



TOWN OF ACTON  
472 Main Street  
Acton, Massachusetts, 01720  
Telephone (978) 929-6431  
Fax (978) 929-6340

## Conservation Commission

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### MEMORANDUM

**Date:** December 10, 2013

**To:** Acton Planning Board; Acton Board of Selectmen; Steve Ledoux; Acton Conservation Commission; Acton Planning Department Director, Roland Bartl; Metropolitan Area Planning Council President, Michelle Ciccolo; Acton Board of Health Chair, Mark Conoby; Acton Health Director, Doug Halley; Acton Board of Appeals Chair, Kenneth Kozik; Acton Zoning Enforcement Officer, Scott Mutch; Acton Recreation Commission Chair, Bridget McKeever Matz; Recreation Director, Cathy Fochtman; Acton Open Space Committee; Acton Conservation Trust President, Susan Mitchell-Hardt; Sudbury Valley Trustees Executive Director, Lisa Vernegaard; Melissa Cryan, Massachusetts Executive Office of Energy and Environmental Affairs.

**From:** Acton Conservation Commission

**Re: Updated 2012-2017 Town of Acton Open Space and Recreation Plan**

The Acton Conservation Commission, Natural Resources Department, and Open Space Committee are proud to present this 2013 Open Space and Recreation Plan for your review.

Please submit your, and/or your committee's, official written comments to: **Acton Natural Resources, 472 Main Street, Acton, MA 01720 (or [nr@acton-ma.gov](mailto:nr@acton-ma.gov)) by Monday, February 3, 2014.**

**If you need to collaborate as a quorum to compile your written comments, please be sure to put this topic on your committee's upcoming meeting agenda per Open Meeting Law guidelines as soon as possible to make this deadline.**

Natural Resources will collect all written comments (official letterhead please) and they will be bound into the final copy of this updated **Acton Open Space and Recreation Plan**. Copies of this final printing will be similarly distributed, and made available online via the town website. There will also be final copies available at Acton Memorial and West Acton Citizen's Libraries, the Recreation Department, the Conservation Office, Town Manager's office, Planning Department, and Recreation Department.

To review the comments from the 2002-2007 Acton Open Space and Recreation Plan, please visit the document on the internet:

<http://www.acton-ma.gov/DocumentCenter/Home/View/511> beginning on page 136.

If you have any questions, please contact Bettina Abe, Natural Resources Assistant [babe@acton-ma.gov](mailto:babe@acton-ma.gov) or call the Conservation office 978-929-6634. Thank you for your cooperation in expediting this project to completion!

## **2012-2017 OSRP Distribution List**

- Acton Planning Board
- Acton Board of Selectmen
- Steve Ledoux, Acton Town Manager
- Acton Conservation Commission
- Acton Planning Department Director, Roland Bartl
- Acton Board of Health Chair, Mark Conoby
- Acton Health Director, Doug Halley
- Acton Board of Appeals Chair, Kenneth Kozik
- Acton Zoning Enforcement Officer, Scott Mutch
- Acton Recreation Commission Chair, Bridget McKeever Matz
- Recreation Director, Cathy Fochtman
- Open Space Committee:
  - Andy Magee (ConCom);
  - Peter Ashton 1 Olde Barn Way, Acton, MA 01720
  - Terry Maitland (ConCom);
  - Jane Ceraso 39 Ethan Allen Drive, Acton, MA 01720;
  - Charlie Carlson 145 School Street, Acton MA 01720;
  - Dick Hatfield 30 Mohawk Dr., Acton MA 01720;
  - Jeff Clymer (Acton Planning Board);
  - Associate Susan Mitchell-Hardt (ACT Pres.).
  
- Acton Conservation Trust President, Susan Mitchell-Hardt, Pope Road, Acton
- Sudbury Valley Trustees Executive Director, Lisa Vernegaard, Sudbury Valley Trustees, 18 Wolbach Road, Sudbury MA 01776
- Melissa Cryan, Massachusetts Executive Office of Energy and Environmental Affairs, 100 Cambridge St., 9<sup>th</sup> Floor, Boston, MA 02114
- Metropolitan Area Planning Council President, Michelle Ciccolo, 78 Main Street, Hudson, MA 01749

## SECTION 10 – PUBLIC COMMENTS

First, distribute your draft Open Space and Recreation Plan to the Planning Board, chief elected official, and your regional planning agency (see Appendix A). Letters of review from these groups and individuals must be included in the final plan submitted to DCS. Letters of review from boards of health, appeals and recreation, and conservation commission are desirable. If any of these groups recommends changes, consider revising your draft, and respond respectfully.

### The Approval Process

The only "approval" required for your plan is from the Division of Conservation Services. An approved plan makes your community eligible to participate in DCS grant rounds for a period of up to five years. DCS approval is limited to a review of the required elements and format of the plan. It is the public participation and comments that are critical to securing local "approval" of the plan. We do need to see letters of review from the chief municipal officer in the community (mayor, chair of the board of selectmen, or town manager), planning board, and regional planning agency.

You may concurrently submit one copy of your draft to DCS for review while other municipal boards review the report. (The required letters of review must be provided to DCS with the final plan.) DCS will most likely require changes, so do not have multiple final copies printed until DCS issues a letter of approval.

### Formatting and Publishing Your Final Report

All final approved plans must be bound, legible, and include numbered pages and a table of contents. The cover and title page must be dated. The plan must follow the format of EOEEA's *Open Space and Recreation Plan Requirements* as they may be amended. Maps must be included with the plan, perhaps reproduced as an

8½" by 11" or 11" by 17" foldout version for each of the maps included in the plan. (Larger sized maps are recommended for presentation use, but printing multiple copies for each report may be too costly.)

Once the plan is approved by DCS, final copies should be provided to DCS, all community boards and agencies. Provide your local library with at least two copies for general reference. If the option is available, it is a good idea to publish the plan on your local municipal website in addition to making hard copies available for review at the library.