settlement) 2 inches from the spandrel wall with up to 26 inches of penetration. Based on the results of this inspection and after reviewing the 1982 rating report photo of the settlement at the Northeast corner wing, there is little or no change indicating this area has stabilized. There is a void approx. 4.5 feet long x 2 feet high x 2.5 feet deep, at the base of the Northeast wingwall where a stone has fallen out. **See photo 7.** This void extends an additional 2 feet upstream behind the fascia stones. The stones above this void are cracked.

The Northeast and Northwest wingwalls also have several other areas where chinking stones, mortar, and fill are missing with penetrations up to 18 inches deep. Both show minor settlement.

There is a 15 inch R.C.P. pipe at the end of the Southeast wingwall that shows minor fill missing.

The Southwest wingwall show previous settlement of the stones, up to 1-1/2 inches. **See photo 8.**

##### Item 60.1.g - Pointing

See Item 60.1.e.

CITY/TOWN <b>ACTON</b>	B.I.N. <b>256</b>	BR. DEPT. NO. <b>A-02-010</b>	8-STRUCTURE NO. <b>A02010-256-MUN-NBI</b>	INSPECTION DATE <b>JAN 10, 2012</b>
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## REMARKS

### Item 60.1.k - Settlement

See Item 60.1.e.

## ITEM 61 - CHANNEL AND CHANNEL PROTECTION

### Item 61.2 - Embankment Erosion

There is embankment erosion and undercutting at all four corners of the wingwalls. There is moderate embankment erosion at the Northeast corner of the bridge. **See photo 1.**

### Item 61.4 - Vegetation

There is vegetation at all four corners.

## TRAFFIC SAFETY

### Item 36a - Bridge Railing

See Item 58.8.

### Item 36b - Transitions

Transitions are not double panel or stiffened. See Item 58.8 also.

### Item 36c - Approach Guardrail

See Item 58.8.

### Item 36d - Approach Guardrail Ends

The terminal ends are boxing glove ends not sufficiently turned from traffic or buried. There is heavy collision damage to the Northwest terminal end.

## Photo Log

- Photo 1 : Heavy embankment erosion at the Northeast corner of the bridge.
- Photo 2 : Typical 100% section loss throughout the bottom of the arch.
- Photo 3 : Heavy surface rusting and 100% section loss to the bottom of the arch.
- Photo 4 : Heavy surface rusting to the bottom flanges at the West side of the bridge.
- Photo 5 : Missing stones, fill, and a large void to the West headwall, North end.
- Photo 6 : Moderate rusting to several nut and bolts throughout the arch.
- Photo 7 : Large void at the base of the Northeast wingwall.
- Photo 8 : Settlement to the Southeast wingwall.

CITY/TOWN <b>ACTON</b>	B.I.N. <b>256</b>	BR. DEPT. NO. <b>A-02-010</b>	8.-STRUCTURE NO. <b>A02010-256-MUN-NBI</b>	INSPECTION DATE <b>JAN 10, 2012</b>
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**PHOTOS**

**Photo 1: Heavy embankment erosion at the Northeast corner of the bridge.**



**Photo 2: Typical 100% section loss throughout the bottom of the arch.**

CITY/TOWN <b>ACTON</b>	B.I.N. <b>256</b>	BR. DEPT. NO. <b>A-02-010</b>	8.-STRUCTURE NO. <b>A02010-256-MUN-NBI</b>	INSPECTION DATE <b>JAN 10, 2012</b>
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**PHOTOS**

**Photo 3: Heavy surface rusting and 100% section loss to the bottom of the arch.**



**Photo 4: Heavy surface rusting to the bottom flanges at the West side of the bridge.**

CITY/TOWN <b>ACTON</b>	B.I.N. <b>256</b>	BR. DEPT. NO. <b>A-02-010</b>	8.-STRUCTURE NO. <b>A02010-256-MUN-NBI</b>	INSPECTION DATE <b>JAN 10, 2012</b>
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**PHOTOS**

**Photo 5: Missing stones, fill, and a large void to the West headwall, North end.**



**Photo 6: Moderate rusting to several nut and bolts throughout the arch.**

CITY/TOWN <b>ACTON</b>	B.I.N. <b>256</b>	BR. DEPT. NO. <b>A-02-010</b>	8-STRUCTURE NO. <b>A02010-256-MUN-NBI</b>	INSPECTION DATE <b>JAN 10, 2012</b>
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**PHOTOS**

**Photo 7: Large void at the base of the Northeast wingwall.**



**Photo 8: Settlement to the Southeast wingwall.**

STRUCTURES INSPECTION FIELD REPORT

SPECIAL MEMBER INSPECTION

2-DIST  
03

B.I.N.  
256

BR. DEPT. NO.  
A-02-010

CITY/TOWN <b>ACTON</b>	8.-STRUCTURE NO. <b>A02010-256-MUN-NBI</b>	11-Kilo. POINT <b>000.241</b>	90-ROUTINE INSP. DATE <b>Jan 10, 2012</b>	93*-SPEC. MEMB. INSP. DATE <b>Oct 3, 2012</b>
07-FACILITY CARRIED <b>HWY PARKER ST</b>	MEMORIAL NAME/LOCAL NAME	27-YR BUILT <b>1938</b>	106-YR REBUILT <b>0000</b>	*YR REHAB'D (NON 106) <b>0000</b>
06-FEATURES INTERSECTED <b>WATER FORT POND BROOK</b>	26-FUNCTIONAL CLASS <b>Urban Collector</b>	DIST. BRIDGE INSPECTION ENGINEER		
43-STRUCTURE TYPE <b>311 : Steel Arch - Deck</b>	22-OWNER <b>Town Agency</b>	21-MAINTAINER <b>Town Agency</b>	TEAM LEADER <b>R. Orlando</b>	
107-DECK TYPE <b>N : Not applicable</b>	WEATHER <b>Rain</b>	TEMP. (air) <b>16°C</b>	TEAM MEMBERS <b>R. C. ANGELL</b>	

**WEIGHT POSTING** *Not Applicable*  X

Actual Posting	H <input type="checkbox"/>	3 <input type="checkbox"/>	3S2 <input type="checkbox"/>	Single <input type="checkbox"/>
Recommended Posting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Waived Date: 00/00/00 EJDMT Date: 00/00/00

Signs In Place (Y=Yes, N=No, NR=NotRequired)  
Legibility/Visibility

At bridge		Advance	
N <input type="checkbox"/>	S <input type="checkbox"/>	N <input type="checkbox"/>	S <input type="checkbox"/>

PLANS (Y/N):  N

(V.C.R.) (Y/N):  N

TAPE#: \_\_\_\_\_

**RATING**

Rating Report (Y/N):  Y Date: **03/01/1982**

Request for Rating or Rerating (Y/N):  N

If YES please give priority:  
HIGH ( ) MEDIUM ( ) LOW ( )

REASON: \_\_\_\_\_

Inspection data at time of existing rating  
I 58: 6 I 59: 7 I 60: 6 I 62: - Date :05/26/1981

**SPECIAL MEMBER(S):**

	MEMBER	CRACK (Y/N):	WELD'S CONDITION (0-9)	LOCATION OF CORROSION, SECTION LOSS (%), CRACKS, COLLISION DAMAGE, STRESS CONCENTRATION, ETC.	CONDITION		INV. RATING OF MEMBER			Deficiencies
					PREVIOUS	PRESENT	H-20	3	3S2	
					(0-9)	(0-9)				
A	Item 59.1 - Arch/ Arch Ring	N		See remarks in comments section.	4	4	20	23	36	S-A
B	Item 59.6 - Spring Lines	N	N	See Item 59.1.	4	4	Not Rated			S-A
C										
D										
E										

List of field tests performed:  
-

	I-58	I-59	I-60	I-62
(Overall Previous Condition)	5	4	5	5
(Overall Current Condition)	5	4	5	5

**DEFICIENCY:** A defect in a structure that requires corrective action.

**CATEGORIES OF DEFICIENCIES:**

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**S= Severe/Major Deficiency** - Deficiencies which are more extensive in nature and need more planning and effort to repair. Examples include but are not limited to: Moderate to major deterioration in concrete, Exposed and corroded rebars, Considerable settlement, Considerable scouring or undermining, Moderate to extensive corrosion to structural steel with measurable loss of section, etc.

**C-S= Critical Structural Deficiency** - A deficiency in a structural element of a bridge that poses an extreme unsafe condition due to the failure or imminent failure of the element which will affect the structural integrity of the bridge.

**C-H= Critical Hazard Deficiency** - A deficiency in a component or element of a bridge that poses an extreme hazard or unsafe condition to the public, but does not impair the structural integrity of the bridge. Examples include but are not limited to: Loose concrete hanging down over traffic or pedestrians, A hole in a sidewalk that may cause injuries to pedestrians, Missing section of bridge railing, etc.

**URGENCY OF REPAIR:**

**I = Immediate-** [Inspector(s) immediately contact District Bridge Inspection Engineer (DBIE) to report the Deficiency and to receive further instruction from him/her].

**A = ASAP-** [Action/Repair should be initiated by District Maintenance Engineer or the Responsible Party (if not a State owned bridge) upon receipt of the Inspection Report].

**P = Prioritize-** [Shall be prioritized by District Maintenance Engineer or the Responsible Party (if not a State owned bridge) and repairs made when funds and/or manpower is available].

X=UNKNOWN      N=NOT APPLICABLE      H=HIDDEN/INACCESSIBLE      R=REMOVED

CITY/TOWN <b>ACTON</b>	B.I.N. <b>256</b>	BR. DEPT. NO. <b>A-02-010</b>	8.-STRUCTURE NO. <b>A02010-256-MUN-NBI</b>	INSPECTION DATE <b>OCT 3, 2012</b>
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## REMARKS

### BRIDGE ORIENTATION

According to the rating report, the approaches are South and North, and the elevations are West and East. This bridge is a single span corrugated steel plate deck arch. The brook flows from West to East.

### ITEM 59 - SUPERSTRUCTURE

#### Item 59.1 - Arch/Arch Ring

The galvanized steel arch has an asphaltic coating up to 4-1/2 feet from the springline. There is heavy rusting and corrosion, up to 10 inches above the springline, throughout both sides of the arch. There are numerous areas of 100% section loss along both springlines, up to 2-1/2 inches in diameter, and heaviest up to 8 feet from the ends of the North springline. **See Photos 1 and 2.** There is a 5 inch diameter area of 100% section loss to the West end of the North springline. **See Photo 3.** The center of the North side of the arch is slightly bowed (approximately 2 inches) for the length of 5 feet. **See Photo 4.** There are isolated areas of heavy rusting throughout both ends of the arch above the springline.

#### Photo Log

- Photo 1 : Typical corrosion along the ends of the North springline.
- Photo 2 : Typical corrosion along the ends of the North springline.
- Photo 3 : West end of the North springline.
- Photo 4 : Bowed area along the center of the North side of the arch.

CITY/TOWN <b>ACTON</b>	B.I.N. <b>256</b>	BR. DEPT. NO. <b>A-02-010</b>	8.-STRUCTURE NO. <b>A02010-256-MUN-NBI</b>	INSPECTION DATE <b>OCT 3, 2012</b>
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**PHOTOS**

**Photo 1: Typical corrosion along the ends of the North springline.**



**Photo 2: Typical corrosion along the ends of the North springline.**

CITY/TOWN <b>ACTON</b>	B.I.N. <b>256</b>	BR. DEPT. NO. <b>A-02-010</b>	8.-STRUCTURE NO. <b>A02010-256-MUN-NBI</b>	INSPECTION DATE <b>OCT 3, 2012</b>
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**PHOTOS**

**Photo 3: West end of the North springline.**



**Photo 4: Bowed area along the center of the North side of the arch.**

# Capital Improvement Program Proposal – Detail

<i>Department Name</i>	HIGHWAY	<i>Project</i>	Utility Tool Truck
		<i>Fiscal Year</i>	2017
<i>Department Head</i>	Corey York	<i>Cost</i>	\$ 90,000
		<i>Priority</i>	of

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**1. Description**

The acquisition of this truck would allow the road crew to have a vehicle fully equipped with the tools needed for their various jobs throughout Town. Having this tool truck will help them on their regularly jobs as well as responding to emergency situations. This vehicle will be a major improvement for the efficiency of the crew knowing the tools are already on the vehicle and secured to prevent theft while parked along the side of the road.

**2. Useful Life**

15 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<input type="checkbox"/> <i>Schedule Replacement</i> <input checked="" type="checkbox"/> <i>New or Expanded Service</i> <input type="checkbox"/> <i>Other (Please Explain)</i>	<input type="checkbox"/> <i>Increase Personnel Efficiency</i> <input type="checkbox"/> <i>Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)</i>
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**4. Justification**

Having this tool truck will help them on their regularly jobs as well as responding to emergency situations. This vehicle will be a major improvement for the efficiency of the crew knowing the tools are already on the vehicle and secured to prevent theft while parked along the side of the road.

**5. How Was this Project's Priority Determined?**

This vehicle will be used by the road crew during all weather conditions to improve the productivity and response time to complete the task. It can also be used during snow and rain storms to ensure that the roads are safe for public travel.

**6. Estimated Cost**

\$90,000

*Less Trade-In (If Applicable)*

**Unknown at this time**

**Net Cost**

\$90,000

**7. Are Non-Town Revenues Available to Reduce Cost?**

Yes, Chapter 90 Funds can be used for the purchase

**8. If this Project is Delayed, What will be the Effect on your Department?**

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase	Increase
Decrease	X Decrease

**10. Attachments, if Applicable.**



10/1/2015

Acton Highway Dept.  
Attn : Kevin Farrell

978.929.7612 PH  
[kfarrell@acton-ma.gov](mailto:kfarrell@acton-ma.gov) E-mail

Please find below a budget quote for **(1) 2016 Ford F550 Cab & Chassis with Dump Body 2WD** per the Plymouth County Commissioner's Procurement Contract # PCC-15. M.G.L. c 30B applies to the procurement of all commodities quoted. Contract items have been collectively purchased pursuant to M.G.L. c.30B sec. 1c and M.G.L. c.7 sec 22B. The governmental body is responsible to determine the applicability of M.G.L. c.30B to off contract items, including but not limited to, off contract items that have already been properly procured under M.G.L. c.30B sec. 1c and M.G.L. c.7 sec. 22A (purchases from a vendor on contract with the Commonwealth), other contracts procured under M.G.L. c.30B sec. 1c and M.G.L. c.7 sec. 22B or any M.G.L. c.30B contract between the vendor and the jurisdiction. All off contract items must be procured under M.G.L. c.30B.

Item#	Description	Price	Notes
15-23	Ford F550 Cab/Chassis with 18,000 # GVWR 2WD 141" Wheelbase (WB), 60" Cab to axle (CA) Color : TBD Estimated model increase	\$ 31,500.00 included included 4,100.00	F5H
99T	6.7L V-8 Diesel Engine w/6 speed Automatic Transmission	7,724.00	
20J	19,500 # GVWR upgrade - F550	\$ 1,140.00	
	84 CA	\$ 166.00	
	Air Conditioning	included	
	Heavy Duty Vinyl Bench Seat & Vinyl Flooring	included	
	Four (4) Factory Upfitter switches	included	
	AM/FM radio w/digital clock	included	
	XL Trimline	included	
	Limited Slip Rear Axle mandatory w/ 19,500 # GVW	342.00	
41H	Engine Block Heater	71.00	
THB	All Traction rear All season front	181.00	
473	Factory Snow Plow Prep. Package	81.00	
90L	Power Equipment Group	850.00	
18B	Factory Cab Steps	304.00	
213	Electronic Shift 4WD (Diesel only on F450/F550)	176.00	
62R	Transmission PTO Provision for Automatic Transmission	266.00	
52B	Electric Trailer Brake	257.00	
8 04	11' Service body	10,795.00	
8 05	Crane reinforcement	1,395.00	
8 26	Incandescent compartment lighting (8)	440.00	
8 46	2000lb electric crane	4,995.00	
8 51	Crank down outriggers	2,015.00	
8 56	VMAC VR 70 70 CFM Compressor	10,995.00	
8 59	Filter Regulator Lubricator	505.00	
8 6	Air Hose reel	895.00	

\*\*\*\*\*Continued on page 2\*\*\*\*\*



\*\*\*\*\*Continued from page 1\*\*\*\*\*

1.15	Led Worklights (2) rear	315.00
22.03	Rhino Liner Spray in	790.00
1.48	Whelen Pioneer Plus Single LED Lamp w/ mount (2)	3,190.00
23.03	2000 Continuous Watt Commercial Sine Wave Kit w/33.3 Amp Surge	1,795.00
1.21	Whelen M4AC LED Warning Lights (2 pair) grille/rear amber	700.00
1.16	Electronic Back Up Alarm	80.00
<b>Total Contract Price:</b>		<b>\$ 86,063.00</b>

Sincerely,  
Jay Matisko  
Account Manager



# Personnel Improvement Program Proposal-Detail

DEPARTMENT/BOARD Human Resources

Project/Expenditure: New Fiscal Year 2017 Cost: \_\_\_\_\_  
Department Head/Board Chair: Marianne Fleckner Priority: # 1 of 1

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(1) Description (*Please include any brochures on product*):  
Provides clerical support to Human Resources by drafting routine memos/letters; coordinating meetings/events; providing Receptionist duties by answering phones and greeting visitors; conducting basic surveys; creating basic spreadsheets; filing; aiding in large projects (i.e. open enrollment.

