

11. CPA PROJECT APPLICATION FORM

[CPC Use Only: Date Received _____ By: _____
Assigned CPC #2022- _____]

If possible, use word processor to fill out form. Please answer all questions, use "N/A" if not applicable.

1. a.) Applicant Name and Organization: Last Black First DONALD
Organization(s) (if appropriate) Park Commission

b.) Regional Project: Yes ☒ or No? ☐ If Yes, Town/Organization: Park Commission

2. Submission Date: 1/14/21

3. Applicant Address: St. 173 Main St
City/ State: Groton, MA ZIP: 1450

4. Ph. # 5088647242 Email: d.r.black@charter.net

5. CPA Purpose. Check all that apply:
Community Housing ☐ (Affordable Housing ☐ Historic Preservation* ☐ Open Space: ☒
Recreation ☒

* As per MA General Law Chapter 44B, proposed historic projects that are not on the structures listed on the state's registry of historic places require a determination by the Groton Historic Commission that the proposed project is of historic significance.

6. Town Committee or boards participating: Park Commission

7. Project Location/Address: Cow Pond Field, Witowicz Field, Cutler Memorial Field

8. Project Name: Field and Recreation Feasibility Study

9. Additional Responsible Parties (if applicable):

Role (specify)	Name	Address	Ph. (w) (cell)	Email
Property/Site Owner	Town of Groton		5088647242	
Project Manager	Donald Black		5088647242	
Lead Architect	Yanchenco		9784490470	
Project Contractor	TBD			
Project Consultants	Landtech		9786926100	
Other:	Pine & Swallow		9784489511	
Other	K. Cruikshank		9784481109	

10. As appropriate, indicate if proposal requires P&S agreement ☒ Deed ☒
Option agreement ☒ Other-describe: _____

11. a.) Assessor info. (map/ block/ lot id.(s)): _____ b.) Tax classification type: _____

12. Permits required: Zoning: NA Historic Preservation: NA Other: Yanchenco

13. Historic Commission Approval signoff (when required): NA Date: _____

14. Funding: a.) Project Cost: \$ _____ Estimate: \$ _____ Professional Quote: \$ _____

b.) Requested from CPC: \$ \$ 120,000.00 c.) Committed from other sources: \$ \$ 0.00

d.) Annual anticipated total income: \$ \$ 0.00 e.) Annual anticipated total expense: \$ _____

f.) Anticipated net income (loss): \$ \$ 0.00 g.) Estimator name/company: Black

15. CCP Objectives - use codes from Section 5 to indicate all that apply: 9.5.3, 9.6.1, 9.6.2

16. Project Timelines: Proposed Start Date: 8/1/21 Projected Complete Date: 8/1/22

17. Estimated Delivery Date of Completion Report to CPC: 9/1/22

18. Project description and explanation (attach additional sheets as needed): _____

See Attachment

19. Feasibility: Please See Attached

20. List of attachments: Please See Attached

21. Additional Information: Please See Attachment

22. Management Plan: Please See Attachment

23. Applicant Signature:  Date: 1-13-21

Co Applicant Signature: _____ Date: _____

Co Applicant Signature: _____ Date: _____

18. Project description and explanation.

In January of 2013, after an extensive study, the Park Commission submitted an application to the CPC, requesting \$350,000.00 in funding for the development of a project known as Ledge Rock Athletic Field Project. The application cited the need to develop new playing fields due to the growing popularity and population growth of our sports programs. The combined cost of this project including a State PARC Grant Reimbursement and a Town Warrant article was just shy of One Million Dollars, bringing the total project cost to approximately \$1.3 million. For that sum, we would have been able to construct three fields measuring 225' X 330'. The other benefit is that the design would have created ample parking for the facility. The project, albeit worthwhile, was just too costly.

In the years since, we have given much thought to how we might improve our field space and provide safe egress to and from our facilities. We have also given thought to how we might improve our sanitary facilities and search for alternatives to porta-potties.

In the end, it appears that technology has vastly improved since 2013, where we can now employ the use of GIS and Google Maps, along with the expertise of our local Engineering Consultants and create conceptual drawings that are not only to scale but can recreate field layouts which help us maximize our field space to our greatest economic benefit.

Secondly, through the same process, we can examine our parking problem. Both Cow Pond and Woitowicz Field have parking issues. Neither property currently has enough parking, and what it does have is not safe.

In October of 2016, Pine and Swallow Associates, provided a possible solution to the parking issue at Cow Pond. Not only is their recommendation functional, but it beautifies the area as well. The problem at Woitowicz is lack of parking, but there is room for expansion.

The Park Commission's course of action is to carry out a Feasibility Study that would include Cow Pond Fields, Woitowicz Field, and Cutler Memorial Field, to determine that we are providing maximum and safe playing surfaces on our acreage while correcting the issue of parking and travel on our properties.

18. Project description and explanation: *The goal of the project is to address critical aspects of the site – safety and preservation.*

BACKGROUND -

Safety:

- 1) *Pedestrian and Vehicle Access: As noted in the Pine and Swallow Engineering report dated 31 October 2016, there are numerous safety concerns relating to both pedestrian and vehicular access. Access to the baseball field portion of the site is over a gravel drive approximately 800 feet long off Cow Pond Brook Road. Parking is in an open gravel area with no discernable organization or delineation of parking. Access to the multi-use fields (soccer/football fields) is over a short, steep paved ramp approximately 75 feet long opposite the Groton Highway Department facilities. The parking area is a long gravel strip parallel to Cow Pond Brook Road. Although this parking appears to be better defined than the baseball field parking area, some parking takes place in haphazard, inconsistent patterns.*

The safety issues become most apparent during the transition periods between games when vehicles and pedestrians are entering and egressing the parking area at the same time. In particular, the existing inefficient use of the parking (layout) and the actual entry drive to the parking (layout / topography) contribute the safety hazards.

- a) *The access opposite the Town Highway Department is steep, with a slope of more than ten percent (10%). This slows vehicles trying to exit onto Cow Pond Brook Road and therefore backs up traffic within the site. More significantly, there is poor visibility entering the parking area at the bottom of the ramp if cars are parked on either side of the ramp and there is significant pedestrian activity near the ramp with players and parents crossing the area to reach the fields. Additionally, braking distances for cars entering the parking area are increased due to the slope. These conditions create a significant safety hazard to both vehicles and especially pedestrians (children).*
 - b) *There is only one entrance / exit to each of the two parking areas. If there are tie ups at either entrance, traffic immediately backs up within the site and on to Cow Pond Brook Road.*
 - c) *The disarray of parking in both parking locations makes it difficult for pedestrians to comprehend the potential range of vehicular movements and cars may not understand the locations and directions where pedestrians are walking.*
- 2) *Sanitation: The current site lacks any sanitary facilities and potable water source. During the regular seasons, hundreds of people use the fields daily for practice. The number of people increases to several hundred on scheduled "game days". While the lack of sanitation facilities presents its own health/safety issues, the lack of potable water presents even greater health / safety issues.*
 - a) *Sanitation at the site is currently limited to one or two porta-potties. Hand cleaning is limited to chemical sanitizers if the dispensers do not run out during a typical day.*
 - b) *Currently there is no source of water for the participants to drink unless water is brought to the site by the individual. Individuals typically bring disposable water bottles that contribute to the trash collection issue at the site. More importantly, lack of potable water at the site can lead to dehydration of the participants on warm days.*

- c) *The existing Snack Shack serves pre-package snacks as well as life prepared foods (grilled hot dogs, pretzels, etc.). Currently, there is no water; let alone hot water, to provide for proper hand, surface and equipment cleaning.*

Note: While basic sanitation is a requirement for proper health / safety, the current COVID-19 pandemic makes the need for proper sanitation even more critical.

