

Appendix B – CPA Project Application Proposal

[CPC Use Only]	Date Received: 2/27/25	Received By: Michael Moore	Assigned CPC #: 2026-05
----------------	------------------------	----------------------------	-------------------------

This form may be copied. Please type or print clearly, answer all questions, use "N/A" if not applicable. Use additional paper as needed.

1-A Applicant Information

Last Name: Haddad	First Name: Mark
Organization(s)(as appropriate) Town of Groton - Town Manager's Office	

1-B Regional Project? YES NO If YES, Town/Organization:

2 Submission Date: 2/27/2025

3 Applicant Address

Street: 173 Main Street	City: Groton	State: MA	Zip: 01450
-------------------------	--------------	-----------	------------

4 Phone: 978-448-1111 Email: mhaddad@grotonma.gov

5 CPA Purpose (Check all that apply)

Affordable Housing: <input type="checkbox"/>	Community Housing: <input type="checkbox"/>	Historic Preservation: <input type="checkbox"/>
Open Space: <input checked="" type="checkbox"/>	Recreation: <input checked="" type="checkbox"/>	

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 Address/Property Owner's Name: 599 Cow Pond Brook Fields, Cow Pond Brook Road, Groton, MA 01450

8 Project Name: Cow Pond Brook Fields Renovation

9 Additional Responsible Parties (If applicable)

Role (specify)	Name	Address	Phone	Email
Property/Site Owner	Town of Groton c/o Mark Haddad	173 Main Street, Groton, MA 01450	978-448-1111	mhaddad@grotonma.gov
Project Manager				
Lead Architect	Activitas, Inc. c/o Megan Busczynski	70 Milton Street Dedham, MA 02026	781-375-8663	meh@activitas.com
Project Contractor	TBD			
Project Consultants	TBD			
Other:				
Other:				

10 As appropriate, indicate if proposal requires:

P&S Agreement: Deed: Option Agreement: Memorandum of Understanding:
 Other: Describe:

11-A Assessor Info (Map/Block/Lot ID(s)): **249-40 and 249-57**

11-B Tax Classification Type: **Municipal Open Space**

12 Permits required:

Zoning: Historic Preservation: Other: **Conservation - NHESP**

13 Historic Commission Approval Signoff (When Required): _____ Date: _____

14-A Project Cost: \$ **100,000** Estimate: Professional Quote:

14-B Requested from CPC: \$ **100,000** 14-C Committed from OTHER Source: \$ **0**

If applicable:

Annual Anticipated Total Income: \$	n/a
Annual Anticipated Total Expense: \$	n/a
Anticipated Net Income (Loss): \$	n/
Name of Estimator/Company:	Activitas, Inc.

15 CCP Objectives - Use CODES from Section 5 to indicate all that apply

OSRP Items 1.1, 2.1, 5.3, 6.1

16 Project Timelines

Proposed State Date: 7/1/2025

Projected Complete Date: 12/31/2025

17

Estimated Delivery Date of Completion Report to CPC: 1/1/2026

18 Project Description and Explanation (Attach Additional Sheets as Needed)

The original project called for a full renovation of the Cow Pond Brook Fields. This was based on an RFP issued by the Park Commission last summer. The RFP was developed by the Town Manager at the request of the Park Commission to fulfill CPA Project 2025-02 - Cow Pond Playfields. After a preliminary plan was prepared that estimated the cost of the renovations at \$4.8 million, the Park Commission determined that this was too costly at this time and that it needed further review and input from the various user groups that utilize Cow Pond Brook Field, along with the public in General.

At the Park Commission Meeting of February 24, 2025, by a vote of 2 in favor, 1 opposed and 1 abstention, the Park Commission voted to reduce this project request to \$100,000 to do the following work:

1. Perform an Existing Conditions Review
2. Develop a Schematic Design and Preliminary Permitting Discussions
3. Conduct 50% Design Development

Attached to this application is a summary of the tasks to be performed by Activitas, Inc. the Park

19 Feasibility

This project is feasible and more importantly needed.