(2) Useful Life: 20+ Years

(3) Purpose:

- |  |   |
|--|---|
| <input type="checkbox"/> Schedule Replacement *          | <input checked="" type="checkbox"/> Increase Personnel Efficiency |
| <input type="checkbox"/> New/Expanded Service            | <input type="checkbox"/> Replace Obsolete/Unsafe Equipment*       |
| <input type="checkbox"/> Other ( <i>Please Explain</i> ) | * <i>Please explain how old equipment will be disposed of.</i>    |
- 

(4) Justification: In FY15/FY16 HR hired an Intern. Many routine and new projects were completed due to this much-needed help. This was in addition to a Sr. Worker.

(5) How did you determine this project's priority? It is the only request.  
1 of 1

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(6) Estimated Cost: \$ H4 step 1 salary \$40,099.02  
16 hrs./week = \$16,039.61

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(7) Additional Cost Data (*Equipment Only*)

Purchase Price:	\$	_____
Less Trade-In:	\$	_____
Net Cost:	\$	_____

---

(8) Are non-Town revenues available to reduce cost? No

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(9) What will be the effect on your department if this project is delayed? Possible delayed HR services.

---

(10) Please describe the effect of this project on your Operating Budget.

Personnel Budget:

- increase  
 decrease  
 no change

\$16,039.61 amount of change

Detail: salary

---

Expense Budget:

- increase  
 decrease  
 no change

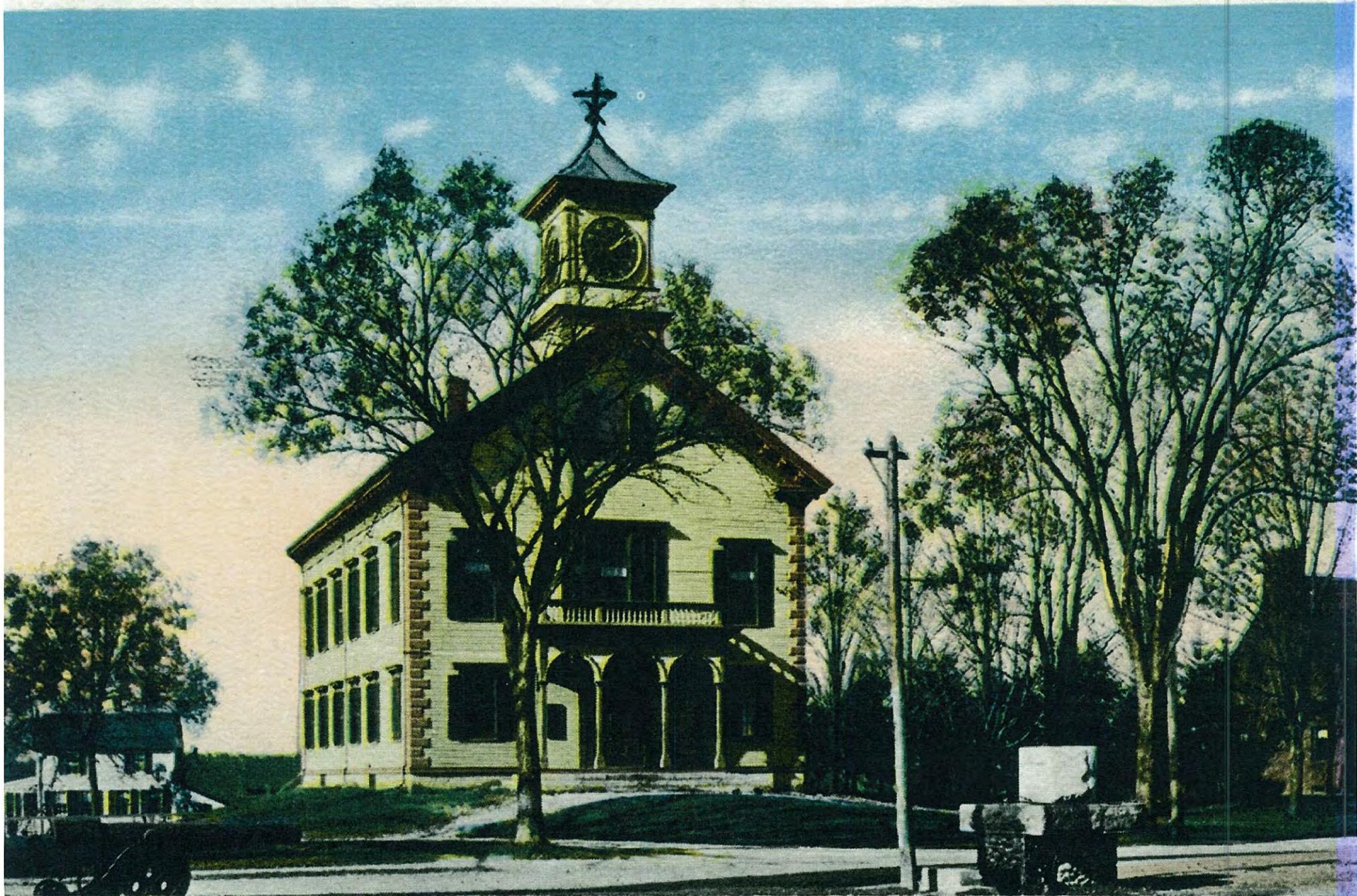
\_\_\_\_\_ amount of change

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Attachments (if any):

N/A  
\_\_\_\_\_  
\_\_\_\_\_





TOWN HALL, ACTON CENTRE, MASS.

**TOWN HALL PAINT 3/30/07-861**

VENDOR	BID	6% per Year Escalation X8 Years
New Generation	\$56,200	\$89,573
Dandis Contracting	\$67,550	\$107,664
Homer Contracting	\$75,650	\$120,524
Alpha Contracting	\$91,300	\$145,518
Orlando	\$95,300	\$151,893
Bouchard Painting	\$127,750	\$203,614
Average 2007 Bid	\$91,975	
Average Expected 2015 Bid		\$146,593

# Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Municipal Properties	<b>Project</b>	Replace Memorial Library Entrance Doors
		<b>Fiscal Year</b>	2017
<b>Department Head</b>	Andrea Ristine	<b>Cost</b>	\$55,000
		<b>Priority</b>	2 of 7

---

## 1. Description

Replace existing automatic sliding doors for standard pull doors with automatic door opening button for the disabled.

2. Useful Life 15 year service life

## 3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

Schedule Replacement

Increase Personnel Efficiency

New or Expanded Service

X Replace Obsolete or Unsafe Equipment  
(Explain Disposal of Old Equipment)

Other (Please Explain)

## 4. Justification

Current automatic sliding doors are in need of replacement, constantly in need of service repairs.

## 5. How Was this Project's Priority Determined?

The priority was determined continual service repair totaling approximately \$10,000 in the past several years to outside vendors, in addition to overtime call backs of maintenance personnel beyond regular working hours.

6. Estimated Cost \$55,000

Less Trade-In (If Applicable)

Net Cost

## 7. Are Non-Town Revenues Available to Reduce Cost?

No.

## 8. If this Project is Delayed, What will be the Effect on your Department?

Continued unnecessary expenditure for service repair calls and overtime call back expenses.

## 9. Please Describe the Effect of this Project on your Operating Budget.

Personnel Budget

Expense Budget

Increase

Increase

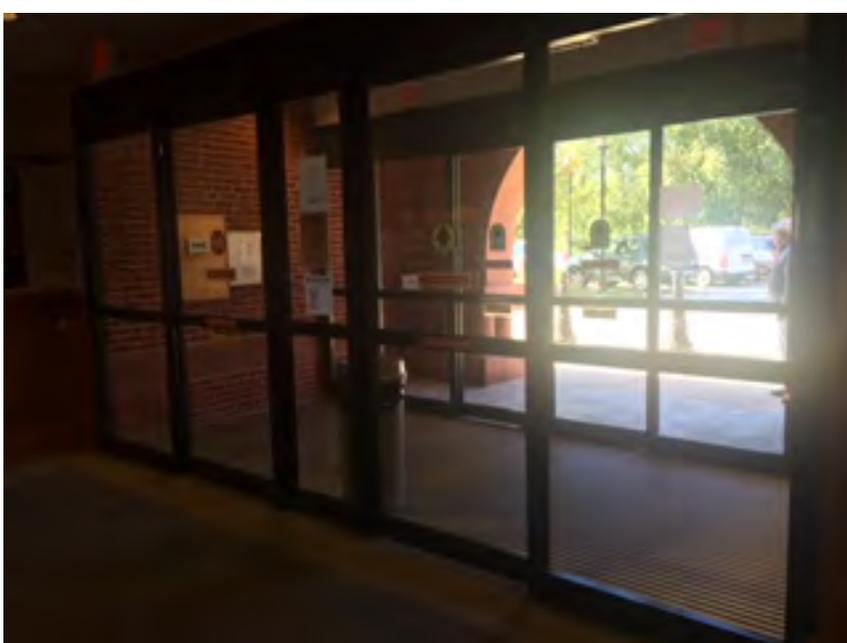
X Decrease

X Decrease

## 10. Attachments:

See attached photographs existing and similar proposed replacement doors.

# ACTON MEMORIAL LIBRARY - EXISTING



# SIMILAR PROPOSED REPLACEMENT DOORS







**GARCIA • GALUSKA • DESOUSA**  
Consulting Engineers Inc.

370 Faunce Corner Road, Dartmouth, MA 02747-1217

**PROJECT: Acton Fire Station**

**JOB NO: 945 006 00**

**CLIENT: Town of Acton**

**DATE: 7/9/13**

**BY: DP**

### Fire Station No. 3(West) HVAC

ITEM OF WORK	NO.	UNIT PRICE	AREA FT <sup>2</sup>	PRICE/S.F.	TOTAL
High-Efficiency Gas-Fired Condensing Boiler and Accessories	1	\$ 32,000			\$ 32,000.00
Boiler Venting	1	\$ 15,000			\$ 15,000.00
Boiler Condensate Neutralization Kit and Piping	1	\$ 8,500			\$ 8,500.00
Hot Water Pumps w/ VFD's	2	\$ 5,750			\$ 11,500.00
HHW expansion Tank, Air Separator & Accessories	1	\$ 4,250			\$ 4,250.00
HHW Piping & Ins. and Accessories			5,162	\$ 8.50	\$ 43,877.00
Heating Terminal Units, Fintube Radiation & Unit Heaters	1		5,162	\$ 4.00	\$ 20,648.00
Apparatus Bay Unit Heaters	4	\$ 2,000			\$ 8,000.00
Split-System Heat Pump AC Air Handling Units	3	\$ 8,500			\$ 25,500.00
Split System High-Efficiency Condensing Units	3	\$ 3,500			\$ 10,500.00
AHU Refrigerant Piping & Insulation and Condensate	3	\$ 5,000			\$ 15,000.00
Ventilation System ERV Unit (2,500 CFM)	1	\$ 20,000			\$ 20,000.00
Exhaust Air Fans	2	\$ 1,500			\$ 3,000.00
Ductwork & Ins.			5,162	\$ 9.00	\$ 46,458.00
Controls			5,162	\$ 8.00	\$ 41,296.00
Testing And Balancing			5,162	\$ 1.10	\$ 5,678.20
Electrical			5,162	\$ 6.50	\$ 33,553.00
Demolition			5,162	\$ 1.25	\$ 6,452.50

Rigging	1				\$ 3,200.00
Coring, Patch & Repair, etc.	1	12500			\$ 12,500.00
O&M, AsBuilts, Close-out	1	4000			\$ 3,500.00
<b>TOTAL HVAC Cost</b>					\$ 370,412.70
<b>Air Conditioning &amp; Ventilation System Cost</b>					\$ 134,958.00
<b>Heating System Only Cost</b>					\$ 235,454.70

HVAC System Cost estimates above have been derived based on recent project cost data, July 2014, and do not include escalation and contingency. See below for Total Project Cost estimates which include General Conditions, escalation, contingency and design fee estimates.

<b>Total Project Cost Summary - HVAC System Upgrade</b>	
Total HVAC System Cost	\$ 370,412.70
General Conditions @ 10%	\$ 37,041.27
Design, Estimating Contingency @ 5%	\$ 18,520.64
Construction Contingency @10%	\$ 37,041.27
Escalation @ 4% to 7/2015	\$ 14,816.51
<b>Total Project Construction Cost</b>	<b>\$ 477,832.38</b>
Engineering Design Fee *Based on 10% HVAC System Cost	\$ 37,041.27
<b>Total Project Cost</b>	<b>\$ 514,873.65</b>

<b>Total Project Cost Summary - Heating Only Upgrade</b>	
Total Heating System Cost	\$ 235,454.70
General Conditions @ 10%	\$ 23,545.47
Design, Estimating Contingency @ 5%	\$ 11,772.74
Construction Contingency @10%	\$ 23,545.47
Escalation @ 4% to 7/2015	\$ 9,418.19
<b>Total Project Construction Cost</b>	<b>\$ 303,736.56</b>
Engineering Design Fee *Based on 10% Heating System Cost	\$ 23,545.47
<b>Total Project Cost</b>	<b>\$ 327,282.03</b>

# Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Municipal Properties	<b>Project</b>	Replace HVAC System at Fire Station 1		
		<b>Fiscal Year</b>	2017		
<b>Department Head</b>	Andrea Ristine	<b>Cost</b>	\$530,000		
		<b>Priority</b>	4	of	7

---

**1. Description**

Design and construction to remove and replace existing HVAC system in Fire Station 1 (Acton Center) Budget request based on Due Diligence Report completed by Garcia, Galuska, Desouza Engineers (GGD) in 2013. This project was placed on the Capital Plan in 2008, with funds requested for FY 2010. Need for system upgrade noted in the 2004 facilities engineering study.

**2. Useful Life**                      40 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> <b>Schedule Replacement</b><br><input type="checkbox"/> <b>New or Expanded Service</b><br><input type="checkbox"/> <b>Other (Please Explain)</b> | <input type="checkbox"/> <b>Increase Personnel Efficiency</b><br><input checked="" type="checkbox"/> <b>Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)</b> |
|--|--|

**4. Justification**

Except for installing a salvaged boiler in the 1980s, the existing heating system is essentially unchanged from when built 60 years ago. Systems are prone to failure, and are energy inefficient. The building also lacks adequate air conditioning and living-quarters ventilation.

**5. How Was this Project's Priority Determined?**

The original plan was to perform this work as a part of a major project when the new Fire Station came on line. Time frame for that project is uncertain, so the project is being done piecemeal. Condition of existing systems is dire.

**6. Estimated Cost**    **\$490,042 (estimated 8% inflation = \$530,000)**  
**Less Trade-In (If Applicable)**  
**Net Cost**

**7. Are Non-Town Revenues Available to Reduce Cost?**

Partial funding may be available through Energy Efficiency Fund, current balance \$110,000; projected \$52,252 to finish LED street lighting conversion..

**8. If this Project is Delayed, What will be the Effect on your Department?**

Continued high energy and repair bills, unreliable system.

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase	Increase
<input checked="" type="checkbox"/> Decrease	<input checked="" type="checkbox"/> Decrease

**10. Attachments, if Applicable.**

Budget estimate from Garcia Galuska Desouza Engineers (GGD) this estimate was updated in July, 2014.