Preservation:

The Cow Pond Play fields is the one of the jewels in Groton. In addition to routine maintenance of the fields, funds have been invested in irrigation for the fields. The irrigation contributes significantly to preservation of this Town asset.

Currently, the playing fields are irrigated by two separate wells. The football and lacrosse fields are irrigated from a deep well (350' deep). However, the soccer fields are irrigated from a shallow well. Over the past three years, this well has failed twice. The shallow well is no longer a reliable source of water for irrigation and needs to be replaced.

PROJECT SCOPE:

This application is requesting funds for the professional services for the Cow Pond Recreation Complex Study/Master Plan, design phase (bid documents), bidding effort and construction administration. The professional services will be phased to achieve each milestone in the process. The funds will only be released at each milestone enabling the Park Commission to suspend payment at any time during the process if deemed appropriate.

The effort will be focused on the following items.

1. *Preparation of the Study / Master Plan for the entire Cow Pond Recreation Complex. The study/master plan will review*
 - a) *parking entry and egress to improve safety to all the fields;*
 - b) *develop the optimum location for a "Recreation Station" (estimated to be approximately 2500 SF) that will accommodate sanitary facilities, concession stand, storage for sports equipment and covered shelter for approximately 40 people during inclement weather;*
 - c) *assessing the optimum location for the septic system and new irrigation/potable water well;*
 - d) *and preparing an order of magnitude cost estimate for the proposed scope work.*
2. *Upon, completion of the Study/Master Plan effort, the Park Commission will identify the final scope of work based on the anticipated available funding and then proceed into the design phase. The final documents of this effort will be the preparation of the construction documents (Bid Set) in accordance with MGL c. 149.*
3. *The Bid Set documents will be released to obtain competitively bids for the construction work. The goal is to have an actual price to take to the Spring 2021 Town meeting for approval.*
4. *If construction funding is approved at Town Meeting, then the Project would proceed into construction.*



Cow Pond Fields

Groton, MA

1 inch = 200 Feet



January 10, 2021



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.



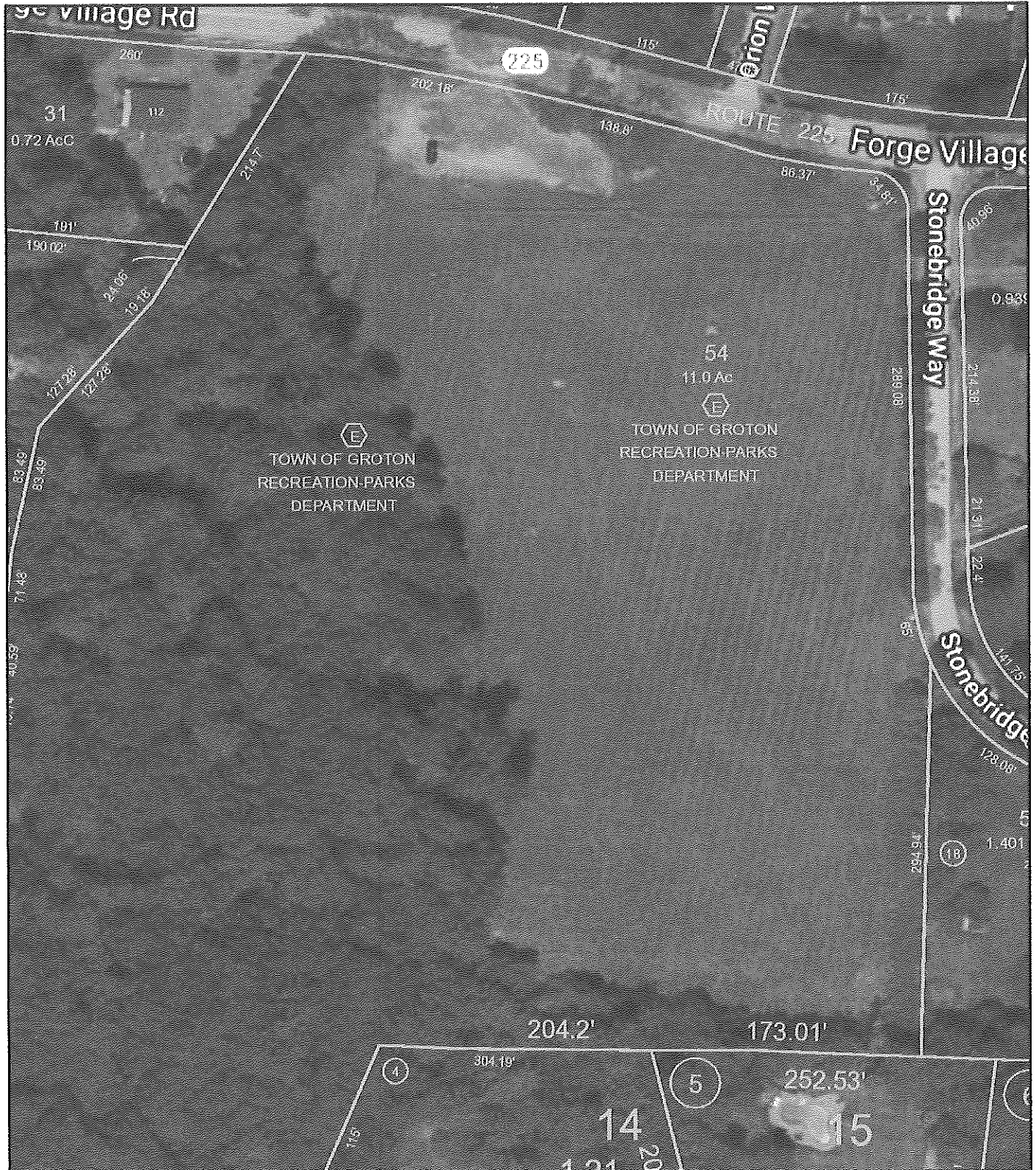
Woitowicz Field

Groton, MA

1 inch = 100 Feet



January 10, 2021



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Cutler Memorial

Groton, MA

1 inch = 200 Feet



January 10, 2021



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19. Feasibility

1. The purpose of the Feasibility Study is to determine what we can and cannot perform to change our current playing fields. Under feasibility, lot testing would be required to determine high water levels which help determine the offset from the water table for a septic design.
2. The proposed study would determine the maximum layout to help improve the parking problems. This would help determine if retaining walls and barriers are going to be necessary.
3. In 2016, Mr. Pine suggested the possibility of a connecting trail across part of the Cow Pond Property. The Park Commissioners would like to take that proposal and determine if a "Measured Mile" walking/ jogging track circumnavigating the complex and connecting to the trail system is feasible.
4. Woitowicz Field has an aging tennis court that sees extraordinarily little activity. The Park Commission has received several requests to study the feasibility of Pickle Ball Courts.
5. Cutler Field was home to Softball Leagues for many years. Currently, there are no requests for softball. Therefore, we feel it prudent to determine other recreational uses for the property.
6. Our overall goal is to determine if we can meet the needs of the future through this study or do we have to revisit the Ledge Rock Proposal.

