

ULI Boston  
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## Technical Assistance Panel APPLICATION FORM

### Please provide the following information and submit to ULI Boston

Applicant Organization Town of Acton, MA Date 06/21/13  
Contact Person Roland Bartl, AICP  
Title Planning Director  
Address 472 Main Street  
City Acton State MA Zip 01720  
Phone 978-929-6631 Fax 978-929-6340 E-Mail [rbartl@acton-ma.gov](mailto:rbartl@acton-ma.gov)

### Please attach the following:

**1. Statement of the problem/issue.**

Provide a brief description of the major problems or issues that you wish the Panel to address. Include a brief history and current status of the project/study area/issue.

**2. Sponsor information**

Please describe (1) the type of and major business activity of the sponsoring organization; (2) what role the sponsor plays in the particular issue(s) suggested for the Panel; and (3) include a brief history of important projects/activities that recently have taken place or are planned or under consideration.

**3. Questions to be addressed by the Panel**

List the three essential questions/issues to be evaluated by the Panel. Be as specific as possible. Please organize questions/issues by major topic, such as market issues; planning and design issues; feasibility and financing issues; management and implementation issues; and so on.

**4. Sponsor responsibilities - planning and logistics**

Please identify the individuals who will be responsible for working with ULI Boston to prepare background and briefing documents; organizing and scheduling interviews; conducting a project/area tour; providing physical facilities for panel work sessions and presentation; and providing general logistical support. Also identify to extent known the key people whom you believe can contribute to the panel's understanding of issues. Please provide name, organization and title, telephone and fax numbers for all individuals listed.

**5. Fee arrangement**

In December 2011, ULI Boston instituted a \$5,000 fee for the TAP program. This fee helps underwrite the overhead costs and staff time that is associated with the TAPs. Additional costs include the report writer's fee (\$1,500), transportation costs for the panelists (mileage to and from the TAP), lunch, briefing material and other logistical costs. The panelists donate all of their time preparing for the TAP, the day of the TAP and contributing to the final report, a \$30,000 - \$40,000 value.

**6. General Panel Schedule**

The attached schedule represents the general format and timing of the Panel process. The schedule is subject to change depending on the issues involved in the assignment.