**GARCIA • GALUSKA • DESOUSA**  
Consulting Engineers Inc.

370 Faunce Corner Road, Dartmouth, MA 02747-1217

**PROJECT: Acton Fire Station**

**JOB NO: 945 006 00**

**CLIENT: Town of Acton**

**DATE: 7/9/13**

**BY: DP**

**Fire Station No. 1(Center) HVAC**

ITEM OF WORK	NO.	UNIT PRICE	AREA FT <sup>2</sup>	PRICE/S.F.	TOTAL
High-Efficiency Gas-Fired Condensing Boiler and Accessories	1	\$ 32,000			\$ 32,000.00
Boiler Venting	1	\$ 15,000			\$ 15,000.00
Boiler Condensate Neuralization Kit and Piping	1	\$ 8,500			\$ 8,500.00
Hot Water Pumps w/ VFD's	2	\$ 5,750			\$ 11,500.00
HHW expansion Tank, Air Separator & Accessories	1	\$ 4,250			\$ 4,250.00
HHW Piping & Ins. and Accessories			4,678	\$ 8.50	\$ 39,763.00
Heating Terminal Units, Fintube Radiation & Unit Heaters	1		4,678	\$ 4.00	\$ 18,712.00
Apparatus Bay Unit Heaters	4	\$ 2,000			\$ 8,000.00
Split-System Heat Pump AC Air Handling Units	3	\$ 8,500			\$ 25,500.00
Split System High-Efficiency Condensing Units	3	\$ 3,500			\$ 10,500.00
AHU Refrigerant Piping & Insulation and Condensate	3	\$ 5,000			\$ 15,000.00
Ventilation System ERV Unit (2,000 CFM)	1	\$ 20,000			\$ 20,000.00
Exhaust Air Fans	2	\$ 1,500			\$ 3,000.00
Ductwork & Ins.			4,678	\$ 9.00	\$ 42,102.00
Controls			4,678	\$ 8.00	\$ 37,424.00
Testing And Balancing			4,678	\$ 1.10	\$ 5,145.80
Electrical			4,768	\$ 6.50	\$ 30,992.00
Demolition			4,768	\$ 1.25	\$ 5,960.00
Rigging	1				\$ 3,200.00
Coring, Patch & Repair, etc.	1	12500			\$ 12,500.00
O&M, AsBuilts, Close-out	1	4000			\$ 3,500.00
<b>TOTAL HVAC Cost</b>					<b>\$ 352,548.80</b>

<b>Air Conditioning &amp; Ventilation System Cost</b>	\$ 130,602.00
<b>Heating System Only Cost</b>	\$ 221,946.80

HVAC System Cost estimates above have been derived based on recent project cost data, July 2014, and do not include escalation and contingency. See below for Total Project Cost estimates which include General Conditions, escalation, contingency and design fee estimates.

<b>Total Project Cost Summary - HVAC System Upgrade</b>	
Total HVAC System Cost	\$ 352,548.80
General Conditions @ 10%	\$ 35,254.88
Design, Estimating Contingency @ 5%	\$ 17,627.44
Construction Contingency @10%	\$ 35,254.88
Escalation @ 4% to 7/2015	\$ 14,101.95
<b>Total Project Construction Cost</b>	<b>\$ 454,787.95</b>
Engineering Design Fee *Based on 10% HVAC System Cost	\$ 35,254.88
<b>Total Project Cost</b>	<b>\$ 490,042.83</b>

<b>Total Project Cost Summary - Heating Only Upgrade</b>	
Total Heating System Cost	\$ 221,946.80
General Conditions @ 10%	\$ 22,194.68
Design, Estimating Contingency @ 5%	\$ 11,097.34
Construction Contingency @10%	\$ 22,194.68
Escalation @ 4% to 7/2015	\$ 8,877.87
<b>Total Project Construction Cost</b>	<b>\$ 286,311.37</b>
Engineering Design Fee *Based on 10% Heating System Cost	\$ 22,194.68
<b>Total Project Cost</b>	<b>\$ 308,506.05</b>

# Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Municipal Properties	<b>Project</b>	Replace HVAC System at Fire Station 2		
		<b>Fiscal Year</b>	2017		
<b>Department Head</b>	Andrea Ristine	<b>Cost</b>	\$597,058		
		<b>Priority</b>	5	of	7

---

**1. Description**

Design and construction to remove and replace existing HVAC system in Fire Station 3 (West Acton) Budget request based on Due Diligence Report completed by Garcia, Galuska, Desouza Engineers (GGD) in 2013. This project was placed on the Capital Plan in 2008, with funds requested for FY 2010. Need for system upgrade noted in the 2004 facilities engineering study.

**2. Useful Life**                      40 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<input checked="" type="checkbox"/> <b>Schedule Replacement</b> <input type="checkbox"/> <b>New or Expanded Service</b> <input type="checkbox"/> <b>Other (Please Explain)</b>	<input type="checkbox"/> <b>Increase Personnel Efficiency</b> <input type="checkbox"/> <b>Replace Obsolete or Unsafe Equipment</b> <input checked="" type="checkbox"/> <b>(Explain Disposal of Old Equipment)</b>
--	---

**4. Justification**

The existing heating system is essentially unchanged from when built almost 50 years ago. Systems are prone to failure, and are energy inefficient. The building also lacks adequate air conditioning and living-quarters ventilation.

**5. How Was this Project's Priority Determined?**

The original plan was to perform this work as a part of a major project when the new Fire Station came on line. Time frame for that project is uncertain, so the project is being done piecemeal. Condition of existing systems is dire.

**6. Estimated Cost**                                      **\$552,831 (estimated 8% inflation = \$597,058)**  
**Less Trade-In (If Applicable)**  
**Net Cost**

**7. Are Non-Town Revenues Available to Reduce Cost?**

Partial funding may be available through Energy Efficiency Fund, current balance \$110,000; projected \$52,252 to finish LED street lighting conversion.

**8. If this Project is Delayed, What will be the Effect on your Department?**

Continued high energy and repair bills, unreliable system

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u><b>Personnel Budget</b></u>	<u><b>Expense Budget</b></u>
Increase	Increase
<input checked="" type="checkbox"/> Decrease	<input checked="" type="checkbox"/> Decrease

**10. Attachments, if Applicable.**

Budget estimate from Garcia Galuska Desouza Engineers (GGD) this budget estimate was updated in July, 2014.



**GARCIA • GALUSKA • DESOUSA**  
Consulting Engineers Inc.

370 Faunce Corner Road, Dartmouth, MA 02747-1217

**PROJECT: Acton Fire Station**

**JOB NO: 945 006 00**

**CLIENT: Town of Acton**

**DATE: 7/9/13**

**BY: DP**

**Fire Station No. 2(South) HVAC**

ITEM OF WORK	NO.	UNIT PRICE	AREA FT <sup>2</sup>	PRICE/S.F.	TOTAL
High-Efficiency Gas-Fired Condensing Boiler and Accessories	1	\$ 32,000			\$ 32,000.00
Boiler Venting	1	\$ 15,000			\$ 15,000.00
Boiler Condensate Neuralization Kit and Piping	1	\$ 8,500			\$ 8,500.00
Hot Water Pumps w/ VFD's	2	\$ 5,750			\$ 11,500.00
HHW expansion Tank, Air Separator & Accessories	1	\$ 4,250			\$ 4,250.00
HHW Piping & Ins. and Accessories			5,848	\$ 8.50	\$ 49,708.00
Heating Terminal Units, Fintube Radiation & Unit Heaters	1		5,848	\$ 4.00	\$ 23,392.00
Apparatus Bay Unit Heaters	4	\$ 2,000			\$ 8,000.00
Split-System Heat Pump AC Air Handling Units	3	\$ 8,500			\$ 25,500.00
Split System High-Efficiency Condensing Units	3	\$ 3,500			\$ 10,500.00
AHU Refrigerant Piping & Insulation and Condensate	3	\$ 5,000			\$ 15,000.00
Ventilation System ERV Unit (2,500 CFM)	1	\$ 20,000			\$ 20,000.00
Exhaust Air Fans	2	\$ 1,500			\$ 3,000.00
Ductwork & Ins.			5,848	\$ 9.00	\$ 52,632.00
Controls			5,848	\$ 8.00	\$ 46,784.00
Testing And Balancing			5,848	\$ 1.10	\$ 6,432.80
Electrical			5,848	\$ 6.50	\$ 38,012.00
Demolition			5,848	\$ 1.25	\$ 7,310.00

Rigging	1				\$ 3,200.00
Coring, Patch & Repair, etc.	1	13500			\$ 13,500.00
O&M, AsBuilts, Close-out	1	4000			\$ 3,500.00
<b>TOTAL HVAC Cost</b>					\$ 397,720.80
<b>Air Conditioning &amp; Ventilation System Cost</b>					\$ 141,132.00
<b>Heating System Only Cost</b>					\$ 256,588.80

HVAC System Cost estimates above have been derived based on recent project cost data, July 2014, and do not include escalation and contingency. See below for Total Project Cost estimates which include General Conditions, escalation, contingency and design fee estimates.

<b>Total Project Cost Summary - HVAC System Upgrade</b>	
Total HVAC System Cost	\$ 397,720.80
General Conditions @ 10%	\$ 39,772.08
Design, Estimating Contingency @ 5%	\$ 19,886.04
Construction Contingency @10%	\$ 39,772.08
Escalation @ 4% to 7/2015	\$ 15,908.83
<b>Total Project Construction Cost</b>	<b>\$ 513,059.83</b>
Engineering Design Fee *Based on 10% HVAC System Cost	\$ 39,772.08
<b>Total Project Cost</b>	<b>\$ 552,831.91</b>

<b>Total Project Cost Summary - Heating Only Upgrade</b>	
Total Heating System Cost	\$ 256,588.80
General Conditions @ 10%	\$ 25,658.88
Design, Estimating Contingency @ 5%	\$ 12,829.44
Construction Contingency @10%	\$ 25,658.88
Escalation @ 4% to 7/2015	\$ 10,263.55
<b>Total Project Construction Cost</b>	<b>\$ 330,999.55</b>
Engineering Design Fee *Based on 10% Heating System Cost	\$ 25,658.88
<b>Total Project Cost</b>	<b>\$ 356,658.43</b>





### LONG TERM GOALS

1. Develop Plan for New Senior Center; Consider Joint Center with Maynard; Consider Community Center Features, Develop Long Term Plan for current Building ( 16 Points)
2. Develop Long Range Capital Plan with information on Existing Bonds (14 Points)
3. (Tie) (6 Points)
  - Start ALS Service
  - Develop Fixed Route Bus Service
4. Complete Streets Program and Paths Connecting Neighborhoods (5 Points)
5. (Tie) (4 Points)
  - Bring Sewers to West Acton;
  - Continue Funding OPEB;
  - Increase Recycling in Town with Pay As You Throw
  - Develop Plan for NARA Comfort Station Near Miracle Field

→ Others receiving points: Start Process of Reviewing Zoning Bylaw (3 Points); Update Street Lights to LED ( 3 Points); Resolve Minuteman Regional Issues (2 Points); Senior Tax Relief (Sudbury Plan) (2 Points); Food for Sale at Acton Memorial Library and Town Hall Campus (1 Point); All Electronic and Interactive Town Meeting warrant (1 Point) ←

### ITEMS NOT RECEIVING POINTS

#### SHORT TERM

Selectman Liaison for Goals; Add Staff to Planning Department/ Land Use; Fall Town Meeting; Increase Capacity for Community Services Coordinator; Asa Parlin House; Bring Storm Water Bylaw to Town meeting; Redirect Cemetery Warrant Articles to Provide Building to House Equipment; Analyze Mix of Business and Determine What Businesses to Encourage to Come to Acton (EDC); Support ACHC Housing Production Plan; Update DRB Charge; Complete North Wing Project.

#### LONG TERM

Study Moving Site Plans to Planning Board; Town Web Site Update and More User Friendly; Dog Park; Promote Outdoor Dance, Music and Tai Chi in All Parts of Town; Resolve Recreation Department Location; Water Bottle Sale Bylaw; (Tap water must be available to patrons); ADA Compliance for Chapel and Cemetery Building; Educate Town and Planning on Cohousing Model for Developments; Theater III Accessibility.

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Steven Ledoux  
Minute Taker

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Peter Berry, Clerk

# HOUSE . . . . . No. 4106

By Representative Benson of Lunenburg and Senator Eldridge, a joint petition (accompanied by bill, House, No. 4106) of Jennifer E. Benson and James B. Eldridge (by vote of the town) for legislation to establish an energy efficiency fund in the town of Acton. Telecommunications, Utilities and Energy. [Local Approval Received.]

## The Commonwealth of Massachusetts

In the Year Two Thousand Twelve

An act establishing the town of Acton energy efficiency fund.

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:*

- 1 SECTION 1. Notwithstanding any general or special law to the contrary, there is hereby
- 2 established in the town of Acton a dedicated account to be known as the Town of Acton Energy
- 3 Efficiency Fund to provide funds for energy savings in town-owned facilities or on town-
- 4 owned property, or for other energy efficiency, energy conservation, or renewable energy
- 5 projects or activities of the town.
  
- 6 SECTION 2. The town of Acton may from time to time appropriate and transfer funds into said
- 7 account by majority vote of Acton town meeting for the purpose of providing funds for said
- 8 energy efficiency, energy conservation, or renewable energy projects or activities of the town.
- 9 Funds may also be deposited into said account, with the approval of a majority of the Acton
- 10 board of selectmen, from gifts, grants and donations received from public or private sources,
- 11 federal and state funding programs, revenues from energy efficiency incentive payments, power
- 12 purchase agreements, renewable energy leases, and similar sources, and any other source

13 authorized by law. Expenditures from said account may be made with the approval of a majority  
14 of the Acton board of selectmen without further appropriation.

15 SECTION 3. The Acton town manager, with approval of a majority of the Acton board of  
16 selectmen, may apply for public or private grants, incentives, or subsidies for energy efficiency,  
17 energy conservation, or renewable energy projects or activities, using any unencumbered balance  
18 of such dedicated account as necessary matching funds for such grants, incentives, or subsidies.

19 SECTION 4. The Town of Acton Energy Efficiency Fund shall be maintained by the town  
20 treasurer as a separate account, and any interest accrued shall be credited to and become part of  
21 the fund. Any funds remaining in the account at the end of each fiscal year shall remain in such  
22 account to be used for the purposes provided for in this act. The town treasurer shall annually  
23 provide a report to the Acton board of selectmen on monies deposited into and expended from  
24 said account.

25 SECTION 5. The town of Acton may, by a two-thirds vote of its town meeting, dissolve the  
26 account and, after paying any sums due there from, transfer the remaining unencumbered  
27 balance of such account to the town's general fund.

28 SECTION 6. This act shall take effect upon its passage.

**HOUSE . . . . . No. 4106**

**[LOCAL APPROVAL RECEIVED.]**

The Commonwealth of Massachusetts

PRESENTED BY:

*Jennifer E. Benson and James B. Eldridge*

*To the Honorable Senate and House of Representatives of the Commonwealth of Massachusetts in General Court assembled:*

The undersigned legislators and/or citizens respectfully petition for the passage of the accompanying bill:

An act establishing the town of Acton energy efficiency fund.

PETITION OF:

NAME:

DISTRICT/ADDRESS:

*Jennifer E. Benson*

*37th Middlesex*

*James B. Eldridge*

*Middlesex and Worcester*



**TOWN OF ACTON**  
472 Main Street  
Acton, Massachusetts, 01720  
Telephone 978-929-7744  
Fax 978-929-6346

**Municipal Properties Department**

---

**Green Community Grant Progress and Financial Quarterly Report  
Period July 8 – September 30, 2016**

Contract ID: CT ENE 2016ENEP01ACTOCP0113

**TOWN OF ACTON – LED STREET LIGHTS**

Schedule: LED street light conversion currently under way with Wellesley Municipal Light Plan (WMLP), FY15 PO issued June 4, 2015 to initiate Phase 1 of conversion project.

Narrative: 29 lights converted as of 9/11/15 by WMLP; project 4% complete

Budget:	\$233,244	Total Project Cost
	\$34,300	Green Communities Grant Funds
		Other Sources of Funding
	\$40,731.50	Eversource Incentive
	\$105,950	Town Purchase Order from unspent FY'15 streetlight funds
	\$52,262.50	Town Energy Efficiency Funds

Project Expenditures: \$9,889 invoices received to date (copies attached)

**Name and Title of Person Submitting Quarterly Report:**

Andrea Ristine, Superintendent  
Town of Acton, Municipal Properties

**Date:** October 6, 2015



DEDICATED TO EXCELLENCE

4 MUNICIPAL WAY, WELLESLEY, MA 02481-2431  
TELEPHONE: 781-235-7600 FAX: 781-489-2154

# Invoice

Invoice Date	Invoice No.
07/28/2015	40288
Vendor Number	
114166	
Invoice Total Due	
4,774.00	

MUNICIPAL PROPERTIES  
472 MAIN STREET  
ACTON, MA 01720-3952

FOR/LOCATION  
PO# 20152996-00  
LED STREET LIGHT CONVERSION

Description	Orig Bill	Adjusted	Paid	Amount Due
LED STREET LIGHTS CONVERTED: MAIN STREET - POLES # - 232, 235, 237, 239, 246, 249, 252, 254, 256, 261, 263, 267, 269, 283	4774.00	.00	.00	4774.00
QTY 14.00 @ 341.00 PER EACH				

Vendor #	15381
%	01102521200
M	201529960
Article #	4774-
TOTAL	
Approved By	Date 8/18/15

**DUE 30 DAYS FROM DATE OF INVOICE**

**INVOICE TOTAL DUE 4,774.00**

PLEASE MAKE CHECK PAYABLE TO: WELLESLEY MUNICIPAL LIGHT PLANT - REMIT TO:  
WELLESLEY MUNICIPAL LIGHT PLANT, ATTENTION: ACCOUNTS RECEIVABLE,  
4 MUNICIPAL WAY, WELLESLEY MA 02481-2431

ORIGINAL COPY



DEDICATED TO EXCELLENCE

4 MUNICIPAL WAY, WELLESLEY, MA 02481-2431  
TELEPHONE: 781-235-7600 FAX: 781-489-2154

# Invoice

Invoice Date	Invoice No
07/24/2015	40271
Vendor Number	
114166	
Invoice Total Due	
5,115.00	

MUNICIPAL PROPERTIES  
472 MAIN STREET  
ACTON, MA 01720-3952

FOR/LOCATION  
PO# 20152996-00  
LED STREET LIGHT CONVERSION

Description	Orig Bill	Adjusted	Paid	Amount Due
LED STREET LIGHTS CONVERTED: RT#27 MAIN ST FROM WESTFORD TOWN LINE - P# 330, P# 324, P# 315, P# 309, NO POLE# @ CARLYLE RD, P# 305, P# 301, P# 299, P# 288 @ EASTERN RD, P# 286, P# 281 @ WHEELER LN, P# 280, P# 278, P# 275, P # 271 @ LEDGE ROCK QTY 15.00 @ 341.00 PER EACH	5115.00	.00	.00	5115.00

Vendor #	15381	
SI	0102521200	
SI	7016	5115
Invoice #	20152996-P	
TOTAL		
Approved By:	Date 8/18/15	

DUE 30 DAYS FROM DATE OF INVOICE	INVOICE TOTAL DUE 5,115.00
----------------------------------	----------------------------

PLEASE MAKE CHECK PAYABLE TO: WELLESLEY MUNICIPAL LIGHT PLANT - REMIT TO:  
WELLESLEY MUNICIPAL LIGHT PLANT, ATTENTION: ACCOUNTS RECEIVABLE,  
4 MUNICIPAL WAY, WELLESLEY MA 02481-2431

ORIGINAL COPY

# Capital Improvement Program Proposal – Detail

<i>Department Name</i>	Natural Resources	<i>Project</i>	Personnel – Recreation Secretary 20 to 40 hour increase
		<i>Fiscal Year</i>	2017
<i>Department Head</i>	Tom Tidman	<i>Cost</i>	\$27,000 (currently benefitted position)
		<i>Priority</i>	1 of 8

---

**1. Description**

Increase existing benefitted 20 hour per week secretarial position to 40 hours. Expanded recreation operations necessitate the need for a full-time secretary.