20 List of Attachments

- Scope of Services/Tasks to be performed by Activitas
- Existing Conditions Plan


21 Additional Information

--

22 Management Plan

The Park Commission will serve as Project Manager for this application. Mark Haddad, Town Manager and Chief Procurement Officer will provide any assistance requested by the Park Commission.

23 Signature

Applicant Signature: 	Date: February 27, 2025
Co-Applicant Signature:	Date:
Co-Applicant Signature:	Date:

OUTLINE PROPOSAL FOR COW POND BROOK FIELDS RENOVATIONS PROJECT CONSULTANT SERVICES (TO 50% DESIGN DEVELOPMENT ONLY)

Consultants:

Activitas Inc.
 Primary Owner Contact, Civil Engineering, Landscape Architecture,
 Permitting Lead for Conservation Commission

LandTech Consultants
 Wetland Scientists, Land Surveyor, Permitting Lead for NHESP

MDM Transportation Consultants
 Transportation Engineering (includes review of parking layouts, road site lines,
 access considerations, etc.)

NV5
 Electrical Engineering Services

TASK 1 - EXISTING CONDITIONS REVIEW		\$ 25,000
Item 1.1	Resource Area Delineation (directly around 12/10/24 Project Areas)	
Item 1.2	Existing Conditions Survey (Directly around 12/10/24 Project Areas)	
Item 1.3	Test Pits (dug by Town, documented by Activitas)	
Item 1.4	GIS Supplemental Information for Greater Area ("64-acre parcel")	
TASK 2 - SCHEMATIC DESIGN & PRELIMINARY PERMITTING DISCUSSIONS		\$ 45,000
Item 2.1	Initial User Group & Community Meetings (4 meetings) Meet with User Group designees to review the 12/10/24 Plan in greater detail and solicit feedback via a programming discussion of other needs/desires at the site (assume 2 meetings). Setup and attend a Community Meeting to solicit feedback of other desired programming needs at the site - it is intended that a member from each Board with interest in the project attend and provide feedback at this meeting. Meet with the Park Commission to solicit feedback on their additional needs/desires at the site.	
Item 2.2	Meeting & Coordination w/NHESP Meeting will be led by LandTech based on their previous involvement and discussion with NHESP. It is intended to review the 12/10/24 project with NHESP to understand if it is meeting their previously specified requirements for work within the NHESP designated parcels.	
Item 2.3	Initial Schematic Design Plan ("64-acre parcel") Review how proposed project fits into context of larger 64-acre parcel and various discussion about other fields, current and future affordable housing projects, and proposed utility projects in this area.	
Item 2.4	Park Commission Meeting	