19. Feasibility: Having consulted with design professionals, the Park Commission is confident that the design/construction administration efforts can be completed within the funds being requested and within the proposed time schedule. The Pine & Swallow study dated 10/31/20 provides the basis to focus the design effort. The Park Commission believes that the safety, health and Town asset preservation are self evident and justifies the needs for the Project.

20. List of Attachments:

Figure 1 – Existing Site with Topography

21. Additional Information:

The Park Commission obtain the following estimate to retain the professional services for this Project.

Study/Master Plan Phase:	\$20,000
Design Phase:	
Schematic Design	\$14,000
Design Development	\$11,500
Construction Documents	\$28,000
Bidding Phase	\$ 2,500
Construction Administration Services	\$14,000
Survey and Test Pit	\$ 7,500
Bidding Expenses	<u>\$ 2,000</u>
TOTAL	\$99,500

22. Management Plan:

The Park Commission proposes the following management plan and schedule for this Project.

5-1-21	CPA Funding approved at Town Meeting
10/5/21	Prepare RFP for Design Services
10/16/21	Submit Designer Solicitation in <u>Central Register</u>
8-1-21 - 10-1-21	(public procurement process)
10/16/21	Post RFP in <u>Central Register</u> and make RFP available
	(public procurement requires a minimum two-week proposal period)
11/5/20	Designer Proposals Due
11/12/20	Select Design and Contract Award
11/16/20	Issue Notice to Proceed (NTP)
12/14/20	Study / Master Plan Due (4 weeks)
1/15/22	Schematic Design Submission Due (4 weeks)
1/22/22	Park Commission Review Period and Comments (1 week)
2/19/22	Design Development Submission Due (4 weeks)
2/26/22	Park Commission Review Period and Comments (1 week)
3/26/22	Construction Document Submission Due (4 weeks)

4/2/22	Park Commission Review Period and Comments (1 week)
4/8/22	Submit Construction Solicitation in <u>Central Register</u> (public procurement process)
4/14/22	Release Bid Documents
4/22/22	Pre-Bid Conference
4/29/22	Filed Sub Bids Due
5/6/22	General Bid Due
5/22	Town Meeting Vote to Approve Construction Funding
6/7/22	General Contractor Contract Award
6/21/22	Notice to Proceed and Pre-construction Meeting
9/15/21	Construction Complete

Note: The Park Commission will work closely with the professional designer to expedite the schedule. Ideally, the construction will be complete by 9/1/21 pending contract award.

October 31, 2016

Groton Park Commission
Town Hall
Groton, MA 01450

Re: Cow Pond Brook Fields
Safety Improvements to Existing Parking and Access

The purpose of this letter to provide observations and recommendations with respect to the safety of access and parking at the Cow Pond Brook Fields in Groton. The Cow Pond Brook Fields were constructed in a former gravel removal area and consist of four baseball diamonds and several multi-use fields used for soccer, football and lacrosse. All of these fields are very heavily used, especially on weekends. Concerns have been raised by the Commission relative to safety of pedestrians and vehicles at the site, especially during periods of heavy use.

Existing Conditions

Access to the baseball field portion of the site is over a gravel drive approximately 800 feet long off Cow Pond Brook Road. Parking is in an open gravel area with no discernable organization or delineation of parking. Access to the multi-use fields is over a short, steep paved ramp approximately 75 feet long opposite the Groton Highway Department facilities. The parking area is a long gravel strip parallel to Cow Pond Brook Road. Although this parking appears to be better defined than the baseball field parking area, some parking takes place in haphazard, inconsistent patterns.

The overall site with general topography is shown on Figure 1. The access ramp and parking area for the multi-use fields are shown on the Figure 2. This air photo shows some of the random parking that periodically takes place in this area. The existing parking area in the baseball field area is shown on Figure 3.

It is understood that parking inadequacies are most apparent during the turnover times between games when cars are at the fields for games that are ending as well as games that are beginning. Part of the inadequacy of parking relates to the inefficient use of potential parking spaces and part relates to the fact that the two parking areas are isolated from each other so overflow from one area cannot be accommodated in available parking in the other area. However, even with interconnection, the total

potential parking that is available would still be inadequate during times of heaviest use.

There are a number of safety concerns associated with the existing conditions relating both pedestrians and the potential for collisions between vehicles.

1. The access opposite the Town Highway Department is steep, with a slope of more than ten percent. This slows vehicles trying to exit onto Cow Pond Brook Road and therefore backs up traffic within the site. More significantly, there is poor visibility entering the parking area at the bottom of the ramp if cars are parked on either side of the ramp and there is significant pedestrian activity near the ramp with players and parents crossing the area to reach the fields. Additionally, braking distances for cars entering the parking area are increased due to the slope.
2. There is only one entrance / exit to each of the two parking areas. If there are tie ups at either entrance, traffic immediately backs up within the site.
3. The disarray of parking in both parking locations makes it difficult for pedestrians to comprehend the potential range of vehicular movements and cars may not understand the locations and directions where pedestrians are walking.

Recommendations

Access and Circulation

1. For the multi-use fields parking area, we recommend eliminating the existing access drive opposite the Highway Department entrance and replacing it with two new access locations, one opposite the entrance to the Transfer Station and one approximately 125 feet south of the Highway Department entrance as shown in Figures 4 and 5. Both of these locations provide access to multi-use fields parking, have good visibility and will have maximum slopes of approximately five percent.
2. We recommend connecting the multi-use fields parking area with the baseball fields parking area by constructing a new drive along the base of the hill on the east side of the fields as shown on Figure 4. This new road will connect all of the parking areas and thereby allow use of all of the available spaces. This connector will also allow creation of additional parking spaces along it. The additional access location plus the interconnectivity should also facilitate the flow of traffic in and out of the site during more congested times. Our recommendation is to utilize all access locations for two way traffic. However, it is also possible to utilize the two access locations at the soccer /lacrosse parking areas as one way in and one way out.
3. We recommend defining access lanes and associated parking in all areas, but

especially in the parking area for the baseball fields. This will increase the functional number of spaces in that area significantly. Based on the attached layout, and assuming that parking spaces will average approximately ten feet wide, we estimate that a total of approximately 230 parking spaces will be available at the site.

Speed Control

The driving lanes will be used both for general site circulation and for direct access to parking spaces. Since portions of the driving lanes will be straight and long and since there will be pedestrians in and around the driving lanes as well as parked cars backing into the lanes, speed control will be critical. We therefore recommend that speed bumps be installed at regular intervals and in strategic locations.

Drainage

Most of the existing and proposed parking areas, except for the area at the south end of the baseball fields, are located at the bottom of slopes and therefore receive runoff from the slopes during moderate rainfalls. In addition the main parking area near the soccer / lacrosse fields received runoff from Cow Pond Brook Road and from two areas on the opposite side of the road. A stone-filled infiltration trench was constructed between the parking area and the multi-use fields. This trench has been relative effective for most storm events, except it is understood that it has inadequate capacity to infiltrate runoff during heavy, prolonged storm events. However, stone-filled infiltration trenches tend to become clogged over time due to silts and fine sands carried into the trenches, especially when runoff passes across unpaved areas prior to reaching the trenches.

There are a minimum of three locations along the west side of Cow Pond Brook Road where infiltration basins can be constructed to reduce the flow of water to the main parking area and the stone-filled trenches. we recommend that infiltration areas be constructed on the down-gradient sides of all access roads and parking areas. We recommend that these infiltration areas consist of bio-swaes that drain to infiltration catch basins. This system will allow sediment to be captured in the basins an thereby prolong the useful life of the system.