**2. Useful Life**            N/A

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<input type="checkbox"/> <b>Schedule Replacement</b>	<input checked="" type="checkbox"/> <b>Increase Personnel Efficiency</b>
<input checked="" type="checkbox"/> <b>New or Expanded Service</b>	<input type="checkbox"/> <b>Replace Obsolete or Unsafe Equipment</b>
<input type="checkbox"/> <b>Other (Please Explain)</b>	<input type="checkbox"/> <b>(Explain Disposal of Old Equipment)</b>

**4. Justification**

Due to increased workload and being pioneers in the world of online registrations, this 20-hour per week benefitted position has grown to full time. Out of necessity, the secretary routinely logs a minimum of 30 hours and maximum 40 hours to keep up, which exceeds the current personnel budget allowance. The secretarial duties have expanded to include more administrative work. The relocation to a larger office facility requires full day coverage of our reception desk. Customer service suffers because the secretary is not available throughout the day to address customer call backs about complex registration transactions. The Recreation Director needs to delegate more tasks to the secretary to ease her workload, which has increased significantly with construction project responsibilities.

**5. How Was this Project's Priority Determined?**

The importance of providing appropriate customer service to meet the demands of our clientele.

<b>6. Estimated Cost</b>	<b>\$ 27,000.00</b>
<b>Less Trade-In (If Applicable)</b>	
<b>Net Cost</b>	<b>\$ 27,000.00</b>

**7. Are Non-Town Revenues Available to Reduce Cost?**

No.

**8. If this Project is Delayed, What will be the Effect on your Department?**

Overtime or deferred comp time required to complete weekly tasks.

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u><b>Personnel Budget</b></u>	<u><b>Expense Budget</b></u>
Increase    Yes	Increase    No
Decrease    No	Decrease    No

**10. Attachments, if Applicable.**

# Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Natural Resources	<b>Project</b>	NARA Parking Lot Control Design and Installation		
		<b>Fiscal Year</b>	2017		
<b>Department Head</b>	Tom Tidman	<b>Cost</b>	\$150,000 (Placeholder)		
		<b>Priority</b>	1	of	7

**1. Description**

Design and Installation of Parking Lot control systems for the lower and upper parking lots. Manual or electronic gates at access points to parking areas and multi-space parking meters in parking lot. Control of park visitor volume at the point of vehicle entrance at high-peak time periods and institute vehicle storage fee collection for out-of-town residents to support park operations.

**2. Useful Life**                      10 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

- |   |   |
|---|---|
| <i>Schedule Replacement</i>             | <i>Increase Personnel Efficiency</i>        |
| <b>X</b> <i>New or Expanded Service</i> | <i>Replace Obsolete or Unsafe Equipment</i> |
| <i>Other (Please Explain)</i>           | <i>(Explain Disposal of Old Equipment)</i>  |

**4. Justification:**

NARA patrons have called the Recreation Director and NARA Master Plan Survey respondents have written to complain that they are very concerned about park overuse by non-residents.

**5. How Was this Project's Priority Determined?**

Public safety. Parking lot control will aid NARA staff and Police in preventing overuse of the park more effectively. Park admission fee will help control escalating visitor volume from non-residents.

**6. Estimated Cost**                      **\$150,000.00**  
    *Less Trade-In (If*  
    *Applicable)*  
    **Net Cost**    **\$150,000.00**

**7. Are Non-Town Revenues Available to Reduce Cost?**

Recreation will look into possible grant sources.

**8. If this Project is Delayed, What will be the Effect on your Department?**

Increased difficulty controlling vehicle and visitor volume to the park during operating hours. Without a control system in place, increased resident dissatisfaction. Visitor volume will grow by to an expected 1,000 users a day when the Bruce Freeman Rail Trail opens and links to NARA in 2017.

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u><b>Personnel Budget</b></u>	<u><b>Expense Budget</b></u>
Increase    X	Increase    X
Decrease	Decrease

**10. Attachments, if Applicable.**

Pending estimates from security/parking control design vendors.

# Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Natural Resources	<b>Project Fiscal Year</b>	Recreation Van Replacement 2017		
<b>Department Head</b>	Tom Tidman	<b>Cost</b>	\$50,000 (Placeholder)		
		<b>Priority</b>	2	of	7

**1. Description**

Replacement of 8-passenger 2000 Ford Ecovan with 15-passenger Ford Transit 350 XLT Passenger Van.

**2. Useful Life**            15 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> <i>Schedule Replacement</i>    | <i>Increase Personnel Efficiency</i>  |
| <input checked="" type="checkbox"/> <b>New or Expanded Service</b> | <input checked="" type="checkbox"/> <i>Replace Obsolete or Unsafe Equipment</i> |
| <i>Other (Please Explain)</i>                                      | <i>(Explain Disposal of Old Equipment)</i>                                      |

**4. Justification:**

Current vehicle is reaching end of useful life. A new van that carries more people will greatly help us with field trips in the summer with camp. Currently we pay on average \$350 per week to rent a bus when we have only 10-12 camp passengers going on these field trips.

**5. How Was this Project's Priority Determined?**

Importance of having an up-to-date vehicle for safe transport of our Camp patrons.

**6. Estimated Cost**            **\$50,000.00**  
    *Less Trade-In (If Applicable)*  
    **Net Cost**    **\$50,000.00**

**7. Are Non-Town Revenues Available to Reduce Cost?**  
 No.

**8. If this Project is Delayed, What will be the Effect on your Department?**  
 Continued out-of-pocket cost for bus transportation that is overscaled for its purpose.

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u><b>Personnel Budget</b></u>	<u><b>Expense Budget</b></u>
Increase <input checked="" type="checkbox"/>	Increase <input checked="" type="checkbox"/>
Decrease	Decrease

**10. Attachments, if Applicable.**  
 Pending estimate from Highway Department.

# Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Natural Resources	<b>Project</b>	Natural Resources 2002 Ford F350 Truck Replacement		
		<b>Fiscal Year</b>	2017		
<b>Department Head</b>	Tom Tidman	<b>Cost</b>	\$54,595.00		
		<b>Priority</b>	3	of	7

---

## 1. Description

Replacement of 2002 Ford F350 with a 2016 Ford F350 with dump body and plow.

2. Useful Life 15 years

## 3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

Schedule Replacement

Increase Personnel Efficiency

New or Expanded Service

Replace Obsolete or Unsafe Equipment  
(Explain Disposal of Old Equipment)

Other (Please Explain)

## 4. Justification:

Current vehicle is reaching end of useful life. It has 90,611 miles on it and has electrical issues. The gas gauge is no longer operational and the windshield wipers do not work when it rains.

## 5. How Was this Project's Priority Determined?

Importance of having a reliable vehicle for work schedule efficiency.

6. Estimated Cost \$54,595.00

Less Trade-In (If Applicable)

Net Cost \$54,595.00

## 7. Are Non-Town Revenues Available to Reduce Cost?

No.

## 8. If this Project is Delayed, What will be the Effect on your Department?

Continued deterioration and reduced job efficiency caused by repair delays.

## 9. Please Describe the Effect of this Project on your Operating Budget.

Personnel Budget

Expense Budget

Increase

Increase

Decrease

Decrease

## 10. Attachments, if Applicable.

Repair history and quotation from MHQ.

## Natural Resources - 2002 Ford F350 Repair History

1/2003	tires
3/2004	ball joints
11/2004	brake pads
3/2005	brake pads and rotors
6/2005	dump body pump
10/2005	wiper motor
3/2006	battery
6/2007	front axels & u joints brake pads and rotors
8/1007	rear brake calipers
1/2008	alternator
1/2009	sway bar links
8/2009	front & rear brakes
9/2009	alternator
2/2010	drive shaft
4/2010	wiper motor
8/2010	replace dump body
8/2012	rear brake line, transmission cooler
8/2013	front brake calipers
3/2014	steering column shift linkage
10/2014	axel seals, rear brake caliper
12/2014	starter
12/2014	fuel tank
3/2015	wiper motor, exhaust
5/2015	front brakes



Oct. 7, 2015

Acton Cemetery  
Shawn O'Malley

978-929-6642 PH  
[somalley@acton-ma.gov](mailto:somalley@acton-ma.gov) E-mail

Please find below a quote for (1) 2016 Ford F350 Cab & Chassis with Dump Body 4WD per the Plymouth County Commissioner's Procurement Contract # PCC-15. M.G.L. c.30B applies to the procurement of all commodities quoted. Contract items have been collectively purchased pursuant to M.G.L. c.30B sec. 1c and M.G.L. c.7 sec 22B. The governmental body is responsible to determine the applicability of M.G.L. c.30B to off contract items, including but not limited to, off contract items that have already been properly procured under M.G.L. c.30B sec. 1c and M.G.L. c.7 sec. 22A (purchases from a vendor on contract with the Commonwealth), other contracts procured under M.G.L. c.30B sec. 1c and M.G.L. c.7 sec. 22B or any M.G.L. c. 30B contract between the vendor and the jurisdiction. All off contract items must be procured under M.G.L. c. 30B.

Item#			
15-24	Ford F350 Cab/Chassis	\$ 24,700.00	F3H
	Four Wheel drive	\$ 3,995.00	
	Estimated model increase	\$ 2,500.00	
	141" Wheelbase (WB), 60" Cab to axle (CA)	included	
	Color : Green Gem	included	
	6.2L V8 Gasoline Engine	included	
	Air Conditioning	included	
	Heavy Duty Vinyl Bench Seat & Vinyl Flooring	included	
	Four (4) Factory Upfitter switches	included	
	AM/FM radio w/digital clock	included	
	XL Trimline	included	
473	Factory Snow plow prep	81.00	
188	Factory Cab Steps	304.00	
7.07	Reinforced Plate Mounted Ball/Pintle Hook Combo	495.00	
7.05	Trailer Plug (7- RV )	175.00	
5.01	2-3 yd. dump body (match?) Manufacture Gallion	8,695.00	
4.02	Belt driven central hydraulic system	4,295.00	
7.01	Stainless Steel Underbody Frame Mounted toolbox pass side	695.00	
1.09	Whelen LED 3 Light DOT Warning Light System amber	1,595.00	
2.19	Fisher 9' HD Plow	6,295.00	
2.28	Fisher Sno Foil	445.00	
2.3	Fisher Cutting Edge	245.00	
1.16	Electronic Back Up Alarm	80.00	

**Total Contract Price:**

**\$ 54,595.00**

Sincerely,

Jay Matisko  
Account Manager

# Capital Improvement Program Proposal – Detail

<i>Department Name</i>	Natural Resources	<i>Project</i>	Jones Playground Renovation		
		<i>Fiscal Year</i>	2017		
<i>Department Head</i>	Tom Tidman	<i>Cost</i>	\$150,000		
		<i>Priority</i>	4	of	7

---

**1. Description**

Scheduled replacement of Jones Playground equipment and safety surfacing. The playground structures are worn, have become outdated and difficult to maintain. Surrounding brick walkway and bench that were donated for the current playground installation will be retained.

**2. Useful Life**            15 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> <i>Schedule Replacement</i><br><input type="checkbox"/> <b>New or Expanded Service</b><br><input type="checkbox"/> <i>Other (Please Explain)</i> | <input type="checkbox"/> <i>Increase Personnel Efficiency</i><br><input checked="" type="checkbox"/> <i>Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)</i> |
|--|--|

**4. Justification:**

Playground has reached the end of its useful life. A redesigned path of access to the equipment and new safety surfacing will address the play area's need for handicap accessibility, by replacing pea stone with engineered wood fiber/poured rubber surfacing. Importance of up-to-current-code equipment to comply with playground safety standards, ASTM F-1487.

**5. How Was this Project's Priority Determined?**

Scheduled replacement as per the Town's Open Space and Recreation Plan. Citizen support group has formed via responses to a Jones Playground survey conducted in summer 2015.

**6. Estimated Cost**            **\$150,000.00**  
    *Less Trade-In (if Applicable)*  
    **Net Cost**    **\$150,000.00**

**7. Are Non-Town Revenues Available to Reduce Cost?**

Grant opportunities are being pursued by citizen supporters.

**8. If this Project is Delayed, What will be the Effect on your Department?**

Playground structures will need to be taken out of service if allowed to deteriorate further.

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase	Increase <input checked="" type="checkbox"/>
Decrease	Decrease

Annual replenishment of engineered wood fiber surfacing to maintain proper depth of 12" for impact attenuation.

**10. Attachments, if Applicable.**

Quotation from M.E. O'Brien & Sons.



**M.E. O'Brien & Sons, Inc.**  
93 West Street – P.O. Box 650 / Medfield, MA 02052  
Phone: 508-359-4200 / Fax: 508-359-2817  
SDO CERTIFIED WBE

**PAGE 1 OF 2**

## **QUOTATION**

**Date:** October 7, 2015

**Job:** Jones Field

**Location:** Acton, MA

**Salesman:** Meghan A. O'Brien Taylor, President/gmc (Meghan@obrienandsons.com)

**Attention:** Melissa Rier/Cathy Fochtman

**Tel.:** 978-929-6640 **Fax:** 978-929-6333

**E-mail:** mrier@acton-ma.gov/cfochtman@acton-ma.gov

---

We are pleased to offer our quotation on the following for the above subject job:

<u>QTY.</u>	<u>MODEL #</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
<b><u>Age 2-5 Playground Area</u></b>			
<b><u>Play Equipment</u></b>			
1	197057A	Smart Play Motion Playstructure with Stepping Pods, Cozy Dome and Wee Planet Climber	\$21,540.00
1		Clubhouse Station with Storefront Panel and Table with Seats	\$ 2,070.00
1	173591A	OmniSpin Spinner	\$ 6,460.00
1	148636A	2-Seat Seesaw	\$ 2,225.00
1	177336A	Toddler Swing Set with 2 Full Bucket Seats	\$ 1,445.00
❖ I can make one of one swing seat a half bucket seat with chain strap, if desired.			
<b><u>TuffTimber Edging</u></b>			
58	119214A	4' Long TuffTimber Edgers with Galvanized Stakes	\$ 3,027.00

**Surfacing**

**Age 5-12 Playground Area**

**Play Equipment**

1		MEO15508 Playstructure	\$38,805.00
1	205800A	TopsyTurny Spinner	\$ 3,900.00
1	155077A	Stand-up Spinner	\$ 1,385.00

**TuffTimber Edging**

59	119214A	4' Long TuffTimber Edgers with Galvanized Stakes	\$ 3,090.00
		MHEC B14 Discount for all playground equipment and edging (please delete)	\$- 4,197.35
		Freight	\$ 3,600.00

---

**Surfacing for Both Playground Areas**

254 cu/yd of Engineered Wood Fiber Surfacing at 12" depth after compaction \$8,191.00  
(includes MHEC B14 discount)

**Installation Option #1 for Both Playground Areas**

**Excavate and Installation of Play Equipment**

1. Receive, inventory and deliver equipment to the site.
2. Excavate existing play areas 1' deep and legally dispose of material.
3. Lay out and install 117 TuffTimbers.
4. Lay out and install play equipment.
5. Install 254 cubic yards of wood fiber – 124 yards in 5-12 year area and 130 in the 2-5 year area.

