



Community Preservation
Committee

TOWN OF ACTON
472 Main Street
Acton, Massachusetts 01720
Telephone (978) 929-6631
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cpc@acton-ma.gov
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May 12, 2016

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

**Re: 2016 CPA Project Funding – Town of Acton
Open Space Acquisition and Preservation Fund – up to \$20,000**

Dear Mr. Ledoux:

Congratulations to the Town of Acton on being a recipient of 2016 Community Preservation Funds at the 2016 Annual Town Meeting. Voters agreed that the Open Space Acquisition and Preservation Fund is worthwhile use of CPA funds, and now they expect that it 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 Tom Tidman, Natural Resources Director. All necessary documentation and communication with the Town regarding this project shall be directed to him.
- CPA funding for this project is available immediately following the release date of this letter, up to \$20,000.
- CPA funds shall be used in accordance with standard Town procedures and policies for the land purchase after preparation of a recordable plan and a recordable perpetual conservation restriction, and receipt of an acceptable deed to the land at closing.
- 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 (978-929-6631; rbartl@acton-ma.gov) to discuss whether or not a change must be considered significant, and if necessary to schedule an appointment with the CPC.
- Upon completion of the project and payment of all bills, you must certify completion in writing to the Planning Director. Once he receives your certification, your project account will be closed and no further funds shall be available thereafter for this project.

- Any CPA funds awarded to this project and not used upon project completion shall be returned to the general CPA fund of the Town and made available for future appropriation by Town Meeting for other projects.
- Good publicity for your project is very important. It is important for Acton citizens to know where their CPA funds are being spent. Therefore, the CPC asks that you make every effort to credit the source of this funding at any meetings and in any written materials related to this project. Please submit a letter to the CPC detailing how the funds have benefited your project. The CPC has signs that give funding credit to the Acton CPA program that should be posted at the project sites while work is ongoing.

The Community Preservation Committee would appreciate a notice when work on the project has commenced, periodic updates concerning the progress of your project, and especially notification upon completion. For updates or general questions please contact the CPC via email - cpc@acton-ma.gov, or by calling the Planning Department at (978)929-6631.

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

Sincerely,

Paula Goodwin
Vice Chairman
Community Preservation Committee

cc: Board of Selectmen
Tom Tidman, Natural Resource Director
Lisa Krause, Town Accountant
Roland Bartl, Planning Director

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**Re: 2016 CPA Project Funding – Town of Acton
Open Space Acquisition and Preservation Fund – 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: _____, 2016

Mr. Steven Ledoux
Town Manager
Town of Acton
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Acton, MA 01720