Landscaping

1. We recommend that a significant number of shade trees be planted along the edges of parking areas and, where feasible, at locations with blocks of parking and the at corners intersections as shown on Figures 5 and 6. Given the exposed nature of the area and limited ability to provide irrigation, we recommend that a variety of relatively young trees be planted in sols with good water holding capacity. We recommend that hardy trees that can tolerate dry conditions, such as honey locust and red oak, be planted.

2. We recommend that exposed slope be covered with topsoil and planted with meadow grasses and wildflowers to stabilize the slopes and discourage off-road

vehicular traffic and parking.

Path System

It is understood that the Commission would like to construct a path along the western side of the fields to connect the extensive path system to the north of the south with paths and residential areas to the south. This is clearly an excellent component of the plan as it can provide safe pedestrian access across this area that is heavily used for recreation and by cars. It is further understood that consideration is being given to making such a path bicycle and wheelchair accessible.

Construction

1. It is understood that most of the soils within the existing and proposed parking and access road locations consist of sands and gravels. These soils are well drained and suitable for use as fill beneath parking and roads.
2. We recommend that parking spaces be left with a gravel surface but that four to six inches of stone dust / crushed stone mix be placed in the access ways. This material will generate less dust than sand and gravel, will provide a more stable surface and will help to better define traveled ways as opposed to parking areas.
3. We recommend that the two new access roads from Cow pond road to the main parking area be paved. We anticipate that these ways will typically have slopes of five percent or less, which is significantly less steep than the current access, but stabilizing these ways with asphalt paving will prevent erosion and provide better traction for vehicles.

Regulatory Context

1. Groton Planning Board regulates construction or alteration of parking areas. An application under Planning Board Site Plan Review will be required, as will an application under the Earth Removal Storm water Advisory Committee regulations. Exemptions and waivers will be required to construct the parking and access ways as proposed above. A Notice of Intent will need to be filed with the Conservation Commission and an application to Natural Heritage as part of that process will also be required.
2. Any of these regulatory bodies could require significantly greater construction standards than outlined above. For example, the Planning Board Site Plan Review Regulations require that parking areas with more than ten spaces be paved. Those regulations also require planting large expensive trees rather than the smaller trees recommended above. If these requirements are enforced, the cost of this work would increase by many times. Meetings with these committees should be arranged as soon as a plan is clear in order to understand the constraints that may be applied to the project.

October 31,

Next Steps

1. The Parks Commission should determine what level of effort you wish to pursue and a timeline. I will revise this letter and associated Figures accordingly.
2. As noted above, we recommend meeting with regulatory entities.
3. Once it is clear that it makes sense to pursue the project, we recommend hiring a surveyor/engineer to obtain grades in areas where construction is proposed. A grading plan can then be determined and engineered plans prepared. I will be glad to continue to assist with project and work with the engineers to ensure the plans are properly prepared.

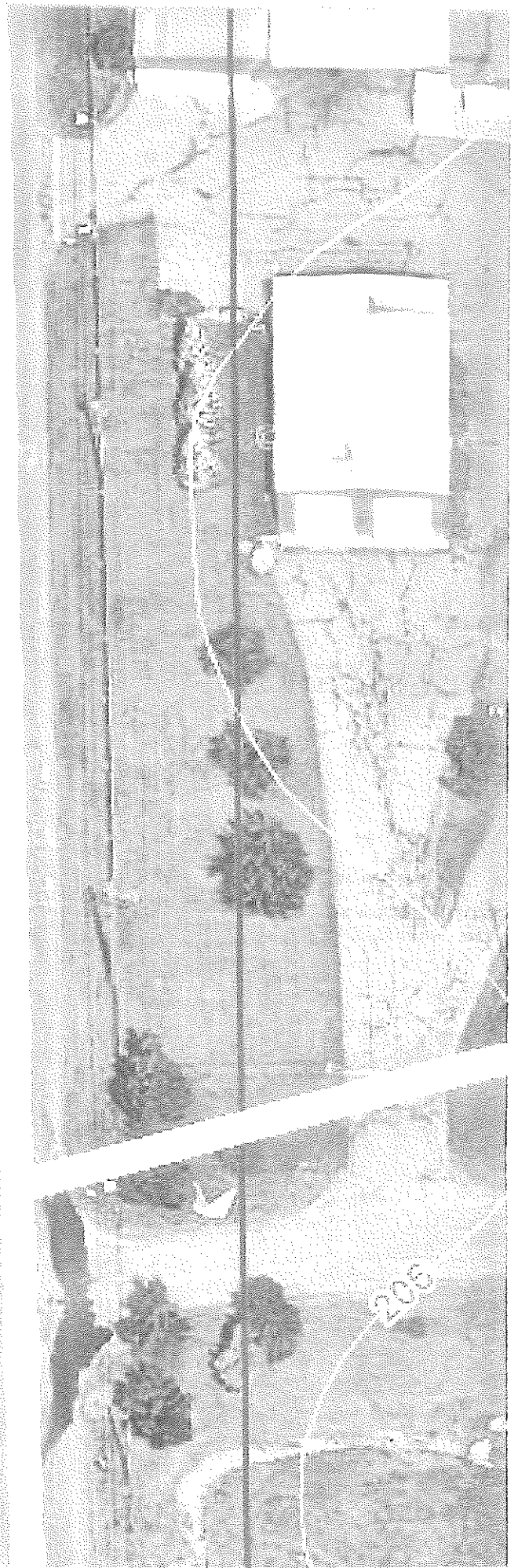
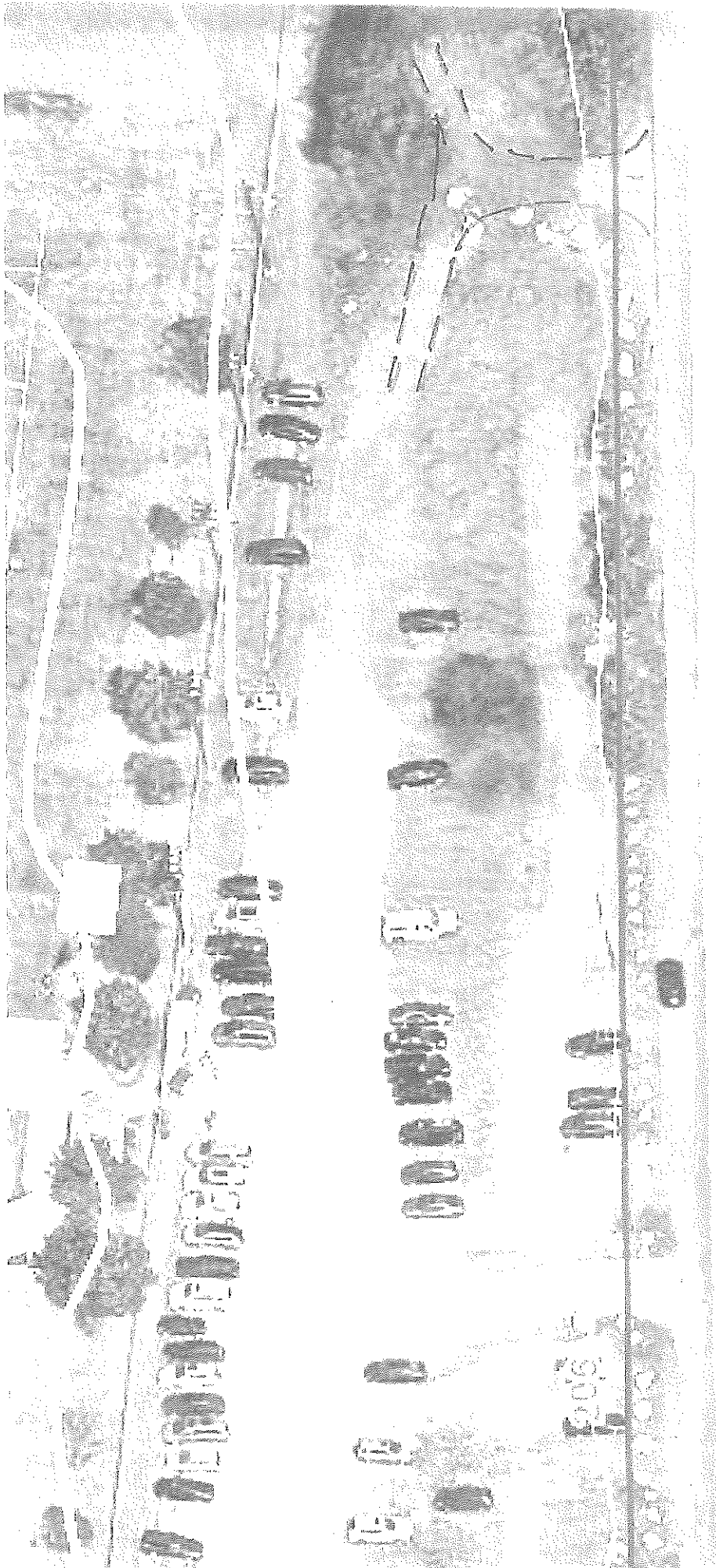
Sincerely,