**TOTAL FOR INSTALLATION  
(USING PREVAILING WAGE RATE): \$40,700.00**

**Installation Option #2 for Both Playground Areas**  
**Installation of Play Equipment through Pea Stone**

1. Receive, inventory and deliver equipment to the site.
2. Lay out and install 117 TuffTimbers – top of timber to be 1' above the existing grade. No excavation of existing site.
3. Lay out and install a handicap accessible walk from the existing walk to the play structures using Poured-in-Place Rubber.
  - a. Lay out walk.
  - b. Supply and install dense grade c-run, fine graded and compacted.
  - c. Supply and Install 125 square feet (including beveled edges) of 2 ½" of Poured-in-Place Rubber.
4. Install 254 cubic yards of wood fiber – 124 yards in the 5-12 year area and 130 yards in the 2-5 year area.

**TOTAL FOR INSTALLATION  
(USING PREVAILING WAGE RATE):** **\$37,430.00**

**Add On Option #1:**

1. Remove and dispose of the existing play equipment including concrete footings.
- This does not include railroad ties.

**TOTAL COST OF OPTION #1  
(USING PREVAILING WAGE RATE):** **\$ 1,800.00**

**Add On Option #2:**

1. Remove the existing railroad ties and stockpile adjacent to the site for the town to load, haul and dispose.
- Stockpiled railroad ties are the responsibility and liability of the owner.

**TOTAL COST OF OPTION #2  
(USING PREVAILING WAGE RATE):** **\$ 2,100.00**

**Notes:**

- All play equipment (including concrete footings) and railroad ties to be removed and disposed of by others prior to installer's arrival.
- This proposal does not include re-setting any of the existing brick walkway. That would be an additional charge.
- Owner to provide security during the cure time of Poured-in-Place Rubber.

- Contractor/Customer is responsible for quantity, color, and product confirmation.
- Prices based on quantities listed. Any change to quantities may impact prices quoted.
- M.E. O'Brien & Sons is NOT responsible for plan take-offs. All quantities, square footages, thicknesses, etc. are the responsibility of the purchaser. Confirm and double check quantities quoted. It is the responsibility of the purchaser to approve/purchase items "per plan".
- Prices quoted are firm for 30 days only and are subject to review thereafter.
- Prices are for materials only unless otherwise noted.
- If installation is included, M.E. O'Brien & Sons is NOT responsible for buried underground hazards including, but not limited to: ledge, unsuitable bearing soils, unmarked utilities, boulders, construction debris and any other conditions beyond our control. Additional cost will be required to rectify these situations.
- Prices do NOT include cost for electrical cut outs or staining of tongue and groove roof decking unless otherwise noted.
- Standard manufacturer's design, colors, specifications, and construction apply.
- If ordered, inspect entire delivery carefully, making note on delivery receipt of ANY damage so a freight claim can be filed if damage is discovered after opening package(s).
- Retainage does not apply.
- Returns must be made within 30 calendar days of receipt of order. Customer is responsible for re-stocking fee plus shipping charges (to and from) for all returned items.
- Our terms are: to be arranged – 1<sup>st</sup> order requires 50% deposit and execution of credit application.
- Allow 4 to 6 weeks for delivery of materials after receipt of order and architectural approval, if required.

**POURED-IN-PLACE NOTES:**

- If 100% color or 50% color/50% black is quoted, red will be an additional charge.
- Does not include aliphatic binder (yellow inhibitor) necessary with the following colors: dark & light gray, blue, teal and pearl.
- If installation is included please note the following:  
Prevailing wages are included if Surface America is performing the installation. Installation is to take place over a prepared sub-base by others. Installation lead-time is to be determined and is weather dependent. Site security is the responsibility of the owner/contractor until product is cured.
- Owner/Contractor is responsible for quantity confirmation. Any changes to quantity may impact price quoted.

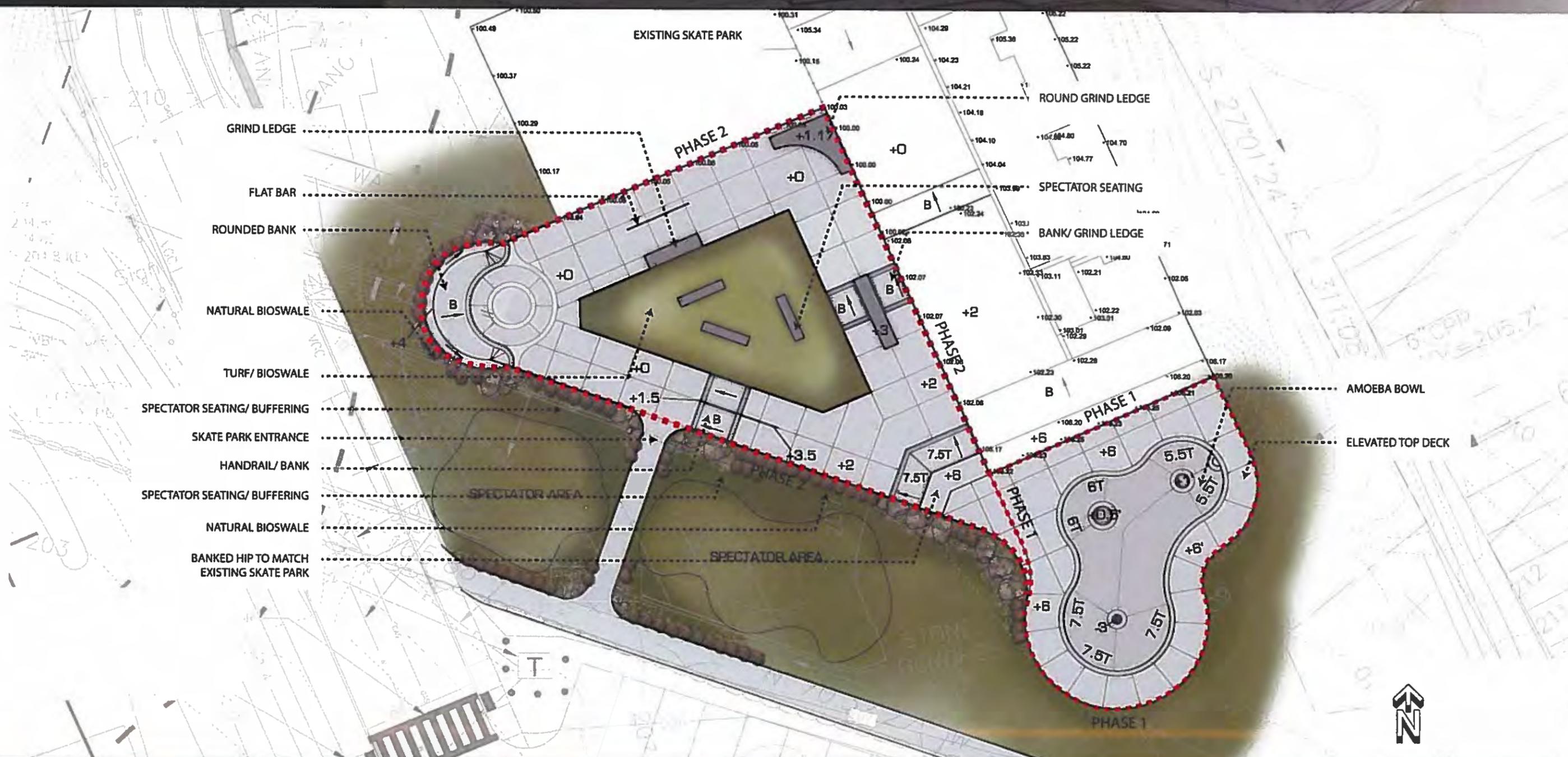
*If we can be of further assistance please do not hesitate to contact us. Thank you!*



# T.J. O'GRADY SKATE PARK EXPANSION TOWN OF ACTON, MA



## PLAN VIEW RENDER



226 Causeway Street | Boston, MA 02114  
(ph) 858.633.4233 | (cell) 760.815.9335

# Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Natural Resources	<b>Project</b>	NARA Rail Trail Comfort Station		
		<b>Fiscal Year</b>	2017		
<b>Department Head</b>	Tom Tidman	<b>Cost</b>	\$487,500.00 (Placeholder)		
		<b>Priority</b>	6	of	7

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**1. Description**

Construction of Bathroom/Concession building, designed by Office of Michael Rosenfeld and utilizing a donated modular house from Redmond Corp. This building will serve users of the Bruce Freeman Rail Trail, providing refreshments and bathroom facilities, plus office space for Recreation and NARA staff. It will be located opposite the bathhouse building, off the lower parking lot.

**2. Useful Life**                      50 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<i>Schedule Replacement</i>	<i>Increase Personnel Efficiency</i>
<b>X</b> <i>New or Expanded Service</i>	<i>Replace Obsolete or Unsafe Equipment</i>
<i>Other (Please Explain)</i>	<i>(Explain Disposal of Old Equipment)</i>

**4. Justification:**

The Town of Acton must prepare to serve users of the Bruce Freeman Rail Trail with expanded facilities. It is expected that 1,000 users per day will be entering NARA Park when the rail trail opens in 2017. There are no facilities available on the current rail trail route and NARA will be where they stop to park and/or to take a break.

**5. How Was this Project's Priority Determined?**

**6. Estimated Cost**    **\$487,500.00**  
*Less Trade-In (If Applicable)*  
**Net Cost**    **\$487,500.00**

**7. Are Non-Town Revenues Available to Reduce Cost?**  
 Modular house donation from Redmond Corp.

**8. If this Project is Delayed, What will be the Effect on your Department?**

The Town of Acton will be unable to support the heavy volume of users at their bathhouse bathroom facility.

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u><b>Personnel Budget</b></u>	<u><b>Expense Budget</b></u>
Increase	Increase <b>X</b>
Decrease	Decrease

**10. Attachments, if Applicable.** *Conceptual Design and Construction Quotations from OMR pending.*



**NARA Park  
Miracle Field Concession Stand  
Modular Study (Progress)**



**September 10, 2015**

omr architects

# Site Location











**NARA Park Miracle Field  
Concession Stand  
Acton, MA**

**Conceptual Cost Estimate**

**Prepared for:  
omr architects  
Acton, MA**

**Prepared by:  
D G Jones International, Inc.  
3 Baldwin Green Common, #202  
Woburn, MA 01801  
email : [boston@dgjonesboston.com](mailto:boston@dgjonesboston.com)  
Tel: 781-932-3131  
Fax: 781-932-3199**

**September 18, 2015**

**SUMMARY**

	Gross Floor Area (sf) =	2,052	
			<u>Element (\$)</u>
			<u>\$/sf</u>
<b><u>A Substructure</u></b>		71,032	34.62
A10 Foundations		71,032	34.62
A20 Basement Construction		0	0.00
<b><u>B Shell</u></b>		151,446	73.80
B10 Superstructure		62,309	30.37
B20 Exterior Enclosure		46,911	22.86
B30 Roofing		42,226	20.58
<b><u>C Interiors</u></b>		49,341	24.05
C10 Interior Construction		30,870	15.04
C20 Stairs		0	0.00
C30 Interior Finishes		18,471	9.00
<b><u>D Services</u></b>		85,525	41.68
D10 Conveying Systems		0	0.00
D20 Plumbing		57,122	27.84
D30 HVAC		5,006	2.44
D40 Fire Protection Systems		0	0.00
D 50 Electrical Systems		23,397	11.40
<b><u>E Equipment and Furnishings</u></b>		10,430	5.08
E10 Equipment		0	0.00
E 20 Furnishings		10,430	5.08
<b><u>F Special Construction and Demolition</u></b>		30,108	14.67
F10 Special Construction		12,180	5.94
F20 Selective/Building Demolition		17,928	8.74
F20 Asbestos Abatement		0	0.00
<b><u>Sub Total Building Cost</u></b>		<b>397,880</b>	<b>193.90</b>
<b><u>G Building Sitework</u></b>		109,234	53.23
G10 Site Preparation		52,494	25.58
G20 Site Improvements		51,515	25.10
G30 Site Civil/Mechanical Utilities		Excluded	0.00
G40 Site Electrical Utilities (Site lighting only)		3,225	1.57
G90 Other Site Construction		2,000	0.97
<b><u>Sub Total Construction</u></b>		<b>507,114</b>	<b>247.13</b>
General Conditions/Requirements	10.00%	50,711	24.71
Escalation to mid point of construction 4Q2016	6.31%	35,199	17.15
Estimating Contingency	10.00%	59,302	28.90
Building Permit Fee		Excluded	
Construction Contingency		Excluded	
<b>Total Cost</b>		<b>652,327</b>	<b>317.90</b>
Add Alternate #1 - Patio and Stone Wall		174,336	84.96
Add Alternate #2 - Lawn, Trees and Shrubbery		38,542	18.78
<b>Total Cost w/Add Alternates</b>		<b>865,206</b>	<b>421.64</b>

**Notes**

1. Brief project description:-
  - New concessions stand with associated site work and site utilities.
  
2. The estimate is based on the following:-
  - Prevailing wage.
  - General Contractor type project.
  - Receipt of 4# bona fide bids.
  - Bid date - 3Q2016.
  - Construction period - 8 months
  
3. The gross floor areas are based on the following:-
  - Measurement is taken to the outside face of the exterior wall, measured through all stair wells, elevator shafts and ducts.
  
4. Story heights:-
  - Varies.
  
5. General Conditions/Requirements are priced as a percentage on the Summary page.
  
6. Special Conditions for this project are included with General Conditions/Requirements.
  
7. Escalation to mid point of construction (4Q2016) is compounded per annum at the following:-
  - All years at 5%
  - Note: Escalation is taken on the sum of Sub Total Construction cost, General Requirements/Special Conditions.
  
8. Estimating Contingency is an allowance for future design modifications/additions, which alter the cost of the building as the design progresses, this percentage reduces as the design develops. It is based on a percentage of the sum of Sub-Total Construction, General Requirements/Special Conditions and Escalation. For this level of estimate the following has been included:-
  - 10.00%
  
9. Construction Contingency is an allowance for scope/design modifications made by the owner during construction and also for any unforeseen circumstances. It is based on a percentage of the sum of Sub-Total Construction, General Requirements/Special Conditions, Escalation and Design Contingency. For this level of estimate the following has been included:-
  - 0.00%

**Notes (Cont'd)**

10. This estimate has been prepared from the following design information:-
  - Drawings received 09/11/2015.
  - Emails from omr architects
  - Telecons with omr architects
  
11. The estimate includes the following:-
  - See estimate
  
12. The estimate excludes the following:-
  - Civil/Mechanical Utilities.
  - Electrical Utilities.
  - Excavation in rock.
  - Removal of water during excavation work.
  - Owner's appliances.
  - Utility company backcharges.
  - Sales tax.
  - Building permit fees.
  - Design consultants fees.
  - Loose furniture, fittings and equipment.
  - Fixed furniture, fittings and equipment except work normally included in GC work.
  - Third-party building Commissioning.
  