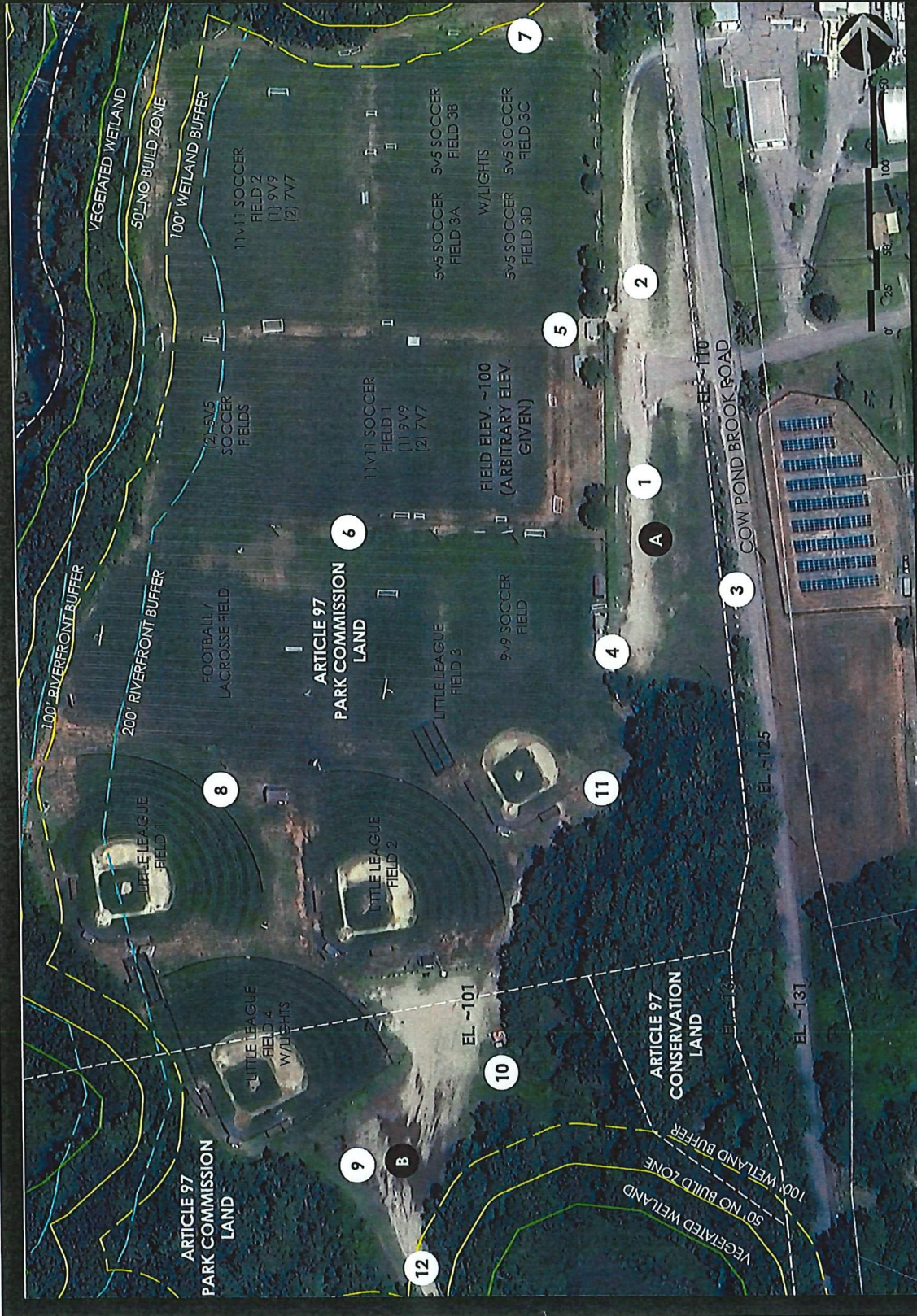
	Meet with Park Commission to review findings, discussion with NHESP, and provide an overview of how the findings may affect the project and receive feedback on Initial SD Plan. It is intended that User Groups and other Board designees attend this meeting to provide additional input.	
Item 2.5	Schematic Design Plan Revisions (based on meeting feedback)	
Item 2.6	Park Commission Meeting Meet with Park Commission to review updated plan with the goal of reaching a consensus (with likely minor updates) for the Schematic Design Plan including a Phasing Plan for included projects.	
TASK 3 - DESIGN DEVELOPMENT		\$ 30,000
Item 3.1	50% Design Development Implementation of Schematic Design to more detailed drawings and Cost Opinion Update for the Phase 1 Project.	
Item 3.2	Park Commission Meeting Meeting to review the Phase 1 Project Elements and associated anticipated costs to confirm budget. It is intended that designees from User Groups and interested Boards attend this meeting to provide feedback.	
TOTAL DESIGN SERVICES (TO 50% DD ONLY)		\$ 100,000

Note: This proposal would get the project to 50% Design Development. Future funding would need to support 100% Design Development, Permitting with NHESP and Conservation Commission, 50% and 100% Construction Documents, Public Bidding, and Construction Administration Services in addition to Construction.

LEGEND

- A. PARKING LOT A**
Room for max. 190 cars, estimated
(more likely ~166)
- B. PARKING LOT B**
Room for max. 75 cars, estimated
(more likely ~63)

White numbers key to photos on the following page.