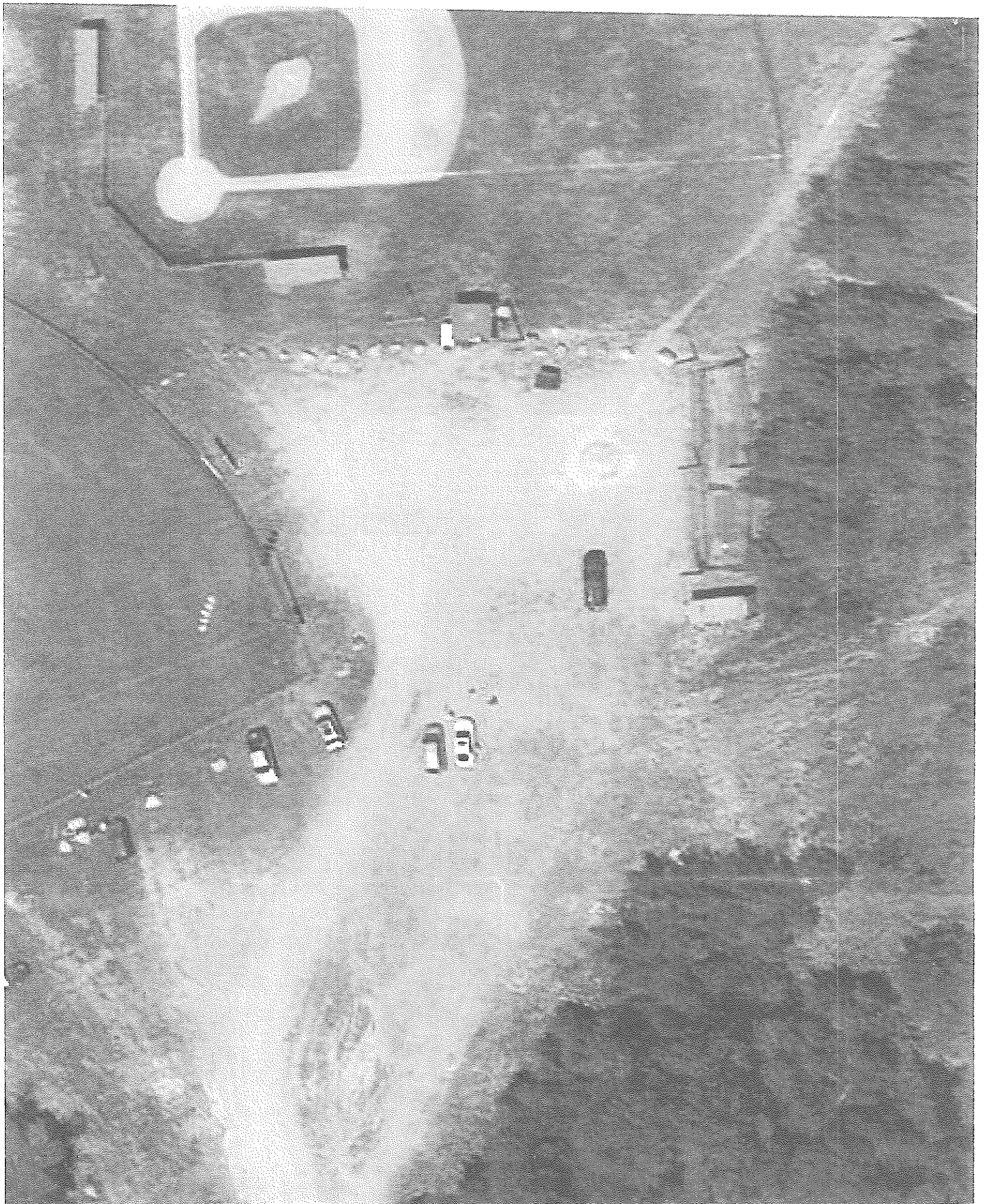
Bob Pine PE, FASLA



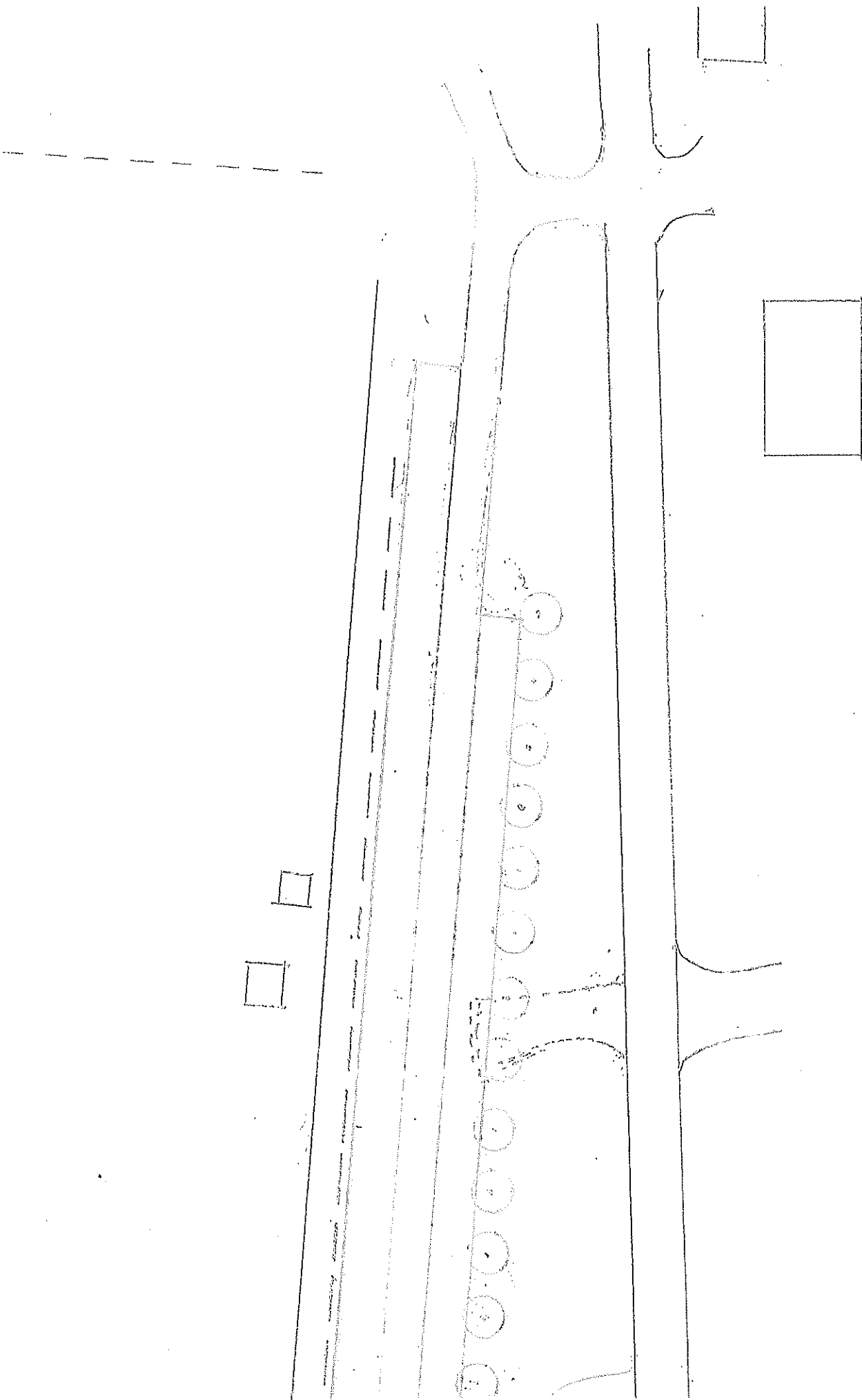
Figure 1, Existing Site with Topography

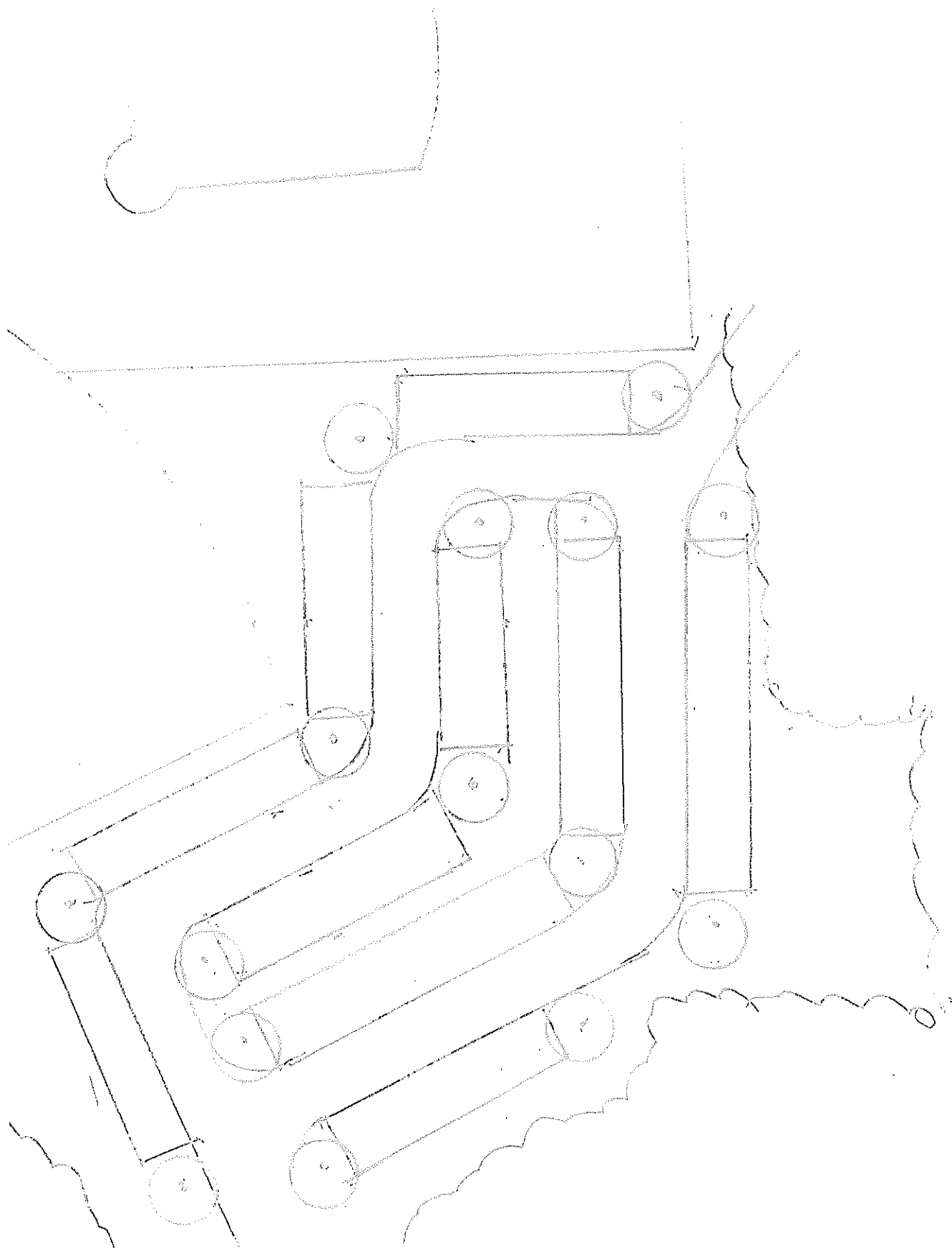












Park Commission

July 18, 2016 minutes excerpt

Cow Pond Parking Lot Engineering Study

Robert Pine, who is a Massachusetts professional engineer and a fellow for the American Society of Landscape Architects, addressed the Commissioners regarding his preliminary thoughts for reworking and improving the Cow Pond parking. Robert Pine and Robert Flynn walked the site together. Gineane Haberlin observed that safety considerations are the Park Commission's highest spending priority and the commissioners had all seen room for improvement in safety as well as functionality for the Cow Pond parking areas.

Robert Pine handed out sketches and he saw room to connect the two parking lots which would create better traffic flow and increase available ingress and egress. Robert Pine counted a potential 88 parking spaces in the flat gravel area behind the baseball diamonds and another 110 parking spaces in the parking area parallel to Cow Pond Brook Road. Commissioners requested a child drop off area.

Commissioners discussed whether a PARCC grant could pay for the parking improvements. The Planning Board would provide permitting and they typically want to see trees planted to improve the visual landscape. Paving is also suggested for larger parking lots. The Parking Commission could ask to waive the paving requirement.

National Heritage would weigh in on how to minimize impact on turtle habitats. One thought is to have three two-way access points from Cow Pond Brook Road. This would allow the Park Commission to temporarily close the back road to the baseball parking lot during turtle nesting seasons and still have a more functional parking area.

Organizing parking on the flat in gravel is a consideration. There are a number of ways to delineate parking versus travel areas including parking bumpers, tree placement, and changing the gravel from gravel to star pack (gravel mixed with stone dust) in travel lanes.