13. Allowances:-
  - Estimate is based on allowances at this stage of the design.
  
14. Assumptions:-
  - To arrive at a \$/sf cost reasonable assumptions have been made.
  
15. Estimates by other firms:-
  - None.

**A Substructure**

<u>A10 Foundations</u>	<u>Qty</u>	<u>Rate</u>	<u>\$</u>
Excavation (sog/found footing/column footing)	374	25.00	9,350
RC rat slab	2,052	7.00	14,364
RC perimeter footing	19	700.00	13,300
RC perimeter found wall	24	775.00	18,600
RC column footing	6	825.00	4,950
RC stub column	1	885.00	885
Base plate to ditto	6	195.00	1,170
Insulation/damproofing	1,048	3.30	3,458
Connect modular units to found wall	262	6.00	1,572
Misc.		5.00%	3,382
<u>A10 Foundations</u>		<u>Total</u>	<u>71,032</u>

**B Shell**

<u>B10 Superstructure</u>	<u>Qty</u>	<u>Rate</u>	<u>\$</u>
Wood column w/base plate	38	325.00	12,350
Wood porches complete	3,052	14.00	42,728
EO for raised open clerestory	533	8.00	4,264
Misc.		5.00%	2,967
<u>B10 Superstructure</u>		<u>Total</u>	<u>62,309</u>

<u>B20 Exterior Enclosure</u>	<u>Qty</u>	<u>Rate</u>	<u>\$</u>
Replace siding to modular units w/wood siding	2,634	10.95	28,842
Roller shutter at concessions	97	55.00	5,335
SL door w/frame, hardware, paint, etc	7	1,500.00	10,500
Misc.		5.00%	2,234
<u>B20 Exterior Enclosure</u>		<u>Total</u>	<u>46,911</u>

<u>B30 Roofing</u>	<u>Qty</u>	<u>Rate</u>	<u>\$</u>
Replace roofing to modular units w/metal roofing - pitched	2,360	13.75	32,447
Gutters/downspouts	279	15.00	4,185
Detail (ridge, eaves, gable)	351	5.00	1,755
Misc.		10.00%	3,839
<u>B30 Roofing</u>		<u>Total</u>	<u>42,226</u>

**C Interiors**

<u>C10 Interior Construction</u>	<u>Qty</u>	<u>Rate</u>	<u>\$</u>
SL door w/frame, hardware, paint, etc	2	1,280.00	2,560
Partitions	554	8.50	4,709
Fire rated, wet partitions, etc	617	12.50	7,713
Access doors, allow	1	500.00	500
Marker boards, etc	1	500.00	500
Signage	1	1,625.00	1,625
Toilet & Bath Accessories	3	1,660.00	4,980
Toilet partitions	2	1,025.00	2,050
Toilet partitions, handicap	2	1,355.00	2,710
Urinal screen	2	415.00	830
Coat hanging rail & shelf	12	45.00	540
Misc.		7.50%	2,154
<u>C10 Interior Construction</u>		<u>Total</u>	<u>30,870</u>

<u>C30 Interior Finishes</u>	<u>Qty</u>	<u>Rate</u>	<u>\$</u>
Floors, patch	2,052	2.50	5,130
Base	522	5.00	2,610
Walls	4,699	1.25	5,874
Ceilings, patch	2,052	2.25	4,617
Bulkheads, etc	20	12.00	240
<u>C30 Interior Finishes</u>		<u>Total</u>	<u>18,471</u>

**D Services**

<u>D20 Plumbing</u>	<u>Qty</u>	<u>Rate</u>	<u>\$</u>
WC	5	3,450.00	17,250
Lavatory, counter mounted	5	3,350.00	16,750
Urinal	2	3,175.00	6,350
Drinking fountain	1	3,150.00	3,150
Janitor's sink	1	3,650.00	3,650
Floor drains, hydrants, clean outs, etc	1	1,200.00	1,200
Water heater	1	3,000.00	3,000
General		3.00%	1,541
BWIC & GC's O&P		8.00%	4,231
<u>D20 Plumbing</u>		<u>Total</u>	<u>57,122</u>

<u>D30 HVAC</u>	<u>Qty</u>	<u>Rate</u>	<u>\$</u>
Heating only, assumed electric baseboard	36	125.00	4,500
General		3.00%	135
BWIC & GC's O&P		8.00%	371
<u>D30 HVAC</u>		<u>Total</u>	<u>5,006</u>

<u>D 50 Electrical Systems</u>			\$
Equipment			2,052
Feeders			1,026
Small Power			3,078
Lighting			13,338
Fire Alarm			1,539
General incl lightning			631
BWIC & GC's O&P			1,733
<u>D 50 Electrical Systems</u>		<u>Total</u>	<u>23,397</u>

**E Equipment and Furnishings**

<u>E10 Equipment</u>			\$
Appliances - By Owner			0
<u>E10 Equipment</u>		<u>Total</u>	<u>0</u>

<u>E 20 Furnishings</u>	<u>Qty</u>	<u>Rate</u>	<u>\$</u>
Casework:-			
Counter at concessions	30	200.00	6,000
Lavatory counter	23	160.00	3,680
Miscellaneous	1	750.00	750
<u>E 20 Furnishings</u>		<u>Total</u>	<u>10,430</u>

**F Special Construction and Demolition**

<u>F10 Special Construction</u>	<u>Qty</u>	<u>Rate</u>	<u>\$</u>
Transport modular unit to site & secure to foundations	2	6,090.00	12,180
<u>F10 Special Construction</u>		<u>Total</u>	<u>12,180</u>

<u>F20 Selective/Building Demolition</u>	<u>Qty</u>	<u>Rate</u>	<u>\$</u>
Demolish interior construction to modular units	2,052	2.25	4,617
Demolish plumbing fixture	6	160.00	960
Infill interior sl door opening	8	126.00	1,008
Form opening in exterior wall of modular unit & make good sl door	7	431.00	3,017
Concession roller shutter, 8' x 4'	3	658.00	1,974
Remove exterior window & infill	18	204.00	3,672
Remove exterior sl door & infill	4	357.00	1,428
Remove rubbish off site	1	1,250.00	1,250
<u>F20 Selective/Building Demolition</u>		<u>Total</u>	<u>17,926</u>

<u>F20 Asbestos Abatement</u>			
Not required		<u>Total</u>	<u>0</u>

**G Building Sitework**

	<u>Qty</u>	<u>Rate</u>	<u>\$</u>
<b><u>G10 Site Preparation</u></b>			
Site clearing (grubbing)	1	10,500.00	10,500
Earthwork	1	22,222.22	22,222
Grading	30,000	0.50	15,000
Misc.		10.00%	4,772
<b><u>G10 Site Preparation</u></b>		<b><u>Total</u></b>	<b><u>52,494</u></b>

	<u>Qty</u>	<u>Rate</u>	<u>\$</u>
<b><u>G20 Site Improvements</u></b>			
Colored concrete paving	2,816	7.00	19,712
Paths (asphalt)	4,200	5.00	21,000
Curbs, signage, line markings, etc	1	500.00	500
Misc.		25.00%	10,303
<b><u>G20 Site Improvements</u></b>		<b><u>Total</u></b>	<b><u>51,515</u></b>

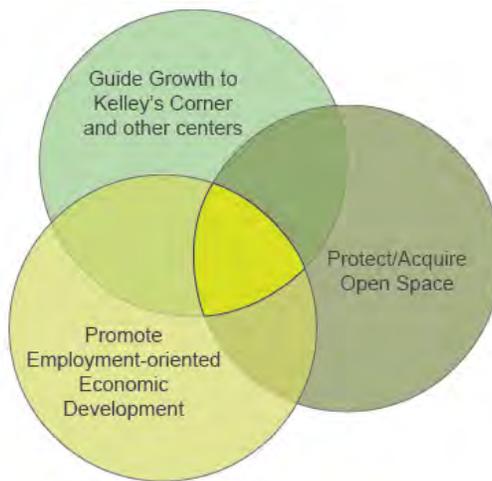
	<u>Qty</u>	<u>Rate</u>	<u>\$</u>
<b><u>G30 Site Civil/Mechanical Utilities</u></b>			
Water			Excluded
Fire			Excluded
Sanitary			Excluded
Storm			Excluded
Gas			Excluded
Misc.		7.50%	0
<b><u>G30 Site Civil/Mechanical Utilities</u></b>		<b><u>Total</u></b>	<b><u>Excluded</u></b>

	<u>Qty</u>	<u>Rate</u>	<u>\$</u>
<b><u>G40 Site Electrical Utilities (Site lighting only)</u></b>			
Electrical			Excluded
Lighting	1	3,000.00	3,000
Misc.		7.50%	225
<b><u>G40 Site Electrical Utilities (Site lighting only)</u></b>		<b><u>Total</u></b>	<b><u>3,225</u></b>

	<u>Qty</u>	<u>Rate</u>	<u>\$</u>
<b><u>G90 Other Site Construction</u></b>			
Allow	1.00	2,000.00	2,000
<b><u>G90 Other Site Construction</u></b>		<b><u>Total</u></b>	<b><u>2,000</u></b>







The Roadmap for Guiding Growth promotes town centers and employment-oriented economic development in appropriate locations. It encourages future residential development to shift from large lot subdivisions in the Town’s remaining open spaces to more compact configurations with smaller dwelling units in and near the town centers. Town centers and compact residential neighborhoods require fewer infrastructure per building unit, and less of it to maintain. Greater proximity between residences, shops, and workplaces means more walking and biking, and fewer miles traveled by car. Town centers and compact development patterns make public transit more viable and practical. Smaller dwelling units have been shown to have fewer school-age children. The result is a Town with greater environmental and financial resilience and sustainability.

Furthermore, the Acton 2020 Plan lists action items by priority and timing. “Concentrate Town Investments in Kelley’s Corner” is categorized as a “highest” priority to be completed by 2020. The plan identifies investments which specifically include: sidewalks, landscape and streetscape improvements and traffic calming in Kelley’s Corner to make it more pedestrian friendly and to serve as a gateway to the community. The ‘Kelley’s Corner Improvement Initiative 100% Design Infrastructure Plan’ capital request is the next step to realizing this highest priority action item.

Kelley’s Corner has been studied since the 1970s in hopes of making improvements to the area—it is not a surprise that the desire to improve Kelley’s Corner rose to the top of the priority list once again. The last Kelley’s Corner Circulation Plan, 1997 and revised 2001 aimed to maintain reasonable vehicular capacities while emphasizing pedestrian circulation and amenities to foster an “urban village.” Although consideration was given for sidewalk expansion, this plan proposed the widening Route 27 and Route 111 to accommodate four-lane vehicular cross sections extending out to major access points (School Campus and Route 2 interchanges). The past attempt to address congestion within Kelley’s Corner resulted in infrastructure proposals which greatly enhanced roadway capacity at the expense of the pedestrian scale environment. As a result this proposal was rejected by the community, sentiments which we continued to hear through this public outreach phase. A strong community desire to continue working towards an accepted design has brought us to where we are in the current improvement initiative.

The Kelley’s Corner Improvement Initiative infrastructure recommendations address not only capacity, but also access, accessibility, pedestrian and bicycle needs and aesthetics. This comprehensive initiative will enhance the functionality and vibrancy of Kelley’s Corner for existing users and establishes the foundation upon which future development can occur in line

with the Town's goals of establishing a walkable town center. The current plan has taken into account failed attempts of the past and provides techniques to handle frustrations and desires of the community. With the feedback from the community at various public workshops online surveys and public meetings the Kelley's Corner Steering Committee feels strongly that this plan is the right plan.

The entire Kelley's Corner Improvement Initiative plan is designed to create a framework that promotes economic development and generates a vibrant mixed use walkable center. The infrastructure improvement plan is one of the two main components of the overall Kelley's Corner Improvement Initiative; zoning changes, also to be considered at the April 2016 Annual Town Meeting, is the other main component. The Infrastructure Improvement Plan not only addresses the needs of today but also augments and supports the redevelopment goals behind the proposed zoning changes. The Acton 2020 plan directs the Town to "Promote economic development that supports other Acton 2020 planning goals". The Kelley's Corner infrastructure improvements combined with the proposed zoning framework will attract redevelopment and retain existing businesses and property owners. Town investments in transportation and streetscape infrastructure can be a strong catalyst for private property investments. Time and again we have heard this statement; we are now seeing this first hand with Stop and Shop coming to the table to discuss preliminary redevelopment options at the Kmart site in light of the Kelley's Corner Improvement Initiative.

This project implements major components of the Acton 2020 Plan and would be the first Complete Streets project in line with the Town's nationally recognized Complete Streets Policy. Massachusetts Department of Transportation has also adopted a new policy to incorporate Complete Streets for new construction on State owned roadway which will come into play on Massachusetts Avenue. In addition, the Kelley's Corner Plan accommodates a future local and/or regional transit stop. The Town recently signed a Community Compact with the Baker-Polito Administration for best practices in Regional Transportation. This compact helps elevate the Town when applying for state grant programs under the new Administration such as MassWorks and the TIP. Components of the Kelley's Corner Improvement Initiative respond directly to Statewide policies which position the Town for funding assistance.

Momentum for improvements in Kelley's Corner has come to a precipice – now is the time for implementation.

<b>6. Estimated Cost</b>	<b>\$ 756,000 (20% contingency)</b>
<b>Less Trade-In (If applicable)</b>	<b>\$ 0</b>
<b>Net Cost</b>	<b>\$ 756,000</b>

This number is based on professional engineering estimates by Greenman Pederson Inc., who is currently contracted on the project. To bring the current design plans (10%) to the next design phase (25%) it will cost \$318,000 (includes 20% contingency). Please see attached cost estimate (Attachment 4b) breakdown based on "MassDOT Standardized Scope of Services Guidance for Preparing Work Hour Estimate Forms" prepared by our consultants. To take the 25% design plan to a final engineering design that is ready to put out to bid for construction it would cost an estimated additional +/- \$438,000 (estimated by GPI, includes 20% contingency).

**7. Are Non-Town Revenues Available to Reduce Cost?**

Not at this time.

**8. If this Project is Delayed, What will be the Effect on your Department?**

Unable to effectively work towards Acton 2020 Plan implementation.

**9. Please Describe the Effect of this Project on your Operating Budget.**

**Personnel Budget**

Increase  
Decrease

**Expense Budget**

Increase  
Decrease

No measurable effect expected. This project will be a major focus of the Planning Department's attend, time, and resources.

**10. Attachments, if Applicable.**

Attachment 1: Kelley's Corner Infrastructure Improvements dated, 9/4/12 (Basis for the original cost estimate)

Attachment 2: Kelley's Corner Improvement Initiative: Preliminary Illustrative Streetscape Concept dated, 3/12/15

Attachment 3: "MassDOT Standardized Scope of Services Guidance for Preparing Work Hour Estimate Forms"

Attachment 4a: Kelley's Corner Design and Construction Phase Cost Breakdown

Attachment 4b: Kelley's Corner 25% Design Phase Cost Breakdown

Attachment 5: Potential Construction Funding Sources (\*\*Does not include right of way acquisition and soft costs such as: on site construction engineering, additional permit fees, legal assistance.)

Attachment 6: 2012 Concept Plan vs. 2015 Preliminary Plan



**Net Cost** **\$ 80,000.00**

Based on preliminary discussions with Town Counsel on scope and budget.

**7. Are Non-Town Revenues Available to Reduce Cost?**

Still Town revenues – but the project might also be funded from the regular Town Counsel budget (if adjusted accordingly), as opposed to a separate capital project item.

**8. If this Project is Delayed, What will be the Effect on your Department?**

As time goes on, and more zoning amendments occur, it will become more and more difficult and time consuming to understand the zoning bylaw; and outside and in-house user frustration will continue and grow. In the extreme, oversights and misinterpretations could lead to errors in outcome and potential litigation.

**9. Please Describe the Effect of this Project on your Operating Budget.**

**Personnel Budget**

Increase

Decrease

No measurable effect expected.

**Expense Budget**

Increase

Decrease

**10. Attachments, if Applicable.**

# FY 17 Capital Request Form

<b>Department Name</b>	<b>PLANNING</b>	<b>Project</b>	<b>LED Public Message Sign</b>		
		<b>Fiscal Year</b>	<b>2017</b>		
<b>Department Head</b>	<b>Roland Bartl</b>	<b>Cost</b>	<b>\$ 60,000</b>		
		<b>Priority</b>	<b>3</b>	<i>of</i>	<b>4</b>

---

### 1. Description

The Planning Department is proposing the purchase and construction of an LED sign for public messages. The Town of Acton would manage the sign and conduct maintenance if needed. The possible locations could be the Town Green, Public Safety Facility, Town Hall, NARA Park, Acton Memorial Library, Transfer Station, and the West Acton square. The proposed LED sign structure would contain the LED sign, the framing that holds it together and the electrical components that are needed to run the sign. Depending on the sign company that is selected, the sign message can be controlled with a provided laptop that has all of the necessary software on it. The laptop would provide the ability to change the message remotely from the town hall.

2. Useful Life            10-15 years

### 3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

<input type="checkbox"/> <b>Schedule Replacement</b>	<input type="checkbox"/> <b>Increase Personnel Efficiency</b>
<input checked="" type="checkbox"/> <b>New or Expanded Service</b>	<input type="checkbox"/> <b>Replace Obsolete or Unsafe Equipment</b>
<input type="checkbox"/> <b>Other (Please Explain)</b>	<input type="checkbox"/> <b>(Explain Disposal of Old Equipment)</b>

### 4. Justification

There is a large number of illegal commercial and non-profit signs in the Town's right of way. The purpose of the request is to reduce the amount of illegal signs and to concentrate them onto one sign that the Town can manage. Currently, different Town employees attempt to address the problem of illegal signage by removing those in the Town's right of way as time allows. The proposal would hopefully reduce illegal signs by locating the town affiliated sign messages in one central location.

### 5. How Was this Project's Priority Determined?

Sign clutter along Acton's streets is a persistent problem. The Town and Town affiliated organizations contribute to it. With this proposal, the Town can set a good example to reduce the sign clutter.

6. Estimated Cost                            **\$ 60,000**  
Less Trade-In (if applicable)    **\$ 0**  
Net Cost                                        **\$ 60,000**

\$60,000 is an approximation of how much one LED sign would cost including the manufacturing of the sign, the sign structure materials, construction cost, and estimated amount of money for electricity to run the sign.

### 7. Are Non-Town Revenues Available to Reduce Cost?

Not at this time.

**8. If this Project is Delayed, What will be the Effect on your Department?**

Unable to keep up with roadside the signage. It would likely be brought up for attention again next year. No significant effect.

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u><b>Personnel Budget</b></u>	<u><b>Expense Budget</b></u>
Increase	Increase
Decrease	Decrease

Whether the Planning Office or another agency were to operate the sign, additional work would be required for scheduling, updating, and operating. There would be occasional software upgrades needed.