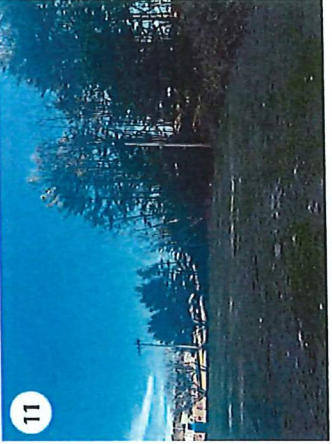
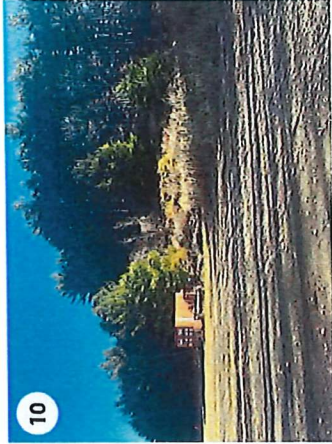
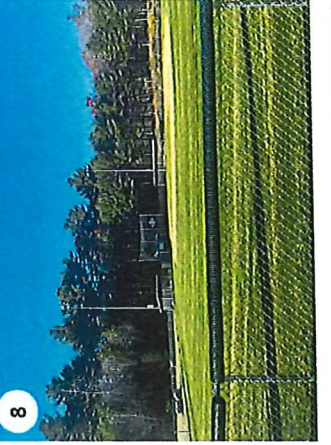
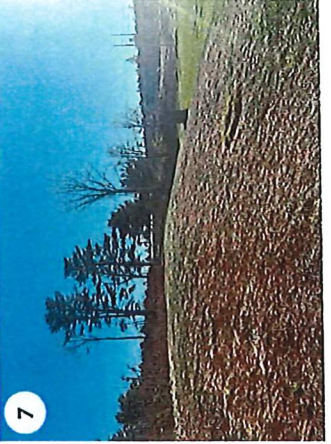
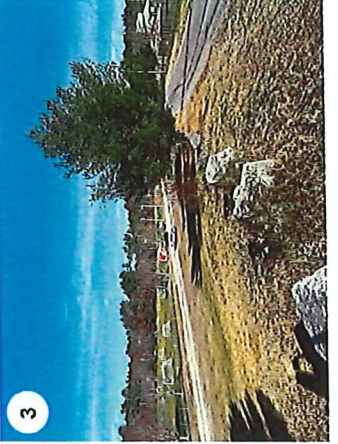
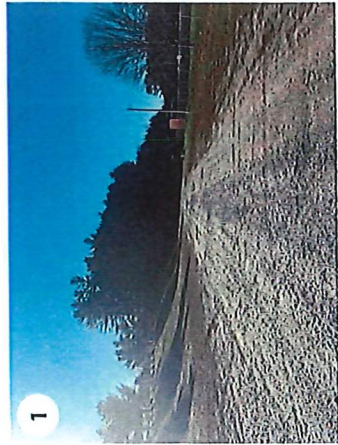


Accessibility, Renovations, & Restoration Project At Cow Pond Brook Fields
Groton, MA

ACTIVITAS
landscape architecture | civil engineering
79 Wilson Street | Groton, MA 01454-2915
(813) 324-8241 | www.activitas.com
JANUARY 7, 2025



EXISTING CONDITIONS PHOTOS



Accessibility, Renovations, & Restoration Project At Cow Pond Brook Fields
Groton, MA

ACTIVITAS
landscape architecture | civil engineering
70 Wilson Street | Groton, MA 01454-2915
(811) 332-2400 | activitas.com
JANUARY 9, 2025



TOWN OF GROTON

Park Commission
Town Hall
173 Main St

PARK COMMISSION

Brian Edmonds, Chair
Mary Jennings, Member
Jeffrey Ohringer, Member
Anna Eliot, CPC Representative
Rob Foley, Member

March 10, 2025

Community Preservation Committee
Town of Groton
173 Main Street
Groton, MA 01450

RE: CPA Application 2026-05

Dear CPC Members,

At its March 10, 2024 meeting, the Park Commission voted to support CPA Application 2026-05 as it has been revised. The Park Commission considered feedback from both the public, user groups, and the CPC in coming to this decision and believes that the revised Application is in the best interests of all. We hope that you will favorably consider CPA Application 2026-05.

Very truly yours,

Brian Edmonds,
Chair
Groton Park Commission