The cuts required in the hillside would create material that could be reused on site. Robert Pine did not offer an expected construction cost, but he did estimate that the cut and regrading might require a week of bulldozing. The next steps are possibly surveying and engineering. Robert Pine offered to make a drawing and write up recommendations by September. There was brief discussion of the Commissioners' planned walking track for Cow Pond that would be similar to the Larter Field walking track that the Town of Dunstable has. The Larter Field walking track is paved which allows easy passage by wheelchairs, strollers and bicycles. Robert Pine recommended a pervious surface like star pack covered with a thin layer of stone dust which is cheaper than paving and has the additional benefit of being pervious.

Sept. 6, 2016 minutes excerpt

Cow Pond Parking Area

Cow Pond parking area design to improve safety will need to allow for draining and possibly paving along the soccer side of the fields. Group discussion highlighted that existing conditions present a super tough problem to address in order to create useable as well as safe parking. One-way flow of traffic is preferred.

Nov. 1, 2016 minutes excerpt

Safety Improvements to Cow Pond Parking Areas

Bob Pine distributed by email a draft letter dated October 31, 2016 to the Park Commission with his recommendations and drawings. Given that the main onus for improving parking at Cow Pond is to address safety concerns and that permitting oversight is needed from both National Heritage and the Planning Board, Bob Pine recommended that the Park Commission emphasize that its proposed changes are for safety rather than characterizing the proposed changes as generic improvements.

Park Commission

This is a draft letter, says Bob Pine and he can incorporate more details when known for the walking path and other project aspects in the final version.

Bob Pine roughly estimated that costs of grading and gravel can run 40 to 50 thousand dollars. For the travelled way – graded base to visually define and cut down on dust (40 to 50k just for that). Plantings are 50 to 100K if Planning Board requirements of large trees are not waived. In the absence of a waiver, then the paving of the parking lot alone would cost hundreds of thousands of dollars. Improving the parking lot for safety will involve engineering costs (20K), survey costs of local area, basic plans, permitting costs. In all, if the project steers away from complete paving and full sized trees, then it might be accomplished for about \$350,000. Even with \$150,000 the group speculated that a lot of work could be done.

Town owned equipment may be too small to make good use of the DPW staffers' time. So, one question will be whether large equipment is rented for the DPW to use, or will the project be bid out instead.

Bob Pine recommended that for a next step, the group should explore possibilities for funding. Timothy Slok will look into CPA eligibility. Robert Flynn will contact our state representative to explore state grant opportunities.

Group discussed phased sections of the work and whether that would affect economies that would otherwise be present for doing the work all at once. Bob Pine said that different parts of this are divisible and might be phased without increased costs in the next phase. It is fortunate that the material to be cut is sand and gravel as the cut material might be used for needed fill material on the same site. What are the grants? If found, do the full thing. Go in with a full plan to the CPC and then revise backward and contemplate phases if necessary.

Park Commissioners thanked Bob Pine for his work. All agreed that it would be good to address the present problems with the Cow Pond parking lot.

Dec. 6, 2016 minutes excerpt

Discuss Community Preservation Committee grant application for safety improvements and walking track for Cow Pond Fields. Votes may be taken.

Timothy Slok participated in this discussion of this agenda item remotely by phoning in to the meeting. Evan Boucher attended a CPC meeting and received feedback on the Park Commission's initial application. The CPC members asked for more detail, more numbers, more concrete plans. They observed that the request is for a large amount of money and asked if the project could be phased. Commissioners discussed various phasing options and the path that would yield the details and specificity that the CPC wants for the application. The walking path could be done in-house by DPW at a later phase. Rob Flynn asked if this project can be made into a so-called "shovel ready" project. Group discussed a phase 1 that consists of design, surveying, an engineering and permitting such that the plan could be put out to bid. Bob Pine said that engineering plans alone may cost \$30,000 to \$40,000. Then, send the project out to bid and be able to apply for CPC funds for phase 2 with a shovel ready project with exact dollar amount needed to do the project.

Bob Pine stated that one phasing option is to aim for a very roughly designed, inexpensive project for \$50,000 to \$60,000 that permits connection of parking lots, gravel only, no planted trees to create one way entrance into Cow Pond. The difficulty with that plan is that perhaps no one ever comes back and builds on this effort and does the project correctly and completely. Also, the follow up more comprehensive phase of the project would need to go through permitting again.

Commissioners observed that an accident has not happened yet in the Cow Pond parking lots, but Commissioners are concerned that there is the potential for an accident and so want to be proactive and move toward a solution. Commissioners noted that an advantage to a non-construction Phase One comprised of design/engineering/permitting is that the permitting will help define the scope of the project so that Commissioners can learn what is allowed to be done on the site as well as the projected costs.

Bob Pine said that the Park Commission could ask several area engineering firms for their estimated costs

Park Commission

for design [includes surveying, engineering, permitting] so that the CPC application submitted in mid-January could have very good numbers. Bob Pine will make a list of what an engineering company needs to do and submit that to Fran Stanley for distribution to the Park Commissioners. Fran Stanley will speak with Mark Haddad, the Town's chief procurement officer, to collect procurement requirements. Rob Flynn will investigate PARCC grants and any other state grant opportunities for funding the future construction phase.

Bob Pine does not plan to invoice the Park Commission for his engineering assistance so long as the work can be done in his off hours so that it does not impact his engineering practice. Park Commissioners thanked Bob Pine for his assistance and his volunteerism on behalf of the Park Commission.

Jan. 3, 2017 minutes excerpt

CPC grant application for safety improvements and walking track for Cow Pond

Information is not yet available to allow the Commissioners to approve issuing a request for proposals (RFP) from area engineering firms. Commissioners expressed continued interest in the project and will be ready to meet again when Bob Pine's list of tasks has been generated. Bob Pine will be meeting with Dan Wolfe to gather additional input on what would be advisable to include in the proposed RFP.

Jan. 25, 2017 minutes excerpt

Cow Pond Safety Improvements and Walking Track

Evan referenced a meeting with Bob Pine, Tom Delaney, Mark Haddad and Fran Stanley about how to phase and order the project considering Dan Wolfe's feedback about size and composition of the project. Dan Wolfe walked the property with Bob Pine and thought that prevailing wages would increase construction costs beyond Bob Pine's initial estimates. Also, Dan Wolfe said that his engineering firm would not bid on a project that required them to prepare construction bid documents since that is such a specialty task. At a minimum, the Park Commission would need to strip bid documentation preparation from the task list.

At that meeting, Bob Pine suggested breaking the large project up into a multi-year plan that is highly segmented, starting with the Cow Pond hillside parking area that is considered less environmentally sensitive. Bob Pine would volunteer his permitting expertise.

Section 8: Goals and Objectives

In this section the overarching goals identified in "Community Vision" (Section 6) are synthesized into specific goals and objectives that will drive the development of more specific recommendations in the "Seven-Year Action Plan" (Section 9). The goals and objectives from the previous *Open Space and Recreation Plan* were revised based on the updated "Analysis of Needs" (Section 7) and input from Town boards and staff and local residents. The following goals and objectives are not listed in rank order.