**10. Added Considerations**

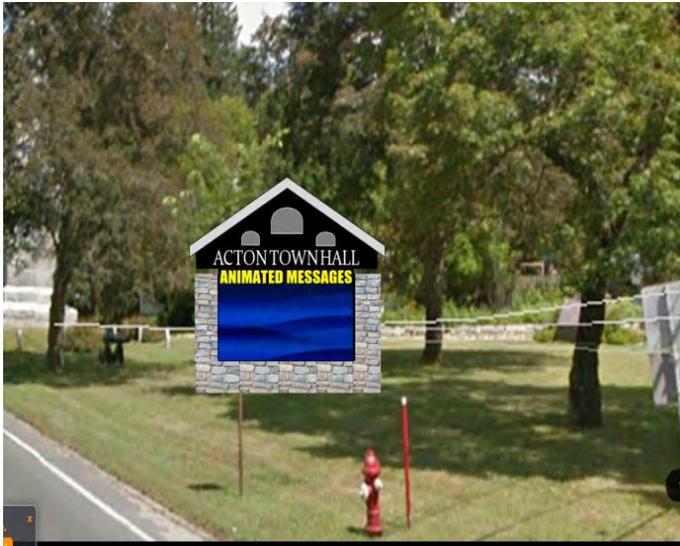
The first consideration for this project would be which organizations could advertise on the message sign: Town, other governmental organizations, public schools, other educational entities, or Town affiliated organizations. For anything other than Town messages, the Board of Selectmen would need to establish a clear policy for who could use the message sign.

The second consideration is that the LED sign would conform to the existing freestanding sign requirements of the ZBL as much as possible. Under Acton’s zoning, “SIGNS that change or rearrange characters or letters or illustrations, except as specifically provided herein; or flash, rotate, or make noise; or sparkle, twinkle or purposely reflect sunlight; or move, or give the illusion of moving, except for indicators of time and temperature or barber poles are prohibited”. A corresponding zoning amendment would be needed that would exempt governmental signs from this prohibition.

The third consideration is the location and management of the message sign. The location of the message sign will depend on where the Town feels the best use of the sign would be and the easiest location to control the changing messages. The management of who will handle and change the sign’s messages must be determined. Most of the sign companies will provide laptops or tablets with included software that will let the town be in control of the changing of the sign’s messages at any given time. Most of the sign software limits the distance that you can change the messages from.

The Town can recoup some of the money that was spent of the message sign from charging the different town affiliated organizations money to display their messages. The money that town affiliated organizations are spending on lawn signs could be spent on the new message sign.

## 11. Attachments



Proposed Rendering

# FY 17 Labor Request Form

**Department Name** PLANNING

**Project** Assistant Planner  
**Fiscal Year** 2017

**Department Head** Roland Bartl

**Cost** \$91,000 (f.t., benefits), 1<sup>st</sup> yr.  
**Priority** 4 of 4

---

## 1. Description

This proposal would add a full time professional Assistant Planner position in the Planning Department. The ideal candidate would be a Planner with a generalist talent and experience in Economic Development and Historic Preservation work.

The position could lend itself to a job-sharing arrangement, i.e. two part-time employees.

Advantage: Less or no benefit cost; potentially more focused expertise.

Disadvantage: Potentially more transient employees.

**2. Useful Life** Permanent staff addition

## 3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

<input type="checkbox"/> <b>Schedule Replacement</b>	<input type="checkbox"/> <b>Increase Personnel Efficiency</b>
<input checked="" type="checkbox"/> <b>New or Expanded Service</b>	<input type="checkbox"/> <b>Replace Obsolete or Unsafe Equipment</b>
<input type="checkbox"/> <b>Other (Please Explain)</b>	<input type="checkbox"/> <b>(Explain Disposal of Old Equipment)</b>

## 4. Justification

Economic development and historic preservation are key goals of the Acton 2020 Comprehensive Community Plan. It is clear from our daily work experience that these two areas require serious attention and staff support. Neither is available given the Planning Department's current staffing level and workload. The newly created LU/ED Director position gives new focus for leadership on these and other areas. The position requested here would give the new Director the resources to better accomplish the mission. The position could also assist the Planning Department with better and more consistent communications with the Design Review Board (DRB).

Acton 2020, adopted by Town Meeting in 2012 as a policy document, recommends:

**Action Item 1.1.2.5: Planning/Economic Development staff**

*Add a full-time position to the Planning Department to assist with plans for villages and key centers, development review, and economic development. This position would also fulfill the role of Economic Development Officer (EDO).*

**Action Item 1.1.3.2: Improve design review process**

*Consider ways to improve the design review process, defining the role of the Design Review Board (DRB), and enhancing the coordination with the Planning Board and Board of Selectmen, while reserving permit authority with these Boards as applicable. Improve coordination with Historic District Commission when appropriate. Implement improvements (coordination, communication, streamlining, standardization, etc.*

The Historic District Commission (HDC) and the Historical Commission (HC) are the only standing, chartered town boards with regulatory responsibilities in the area of land planning, land use, and land development that currently operate without dedicated staff support. The goal with this position is to create sufficient staff resources in the Planning Department for these two commissions to benefit from the same level of staff support as other regulatory boards already do.

The Economic Development Committee (EDC) has advisory function to the Board of Selectmen, and to others if so requested. The Planning Department has previously provided staff support to the EDC but cannot do so now given the wide range of other commitments. The goal with this position is to create sufficient staff resources in the Planning Department to assist the LU/ED Director and the EDC to become an effective force for Economic Development in Acton.

In addition, the Design Review (DRB) similarly to the EDC, serves in an advisory capacity to the Board of Selectmen and others regarding design guidance on proposed commercial development and may at the request of other Town Boards, provide guidance for certain non-commercial development. The goal with this position is to create sufficient staff resources in the Planning Department to provide direct staff support to the DRB, or at least sufficient capacity for regular communication and exchange of thought and ideas regarding development proposals.

Professional staff support to the named four Boards/Commissions would help improve overall coordination of their reviews of development projects, integration of their efforts consistent with Acton 2020 Plan objectives, and streamline the development review process for applicants.

**5. How Was this Project's Priority Determined?**

Many Acton 2020 goals - Economic Development, Historic Preservation, and Centers Development/Revitalization require intensive implementation efforts that involve communications with and support of multiple committees and boards. The Planning Department cannot cover this without additional staff support. Without this, Acton 2020 is at risk of becoming a shelf document.

<b>6. Estimated Cost</b>	<b>\$91,000 (includes benefits), 1<sup>st</sup> year</b>
<b>Less Trade-In (if applicable)</b>	<b>\$ 0</b>
<b>Net Cost</b>	<b>\$91,000 (includes benefits), 1<sup>st</sup> year</b>

**7. Are Non-Town Revenues Available to Reduce Cost?**

No.

**8. If this Project is Delayed, What will be the Effect on your Department?**

The Planning Department is being asked to do things it cannot deliver on. This is frustrating to staff, management and Acton residents.

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase	X	Increase	X
Decrease		Decrease	

Operating expense budget increase will be modest relative to the personnel budget increase.

**10. Attachments, if Applicable.**

# Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Transfer Station & Recycling Facility	<b>Project</b>	Transfer Station Building Maintenance
		<b>Fiscal Year</b>	2017
<b>Department Head</b>	Corey York	<b>Cost</b>	\$ 35,000
		<b>Priority</b>	of

---

**1. Description**

This capital request will fund the maintenance for the Transfer Station Building. The 2015 Town-wide Facility Study noted some maintenance such as maintaining, repairing or replacing the exterior walls and the corrugated metal roof.

**2. Useful Life**

20 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<p><input checked="" type="checkbox"/> <b>Schedule Replacement</b></p> <p><input type="checkbox"/> <b>New or Expanded Service</b></p> <p><input type="checkbox"/> <b>Other (Please Explain)</b></p>	<p><input type="checkbox"/> <b>Increase Personnel Efficiency</b></p> <p><input type="checkbox"/> <b>Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)</b></p>
---	--

**4. Justification**

The 2015 Town-wide Facility Study analyzed the public facilities and identified capital needs for the existing structures to maintain the structural integrity and prolong the useful service life of these buildings. The maintenance items for the Transfer Station were prioritized within the first category that was determined to be addressed within the next couple years. As part of this proposal, we plan to conduct a more comprehensive assessment of the roof and develop a plan for it repair or replacement in the next fiscal year.

**5. How Was this Project's Priority Determined?**

The 2015 Town-wide Facility Study identified the maintenance items for the Transfer Station to be addressed within the next couple years.

**6. Estimated Cost**

\$35,000

**Less Trade-In (If Applicable)**

**Unknown at this time**

**Net Cost**

\$35,000

**7. Are Non-Town Revenues Available to Reduce Cost?**

Yes, could be funded by the Transfer Station Enterprise Budget

**8. If this Project is Delayed, What will be the Effect on your Department?**

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u><b>Personnel Budget</b></u>	<u><b>Expense Budget</b></u>
Increase	Increase
Decrease	X Decrease

**10. Attachments, if Applicable.**

Priority 1 (1-2 years)

Building Name	Access_tblElementsEnum.Title	Attribute Name	Subtotal
Transfer Station	Roof Construction Supplementary Components	Install/replace vapor retarder	\$ 4,250.00
Transfer Station	Exterior Walls, Metal	Cleaning	\$ 7,000.00
Transfer Station	Exterior Fixed Windows	Replace glazing	\$ 12,000.00
Transfer Station	Steep Slope Roofing	Repair/replace corrugated metal roof	\$ 90,000.00
		Subtotal	\$ 23,250.00
		Added Conitgency for soft coft costs and prevailing wage	\$ 32,550.00







# Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Transfer Station & Recycling Facility	<b>Project</b>	Yard Tractor Replacement
		<b>Fiscal Year</b>	2017
<b>Department Head</b>	Corey York	<b>Cost</b>	\$ 75,000
		<b>Priority</b>	of

---

**1. Description**

The acquisition of this truck would replacement the existing 1974 Mack Tractor that is used to maneuver the trash trailers for the Transfer Station.

**2. Useful Life**

15 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<input type="checkbox"/> <b>Schedule Replacement</b>	<input type="checkbox"/> <b>Increase Personnel Efficiency</b>
<input type="checkbox"/> <b>New or Expanded Service</b>	<input checked="" type="checkbox"/> <b>Replace Obsolete or Unsafe Equipment</b>
<input type="checkbox"/> <b>Other (Please Explain)</b>	<b>(Explain Disposal of Old Equipment)</b>

**4. Justification**

The yard tractor is utilized by the crew to move the trash trailers and other large trailers amongst the DPW property. The yard tractor provides more maneuverability and quicker upstarts the over the road tractors. Yard Tractors are also designed with easier access to the hoses and connections between the trailer and the tractor to avoid potential slips and falls for the staff.

**5. How Was this Project's Priority Determined?**

The existing yard tractor is a 1974 Mack Tractor. It is well beyond its useful life and we'd like to replace the vehicle before the mechanics are no longer able to keep this vehicle operational.

**6. Estimated Cost**

\$75,000

**Less Trade-In (If Applicable)**

**Unknown at this time**

**Net Cost**

\$75,000

**7. Are Non-Town Revenues Available to Reduce Cost?**

Yes, Chapter 90 Funds or the Transfer Station Enterprise Budget could be used for the purchase

**8. If this Project is Delayed, What will be the Effect on your Department?**

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u><b>Personnel Budget</b></u>	<u><b>Expense Budget</b></u>
Increase	Increase
Decrease	X Decrease

**10. Attachments, if Applicable.**





**APPENDIX A: VEHICLE PURCHASE REQUEST FORM** page 1 of 2

**Section 1: Existing Vehicle Information – to be completed by Requestor**

Make <b>MACK</b>	Model <b>Dm607</b>	Year <b>1974</b>	Car/Truck # <b>56</b>	Lic Plate # <b>M55-007</b>
Fuel Type: ( ) CNG <input checked="" type="checkbox"/> DIESEL ( ) LNG ( ) LPG ( ) GASOLINE ( ) OTHER _____				

**Section 2: Existing Vehicle Condition – to be completed by the Town’s Mechanics**

GVWR: <b>35000</b>	Fuel Usage (mi/gal): <b>N/A</b>	<b>YARD TRACTOR TRANSFER STATION</b>
Engine Type: 4 cyl	6 cyl <input checked="" type="checkbox"/>	8 cyl
Transmission Type: Manual <input checked="" type="checkbox"/>		Automatic

**Condition of Vehicle – to be completed by the Town’s Mechanics**

Part	Excellent	Good	Fair	Poor	Date Last Repaired
Engine				X	
Transmission				X	
Frame				X	
Differential				X	
Brakes (Power?)				X	
Steering (Power?)				X	
Suspension				X	
Clutch				X	
Body				X	
Radiator				X	
Battery				X	
Air Conditioner				N/A	
Heater				X	
Lights				X	
Upholstery				X	
Paint				X	
Glass				X	
Jack				X	
Radio AM/FM				N/A	
Radio – 2-Way				N/A	
Tires:				X	
R Front				X	
L Front				X	
R Rear				X	
L Rear				X	
Spare				X	



APPENDIX A: VEHICLE PURCHASE REQUEST FORM page 2 of 2

*Mechanic's Narrative*

This TRUCK is 41 yrs. old. With Age of this TRUCK it is getting harder if not impossible to get REPAIR parts for it.

The engine was excessive blow by were as the transfer station fills with smoke.

This truck is going to become a money pit because of its age and problems getting parts

My Recommendation is that we replace as soon as possible

Mechanic's Signature

10/6/15

Date



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**New Autocar Xspotter ACTT42**



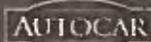
Off road S/A yard tractor, Superior 360 Degree Driver Visibility, 41,000# GVWR, Cums. QSB eng., 185 h.p., Allison 3000 series 4 spd. auto. trans., 116" w.b., heated mirrors, A/C DAVCO fuel filter, stk# A034.

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1988 Pontiac Firebird GTA LT1, 350 h.p. eng., auto. full power, no rust, 88,000 miles, very clean, new tires, \$8,900.



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<p><b>LOW MILES</b></p>  <p><b>2007 FTL Columbia's De</b></p>	<p><b>46K Rears</b></p>  <p><b>2007 FTL Columbia's De</b></p>	<p><b>60K Miles</b></p>  <p><b>2007 Mitsui FK 260 non CDL, #U1736</b></p>
 <p><b>2005 IH 32,900 GVW, auto, #U1727</b></p>	 <p><b>2005 IH 7600 C11</b></p>	 <p><b>2006 Mitsui FM-330 #U172</b></p>
 <p><b>2008 IH 10' dump, 35,000 GVW, #U1691</b></p>	<p><b>Only 125K</b></p>  <p><b>2007 FTL M2 w/ Carrier R90 #CN111</b></p>	 <p><b>2006 TJ 500 yard spotter, #U1731</b></p>



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2003 MACK RD 18 & 44 W / 53,000 MILES, 25 YD. LEACH REAR LOADER, TRANS & REAR: JUST DONE. \$70,000 401-767-2639



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High Lift, \$7200.  
Agawam, MA  
413-781-1111**



2004 Ford F650 Xtra Cab. Strong CAT 3126E eng., 7 spd manual, 101,841 owner driven mi., 24' Morgan body, 5 rows of slats, handrd flrs, Whiting rollup dr., 25,995 GVW, needs TLC, \$19,800. Southwick, MA 413-569-5235, Chris



2003 Ford F350 XLT 7.3L Powerstroke Diesel, 4x4, Super cab, low miles super clean, chrome wheels, \$2669, \$18,995, 866-556-3177, [www.centormotortrucks.com](http://www.centormotortrucks.com)



2007 Cadillac Escalade, MINT, Leather Seats, Auto Everything, Third Row Seats, A/C, Heat, Navigation Screen, DVD, and MORE, 125,000 Miles. \$29,900 Call Bill at 781-929-3774



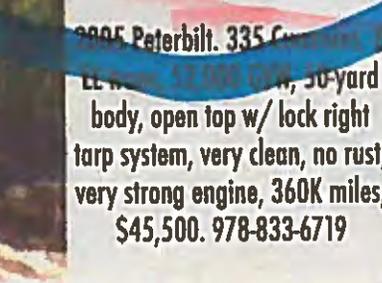
1992 Capacity Yard Spetter. Former paper plant truck, well maintained. Cummins/Alison, hyd 5th wheel, air ride suspension, \$6500 080. Brookfield, CT 203-775-3106, [btharveys1@aol.com](mailto:btharveys1@aol.com)



2003 Ford F550, with PTO driven hoist, diesel engine group, E. Hartford, CT, 860-290-6143



2005 Peterbilt. 335 Conquest, 44' LE body, 53,000 GMW, 50-yard body, open top w/ lock right tarp system, very clean, no rust, very strong engine, 360K miles, \$45,500. 978-833-6719



2001 CAT 312C. 4000 HRS, WIDE TRACKS, ROCKLAND HYD THUMB, ENCLOSED CAB W/ HEAT & AC, PATTERN CHANGER, COMPLETE NEW U/C, TRACK CHAINS, SPROCKETS & NEW FRONT IDLERS. NEW EXHAUST, WATER PUMP & BELTS: \$52,000. 603-763-1319



2001 CAT 312C. 4000 HRS, WIDE TRACKS, ROCKLAND HYD THUMB, ENCLOSED CAB W/ HEAT & AC, PATTERN CHANGER, COMPLETE NEW U/C, TRACK CHAINS, SPROCKETS & NEW FRONT IDLERS. NEW EXHAUST, WATER PUMP & BELTS: \$52,000. 603-763-1319



# Capital Improvement Program Proposal – Detail

**Department Name** SEWER

**Project** Sewer Capital Replacement Plan  
**Fiscal Year** 2017

**Department Head**

**Cost** \$60,000  
**Priority** 1 of

## **1. Description**

The Town's contractor for the operation of sewers, Woodard and Curran has developed a 5 year capital replacement plan. The FY 17 plan will address capitol cost issues for sludge storage and pumping, effluent discharge, Chemical Feed System, SCADA Instrumentation, plant HVAC, odor control and pump station replacements and repairs.

