



**Community Preservation  
Committee**

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**TOWN OF ACTON**  
472 Main Street  
Acton, Massachusetts 01720  
Telephone (978) 929-6631  
Fax (978) 929-6340  
[cpc@acton-ma.gov](mailto:cpc@acton-ma.gov)  
[www.acton-ma.gov](http://www.acton-ma.gov)

April 28, 2011

Mr. Steven Ledoux  
Town Manager  
Town of Acton  
472 Main Street  
Acton, MA 01720

**Re: 2011 CPA Project Funding – Town of Acton  
Asa Parlin House Preservation and Restoration – Phase 1: up to \$20,000**

Dear Mr. Ledoux:

Congratulations to the Town of Acton on being a recipient of 2011 Community Preservation funds (CPA funds). The Town's effort and cooperation during this year's project selection process helped secure the necessary support at the Annual Town Meeting of all the Community Preservation Committee's (CPC) spending recommendations. Voters agreed that each funded project is worthwhile and now they expect that each will be well executed. Before you move forward with the project, please pay close attention to the following important instructions and funding conditions:

- The Town staff person assigned to this project is Dean Charter, Director of Municipal Properties. All necessary documentation and communication with the Town regarding this project shall be directed to him.
- This award letter authorizes the first phase of the project, which is to conduct a structural evaluation of the Asa Parlin House and to prepare preliminary architectural designs.
- The results of this work shall be presented in a report to the CPC. The CPC will then decide on the second phase the project.
- CPA funding for this project is available immediately following the release date of this letter.

- All work shall be conducted in close coordination with the Acton Historic District Commission.
- CPA funds shall be disbursed in accordance with standard Town of Acton accounting procedures, policies, and controls, after full or partial project completion to your satisfaction consistent with and limited to the project scope as presented in your funding application, and after:
  - a) receipt by the assigned Town staff person of contractor invoices for material provided and work performed on the project;
  - b) verification that all applicable state purchasing and ethics regulations, local bylaws, and Town financial policies have been met;
  - c) the assigned staff person has verified that the conditions of this award letter have been met.
- Any significant changes to the project from what was presented in the funding application and during the project selection process shall require CPC approval. Please contact Roland Bartl, Planning Director (978-264-9636; [rbartl@acton-ma.gov](mailto:rbartl@acton-ma.gov)) to discuss whether or not a change must be considered significant, and if necessary to schedule an appointment with the CPC.
- Good publicity for your project is very important. It is important for Acton citizens to know where their CPA funds are being spent. Therefore, the CPC asks that you make every effort to credit the source of this funding at any meetings and in any written materials related to this project.

Please sign and return to Roland Bartl the attached acceptance form. Thank you for working in partnership with the CPC to make a significant and lasting difference in our Town.

Sincerely,



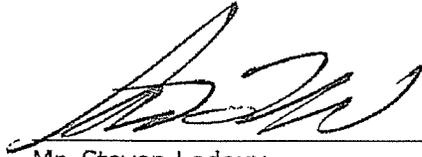
Walter Foster  
Chairman  
Community Preservation Committee

cc: Board of Selectmen  
Historical Commission  
Roland Bartl, Planning Director  
Dean Charter, Tree Warden/Director of Municipal Properties  
Lisa Krause, Town Accountant  
Historic District Commission

**Re: 2011 CPA Project Funding – Town of Acton  
Asa Parlin House Preservation and Restoration – Phase 1: up to \$20,000**

The Town of Acton accepts the foregoing grant of Community Preservation funds and agrees to be bound by the conditions stated in this award letter.

Dated:  \_\_\_\_\_, 2011

  
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Mr. Steven Ledoux  
Town Manager  
Town of Acton  
472 Main Street  
Acton, MA 01720