Goals	Objectives
1. Promote the preservation of important land resources.	<ul style="list-style-type: none"> • Prioritize open space protection. • Strengthen partnerships between Groton Town committees, organizations, institutions, neighboring communities, and state agencies. • Engage the public to support natural resource protection.
2. Protect water resources.	<ul style="list-style-type: none"> • Prevent disturbance of riparian areas and wetlands and encourage infiltration, water flow. • Prevent or reduce the impact of water pollution from local and regional sources. • Evaluate and implement strategies for surface water quality and invasive plant control.
3. Promote resiliency to climate change and sustain biological diversity.	<ul style="list-style-type: none"> • Protect wildlife habitat and contiguous greenway corridors. • Ensure that activities and amenities on conservation and recreation lands are compatible with the protection of their resources. • Provide resources for effective open space stewardship. • Promote public awareness of natural resources and ecological issues. • Plan and implement strategies for hazard mitigation.
4. Support local agriculture.	<ul style="list-style-type: none"> • Secure preservation of priority farmlands. • Facilitate agricultural use of prime farmland. • Promote policies, programs, and economic development tools to support local farms.
5. Provide recreational opportunities to meet Groton's needs.	<ul style="list-style-type: none"> • Expand trail linkages to connect recreational areas. • Acquire or reserve additional land for recreational activities. • Develop/improve facilities to support programming and serve future growth areas of town. • Update facilities to improve accessibility for people with disabilities.
6. Facilitate the shared use of recreation facilities by residents of all ages and interests	<ul style="list-style-type: none"> • Expand recreation programming to provide more variety. • Effectively coordinate and manage recreation areas. • Provide information to the public about passive and active recreation offerings.
7. Enhance Groton's community identity through landscape and cultural awareness.	<ul style="list-style-type: none"> • Identify, preserve, commemorate, and promote historic landscapes, sites, and structures. • Increase awareness of Groton's historic, natural, and community assets.

Goal	Objective	Action	Responsible Party	Timeframe
	<ul style="list-style-type: none"> Friends of Groton Elders 	<ul style="list-style-type: none"> Explore developing a river walk along the Nashua and Squannacook Rivers. 	Select Board, NRWA, Greenway, Trails, Park, Conservation, Planning	Ongoing
		<ul style="list-style-type: none"> Provide information to the public about potential links and trail improvements to encourage support and cooperation. 	Trails, Conservation	Ongoing
	5.2. Acquire or reserve additional land for recreational activities.	<ul style="list-style-type: none"> Evaluate existing Town-owned parcels to determine if there are sites that would be feasible and appropriate to convert to active recreational uses. 	Park, Conservation, Select Board	Ongoing
	Funding sources: <ul style="list-style-type: none"> Volunteer and staff time CPA Funding Private fundraising Parkland Acquisitions and Renovations for Communities (PARC) Grant Program 	<ul style="list-style-type: none"> Request dedication of land and/or provision of recreation facilities by private developers when permitting larger development projects. 	Park, Planning	Ongoing
		<ul style="list-style-type: none"> Acquire additional land for active recreation fields. 	Select Board, Park	Ongoing
	5.3. Develop/improve facilities to support programming and serve future growth areas of town.	<ul style="list-style-type: none"> Identify specific facilities and improvements needed to support the demand for athletic fields, courts, and recreational programs. 	Park	Ongoing
	Funding sources: <ul style="list-style-type: none"> Volunteer and staff time Private fundraising CPA/Town funding Community fundraising groups 	<ul style="list-style-type: none"> Target population and growth areas for development of neighborhood recreation facilities (Lost Lake, West Groton). 	Park, Planning	Ongoing
		<ul style="list-style-type: none"> Install artificial turf on additional fields to increase their capacity for use. 	Select Board, Park, GDR School District	2024
		<ul style="list-style-type: none"> Add irrigation systems, lighting or other improvements to Town fields without them. 	Park, DPW	Ongoing
		<ul style="list-style-type: none"> Explore partnerships and other funding opportunities for recreation facilities improvements. 	Park, GDRSD, Groton School, Lawrence Academy, Country Club, Grotonwood	Ongoing

Goal	Objective	Action	Responsible Party	Timeframe
	5.4. Update facilities to improve accessibility for people with disabilities. Funding sources: <ul style="list-style-type: none"> Volunteer and staff time CPA funding Private fundraising Municipal ADA Improvement Grant Establish dedicated ADA fund. 	<ul style="list-style-type: none"> Identify appropriate location for seasonal skating rink 	Park	2020
		<ul style="list-style-type: none"> Explore alternatives to expand swimming or other water-based recreation opportunities. 	Recreation	Ongoing
		<ul style="list-style-type: none"> Incorporate Section 504 recommendations into capital improvements for Town recreation and conservation properties, as well as school associated facilities and complete. 	Select Board, School, Commission on Accessibility	Ongoing
		<ul style="list-style-type: none"> Identify additional areas to provide accessible trails, picnic areas, and recreational opportunities that can be used by people with disabilities. 	Trails, Parks, Commission on Accessibility, Seven Hills Foundation	Ongoing
6. Facilitate the shared use of recreation facilities by residents of all ages and interests	6.1. Expand recreational programming to provide more variety. Funding sources: <ul style="list-style-type: none"> Volunteer and staff time Fees Town 	<ul style="list-style-type: none"> Identify recreational activities that are desired by residents which could be provided or expanded. 	Park, Country Club, GDRSD	Ongoing
		<ul style="list-style-type: none"> Identify venues for developing new recreational programs among existing committees, departments, or organizations. 	Park, Select Board, GDRSD, Friends of Prescott, Council on Aging, Library	Ongoing
		<ul style="list-style-type: none"> Continue relationships with private schools, regional school district, Council on Aging, and other entities to support use of facilities. 	Select Board, Park	Ongoing
		<ul style="list-style-type: none"> Establish capacity to recruit and coordinate volunteers to support recreational programming, trail management, stewardship, and other community needs. 	Park, Trails	Ongoing

Goal	Objective	Action	Responsible Party	Timeframe
		<ul style="list-style-type: none"> Evaluate whether additional staff capacity is needed, under an existing department or through reinstatement of a recreation department, to facilitate recreational programming, and/or volunteer coordination. 	Select Board, Town Manager, Park	2021
	6.2. Effectively coordinate and manage recreational areas.	<ul style="list-style-type: none"> Evaluate staffing needs for park and recreation maintenance and administration. 	Select Board, DPW, Park	2021
	Funding sources:	<ul style="list-style-type: none"> Consider process for capital planning for recreational facilities with community input. 	Select Board, Park	Ongoing
	<ul style="list-style-type: none"> Volunteer and staff time Fees 	<ul style="list-style-type: none"> Investigate potential for establishing private management entities for other parks similar to Hazel Grove Association. 	Park	Ongoing
	6.3. Provide information to the public about passive and active recreation offerings.	<ul style="list-style-type: none"> Integrate list and locations of conservation areas and Town trails maps on Town website. Provide information about facilities such as handicapped accessibility and picnic tables, and policies with respect to dog walking, hunting, or other activities. 	Conservation, Trails, website	Ongoing
	Funding sources:	<ul style="list-style-type: none"> Conduct public outreach for recreation areas and resources; publicize resources such as www.grotontrails.org 	Conservation, Trails	Ongoing
7. Enhance Groton's community identity.	7.1. Identify, preserve, and commemorate historic landscapes, sites, and structures.	<ul style="list-style-type: none"> Install interpretive signs describing historic elements of parks, conservation lands, and other public spaces. 	Conservation, Parks, Historic (three groups)	2021
	Funding sources:	<ul style="list-style-type: none"> Support community events commemorating Groton's heritage. 	Williams Barn, Cultural Council, Commemorations	Ongoing