**2. Useful Life** 5 years or more

## **3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

**Schedule Replacement**

**Increase Personnel Efficiency**

**New or Expanded Service**

**Replace Obsolete or Unsafe Equipment**

**Other (Please Explain)**

**(Explain Disposal of Old Equipment)**

## **4. Justification**

In order to prevent future unexpected costs and to ensure a well run and a well maintained sewer operations approximately 10% of the budget is dedicated to the capital replacement plan.

## **5. How Was this Project's Priority Determined?**

Each of the items in this year's capital budget plan has critical functions necessary to maintain operations.

**6. Estimated Cost** \$60,000

**Less Trade-In (If Applicable)** N/A

**Net Cost** \$60,000

## **7. Are Non-Town Revenues Available to Reduce Cost?**

No

## **8. If this Project is Delayed, What will be the Effect on your Department?**

Delay of this project may lead to unexpected failures and higher replacement costs.

## **9. Please Describe the Effect of this Project on your Operating Budget.**

### Personnel Budget

Increase No affect

Decrease No affect

### Expense Budget

Increase No affect

Decrease No affect

## **10. Attachments, if Applicable.**

Town of Acton

FY17 Municipal Budget Document

14-Dec-15

<u>Budget Category</u>	<u>FY17</u>	<u>FY16</u>	<u>\$ change</u>	<u>% change</u>
<b>Operating Budget</b>	32,367,549	31,468,112	899,437	2.86%
<b><u>Subsidies</u></b>				
Transportation	245,000	164,439	80,561	48.99%
Ambulance	-	162,000	(162,000)	-100.00%
Cultural Council	2,000	2,000	-	0.00%
Total Subsidies	247,000	328,439	(81,439)	-24.80%
<b><u>Capital</u></b>				
Bike Lane Rail Trail Study	60,000			
Paint Town Hall	162,000			
Bonding Year 1 Interest Appropriatio	20,055			
Capital FY16		158,300	(158,300)	
Total Capital	242,055	158,300	83,755	52.91%
			-	
			-	
<b>Total Municipal Spending Plan</b>	<b>32,856,604</b>	<b>31,954,851</b>	901,753	2.82%
			901,753	

# Transportation Enterprise Fund

FY 2017

FY 2018

FY 2019

FY 2020

FY 2021

COA Van, Dial-A-Ride, Rail Shuttle, Road Runner, Cross-Acton Transit

<u>Expenses</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>
<b><i>Administration</i></b>					
Transportation Coordinator	\$36,288.00	\$49,000.00	\$49,000.00	\$49,000.00	
Transportation Secretary			\$25,000.00	\$50,000.00	\$50,000.00
Transportation Director					\$95,000.00
Professional Services	\$30,000.00	\$30,600.00	\$31,212.00	\$31,836.24	\$32,472.96
<b><i>Total Administration</i></b>	<b>\$66,288.00</b>	<b>\$79,600.00</b>	<b>\$105,212.00</b>	<b>\$130,836.24</b>	<b>\$177,472.96</b>
<b><i>Shuttle Operations</i></b>					
Rail Shuttle	\$100,000.00	\$102,000.00	\$104,040.00	\$106,120.80	\$108,243.22
COA Van	\$85,000.00	\$86,700.00	\$88,434.00	\$90,202.68	\$92,006.73
Road Runner	\$85,000.00	\$86,700.00	\$88,434.00	\$90,202.68	\$92,006.73
Dial-A-Ride	\$85,000.00				
Cross-Acton Transit	\$129,000.00	\$235,000.00	\$239,700.00	\$244,494.00	\$249,383.88
Parking Lot Lease 570000	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
<b><i>Total Operations Expenses</i></b>	<b>\$490,000.00</b>	<b>\$516,400.00</b>	<b>\$526,608.00</b>	<b>\$537,020.16</b>	<b>\$547,640.56</b>
<b><i>Total Administration &amp; Operations</i></b>	<b>\$556,288.00</b>	<b>\$596,000.00</b>	<b>\$631,820.00</b>	<b>\$667,856.40</b>	<b>\$725,113.53</b>
<b><i>Income</i></b>					
Estimated Fees	\$19,000.00	\$19,475.00	\$19,961.88	\$20,460.92	\$20,972.44
LRTA Contribution	\$176,000.00	\$176,000.00	\$176,000.00	\$176,000.00	\$176,000.00
Parking Fund Contribution	\$116,288.00	\$119,195.20	\$122,175.08	\$125,229.46	\$128,360.19
<b><i>Total Income</i></b>	<b>\$311,288.00</b>	<b>\$314,670.20</b>	<b>\$318,136.96</b>	<b>\$321,690.38</b>	<b>\$325,332.64</b>
<b>Town Contribution</b>	<b>\$245,000.00</b>	<b>\$281,329.80</b>	<b>\$313,683.05</b>	<b>\$346,166.02</b>	<b>\$399,780.89</b>

TOWN OF ACTON  
 AMBULANCE ENTERPRISE FUND  
 REVENUE AND EXPENSE PROJECTIONS FY15-21  
 17-Dec-15

	<u>7/1/2015</u> <u>Start Balance</u>	<u>BUDGET</u> <u>FY16</u>	<u>BUDGET</u> <u>FY17</u>	<u>BUDGET</u> <u>FY18</u>	<u>BUDGET</u> <u>FY19</u>	<u>BUDGET</u> <u>FY20</u>	<u>BUDGET</u> <u>FY21</u>	<u>End Balance</u>
<u>Est. revenues</u>								
START	\$802,843	\$0	\$0	\$0	\$0	\$0	\$0	\$7,295
Ambulance Fees (10% Fee Hike FY15)		\$605,000	\$625,000	\$625,000	\$625,000	\$625,000	\$625,000	
CPR Fees		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
Interest Income		\$2,000	\$1,500	\$1,250	\$1,500	\$1,500	\$1,500	
Incremental ALS fees				\$330,000	\$330,000	\$330,000	\$330,000	
Subsidy		<u>\$162,000</u>	<u>\$0</u>	<u>\$175,000</u>	<u>\$175,000</u>	<u>\$175,000</u>	<u>\$175,000</u>	
Total Inflows		\$771,000	\$628,500	\$1,133,250	\$1,133,500	\$1,133,500	\$1,133,500	
<u>Est. Expenditures</u>								
FY Operating Budget Expenses		\$787,169	\$785,535	\$816,956	\$849,635	\$883,620	\$918,965	
(Debt service on Ladder included above)		\$44,580	\$43,845	\$43,050	\$42,000	\$40,900	\$40,900	
(New debt service on FY17 capital)			\$19,339	\$161,151	\$156,601	\$147,138	\$142,763	
ALS Coordinator				\$80,600	\$83,824	\$87,177	\$90,664	
Capital - Ambulance					\$0	\$260,000	\$0	
Capital - Admin. Vehicle		\$40,000	\$0			\$50,000	\$50,000	
Capital - ALS Coord. Vehicle				\$40,000				
Supplies				\$20,000	\$0	\$0	\$0	
Paramedic start up program		\$70,000		\$70,000	\$0	\$0	\$0	
Paramedic School				\$137,000	\$0	\$0	\$0	
Capital Outlay		\$110,000	\$0	\$267,000	\$0	\$310,000	\$50,000	
Total Outflows		\$897,169	\$785,535	\$1,325,707	\$1,090,060	\$1,427,935	\$1,202,392	
Unexpended ALS FY15								
Adjusted outflow								
Total FY Operational draw		-\$16,169	-\$157,035	\$316,294	\$283,865	\$249,880	\$214,535	
Total Fiscal year draw		-\$126,169	-\$157,035	-\$192,457	\$43,440	-\$294,435	-\$68,892	
Ending Balance		\$676,674	\$519,639	\$327,182	\$370,622	\$76,187	\$7,295	

TOWN OF ACTON  
 COMMUTER PARKING LOT FUND  
 REVENUE AND EXPENSE PROJECTIONS FY16-FY21  
 14-Jan-16

	Cash 6/30/2015 <u>Start Balance</u>	<u>FY16</u>	<b>(*)</b> <u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>End Balance</u>
<b><u>Est. revenues</u></b>								
Meter Monies	\$271,530.00	100,000.00	228,700.00	228,700.00	228,700.00	228,700.00	228,700.00	412,645.50
Total Inflows		100,000.00	228,700.00	228,700.00	228,700.00	228,700.00	228,700.00	
<b><u>Est. Expenditures</u></b>								
Elevator Maintenance		0.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	
Maintenance/Utilities		0.00	30,000.00	30,900.00	31,827.00	32,781.81	33,765.26	
Transportation - Rail Shuttle/Cross Acton Transit		96,862.50	116,288.00	119,195.20	122,175.08	125,229.46	128,360.19	
Capital Improvements		0.00	90,000.00	20,000.00	0.00	0.00	0.00	
Total Outflows		96,862.50	261,288.00	195,095.20	179,002.08	183,011.27	187,125.46	
Fiscal year draw		3,137.50	-32,588.00	33,604.80	49,697.92	45,688.73	41,574.54	
Ending Balance		274,667.50	242,079.50	275,684.30	325,382.22	371,070.95	412,645.50	

**FUNDING SOURCES**

<b>(*)Program</b>	<u>Volume</u>	<u>Old Rate</u>	<u>Proposed Rate</u>	<u>Duration</u>	<u>Days</u>	<u>Old Annual Revenue</u>	<u>Proposed Annual Revenue</u>
Bike Lockers	40	\$ 75	\$ 100	per year	annual	\$ 3,000	\$ 4,000
Resident Stickers	400	\$ 50	\$ 100	per year	annual	\$ 20,000	\$ 40,000
Jones Field	38	\$ 50	\$ 100	per month	annual	\$ 22,800	\$ 45,600
Commuter Parking Lot	107	\$ 2.5	\$ 5	per 12 hours	260	\$ 69,550	\$ 139,100
						<u>\$ 115,350</u>	<u>\$ 228,700</u>

\* Doesn't include revenue or expense impact for 35 space MBTA lot next to Gordon Richards

\* Doesn't include revenue or expense impact for Gordon Richards property purchase

**TOWN OF ACTON  
FY17 Budget summary**

	<b>FY15 BUDGET</b>	<b>FY15 ACTUALS</b>	<b>FY16 BUDGET</b>	<b>FY17 BUDGET</b>	<b>% CHANGE FY 16 &amp;17</b>
SALARIES - BOARD MEMBERS	6,800	6,967	6,800	6,800	0.00%
SALARIES - PROFESSIONAL	3,848,330	3,071,392	4,295,495	4,509,218	4.98%
SALARIES - CLERICAL	1,323,031	1,074,289	1,335,010	1,317,533	-1.31%
SALARIES - OTHER NON EXEMPT	6,958,179	7,448,120	7,459,594	7,680,289	2.96%
SALARIES - OVERTIME	1,191,975	1,415,014	1,178,445	1,178,218	-0.02%
FRINGES - LONGEVITY	28,747	30,213	29,846	32,747	9.72%
FRINGES - EDUCATIONAL INCENTIVE \$	196,964	266,931	404,397	448,895	11.00%
FRINGES - OTHER	78,899	77,305	92,448	92,794	0.37%
FRINGES - UNIFORMS	133,975	90,822	122,481	122,100	-0.31%
FRINGES - EMPLOYEE DEVELOPMENT	195,978	218,377	200,034	208,566	4.27%
FRINGES - HEALTH INSURANCE	3,320,307	3,193,500	3,472,470	3,662,744	5.48%
FRINGES - LIFE INSURANCE	10,000	7,491	10,378	8,029	-22.64%
FRINGES - UNEMPLOYMENT	15,000	27,548	15,000	-	-100.00%
FRINGES - WORKERS COMP	60,000	42,717	52,000	52,000	0.00%
FRINGES - PAYROLL TAXES	165,000	173,326	171,217	171,217	0.00%
FRINGES - PENSION / OPEB	3,078,676	2,972,893	3,783,833	4,069,710	7.56%
SNOW AND ICE REMOVAL	526,862	832,647	541,159	541,358	0.04%
INFRASTRUCTURE MAINTENANCE	1,512,654	1,738,701	1,469,201	1,532,618	4.32%
EQUIPMENT MAINTENANCE/RENTAL	629,891	422,061	623,316	605,500	-2.86%
WASTE REMOVAL	43,500	29,170	43,500	43,500	0.00%
VEHICLES	165,000	400,846	165,000	224,595	36.12%
PUBLIC CELEBRATION	4,000	7,000	4,000	4,000	0.00%
VETERANS BENEFITS	120,931	102,663	125,000	117,984	-5.61%
PURCHASE OF SERVICE	1,198,278	1,177,529	929,152	1,011,523	8.87%
PURCHASE OF SUPPLIES	372,739	560,991	353,131	343,058	-2.85%
BOOKS AND PERIODICALS	208,785	144,126	211,230	227,250	7.58%
LEGAL	600,000	466,241	400,000	400,000	0.00%
MINUTEMAN SENIOR SERVICES	4,200	4,055	1,500	1,928	28.53%
INSURANCE	323,500	309,621	344,116	332,500	-3.38%
UTILITIES	525,742	489,722	567,100	493,649	-12.95%
GAS AND DIESEL	342,061	219,183	292,061	269,300	-7.79%
DEBT	2,859,058	2,827,942	2,769,198	2,657,926	-4.02%
<b>TOTAL</b>	<b>30,049,062</b>	<b>29,849,401</b>	<b>31,468,112</b>	<b>32,367,549</b>	<b>2.86%</b>

Notes

**THIS SPREADSHEET DOES NOT TAKE INTO CONSIDERATION CAPITAL ITEMS VOTED AT TOWN MEETING**

## **CHARGE OF THE CAPITAL IMPROVEMENT PLANNING COMMITTEE**

The Capital Improvement Planning Committee studies proposals from the Acton Town Manager and the Acton - Boxborough Regional School District which involve major tangible items with a total project cost of more than \$100,000 in a single year or over \$100,000 in multiple years and which would likely require an article at Town Meeting for the project's authorization.

The CIAC shall make a report with recommendations to the Finance Committee and the Board of Selectmen on these proposals.

### **SECTION 1**

There shall be a committee known as the Capital Improvement Planning Committee, (CIPC) composed of seven members: The Town Manager or his designee; The School Superintendent or his designee; a member of the Board of Selectmen; a member of the Finance Committee; an Acton member of the Regional School Committee; and two at large members appointed by the Board of Selectmen. The Town's Finance Director shall be ex officio and advisory to the Committee. The CIPC shall choose its officers annually. The term of office shall be three years not more than three of which shall expire within the same year.

### **SECTION 2**

The CIPC shall study proposals from the Town Manager, and the Acton Boxborough Regional School District which involve major tangible items with a total project cost of more than \$100,000 in a single year or over \$100,000 in multiple years and which would likely require an article at Town Meeting for the project's authorization. The CIPC shall make a report with recommendations to the Finance Committee and the Board of Selectmen on these proposals.

### **SECTION 3**

The CIPC shall: prepare an inventory of existing facilities and major capital equipment; determine the status of previously approved projects; assess the Town's financial capacity; solicit, compile and evaluate project requests; establish project priority; and develop a capital improvement program financing plan, the first year of which shall be submitted along with the operational budget by the Town Manager to the Board of Selectmen in accordance with the Town Charter. The Committee shall also monitor approved projects and update the capital plan on an annual basis.

### **SECTION 4**

The Town Manager shall develop an operating budget for proposed capital expenditures for the upcoming fiscal year containing those items whose costs do not meet this threshold and are to be included in the annual budget and financing plan submitted to Town Meeting. This capital expenditures

budget shall be submitted by the Town Manager to the Board of Selectmen in conformance with the Budget submission requirement of the Town Charter.