

## MEMORANDUM

**Subject:** Site Plan Review Submission – Supplemental Information & Waiver Request

**Project:** **Town of Groton Cow Pond Brook Fields Facility Renovation**

**Date:** 13 February 2026

**To:** Town of Groton  
Planning Board

**By:** Megan Buczynski, PE  
Principal

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Dear Planning Board Members:

Please find the following supplemental information for to our Site Plan Review Application:

- Retaining Wall Height Waiver Request (below)
- Cut/Fill Analysis (below and attached)
- Turning Radius Diagram (attached)
- Additional Abutter Information for Parcels 57 and 51 (previously only Parcel 40 submitted) (attached)

### **Retaining Wall Height Waiver Request**

Per 381-39 P, the retaining wall on-site will be designed by a structural engineer. This wall is meant to be a pre-engineered block wall similar to the Dura-Hold product by Unilok ([https://commercial.unilok.com/products/architectural-regional-ar/?prod\\_type=vertical&city=Groton&state=Massachusetts&short\\_state=MA&country=United+states&region=Boston&tax=line&appl=structural\\_wall&by=dura-hold&sri\\_from=0](https://commercial.unilok.com/products/architectural-regional-ar/?prod_type=vertical&city=Groton&state=Massachusetts&short_state=MA&country=United+states&region=Boston&tax=line&appl=structural_wall&by=dura-hold&sri_from=0)).

The project documents will include general requirements for this wall including the need for a 5' high chain link fence along the wall and require the general contractor to submit final stamped engineering drawings designed by a professional structural engineer registered in the Commonwealth of Massachusetts as part of the submittal process. We request submission of the stamped structural drawing to the Planning board be a condition of the Site Plan Review permit.

Per 381-40 G, the proposed retaining wall will be over 4-feet in some areas. We respectfully request a waiver to this maximum height requirement as trying to reduce this height will push the drive and parking further into the existing Youth Baseball Field adjacent to the drive and decrease the length of that right field area which is detrimental

to the play on that field. The maximum proposed height of the wall is approximately 9' near the pinch point of the right field area and the drive.

## **Cut/Fill Analysis**

A Cut/Fill Analysis for the project has been completed. Attached is a plan showing the area of cut (red) and fill (blue). This is taken from existing finish grade to proposed finish grade. As shown on the plan the greatest cuts are associated with the new southern entrance drive that goes through the existing hillside and the retaining wall to accommodate the drive while maintaining the Youth Baseball Field right field distance. In areas of most proposed walkways no cut/fill is shown because grades are being maintained.

A spreadsheet was developed to account for material profiles in order to determine the net cut/fill on-site. The calculations take into account existing materials that can and cannot be re-used on-site or have reuse that is limited to certain areas (topsoil). The proposed materials take into account what must be imported versus what can be reused from on-site materials. As this is an existing gravel pit, much of the gravel profiles for materials will come from reuse of on-site materials.

As the calculations show there is a small export from the site, approximately 2,600 cy of materials. Over the large area of the site, this is an approximate 2" difference, meaning if we raised grades 2" we would be balanced. As we are already raising the site it presents some accessibility challenges to raise the site even more. However, the Town DPW has used much of their stockpiled materials that they use around Town. DPW has requested that they receive the excess materials for their general stockpiles and use. As the DPW facility is across the road from Cow Pond Fields, trucking of these excess materials will have minimal to no negative affects to the streets and neighborhoods around the site.

## **Closing**

Thank you for your review of this information. We look forward to the Planning Board Meeting on February 26<sup>th</sup> to review the project submission. If you have any questions on the enclosed documentation, please do not hesitate to contact me directly at (781) 355-7040 or by email at meb@activitas.com.

Respectfully,

ACTIVITAS



Memorandum  
13 February 2026

Town of Groton - Improvements at Cow Pond Brook Fields  
Site Plan Review Submission – Supplemental Information & Waiver  
Request

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# ACTIVITAS

**Megan Buczynski, PE**

Principal

*meb@activitas.com*

Attachments:      Earthwork Cut/Fill Plan  
                          Earthwork Spreadsheet Analysis  
                          Turning Radius Drawing  
                          Abutter Information for Parcels 57 and 51



Grotton Cow Pond Existing Conditions Material Takeoffs				
Element	Profile Depth (ft)	Material Area (sf)	Takeoff Volume (cf)	Takeoff Volume (Cu. Yd.)
Existing Gravel (2" Common Fill)	0.17	172,760.00	28,793.33	1,066.42
Existing Gravel (10" Dense Grade)	0.83	172,760.00	143,966.67	5,332.10
Existing Bit Conc. (3" Pavement)	0.25	8,554.00	2,138.50	79.20
Existing Infield Mix (4" Profile)	0.33	5,982.00	1,994.00	73.85
Topsoil (6" Profile) - Includes cleared wooded areas	0.50	223,732.00	111,866.00	4,143.19
<b>Total</b>			176,892.50	6,472.37

Reuse  
Reuse  
Can't Use  
Reuse  
Limited Use

Grotton Cow Pond Proposed Conditions Material Takeoffs				
Element	Profile Depth (ft)	Material Area (sf)	Takeoff Volume (cf)	Takeoff Volume (Cu. Yd.)
Proposed Retaining Wall	4.00	1,221.00	4,884.00	180.89
Proposed Bit. Conc. Driveway (2" D.G. & 3.5" Depth)	0.46	108,600.00	49,775.00	1,843.52
Proposed Bit. Conc. Driveway Base (10" Depth)	0.83	92,768.60	76,997.94	2,851.78
Proposed Bit. Conc. Driveway Base Above Chambers (4.5" Depth)	0.38	15,831.40	5,936.78	219.88
Proposed Cement Conc. (4" Depth)	0.33	14,650.00	4,883.33	180.86
Proposed Cement Conc. Base (6" Depth)	0.50	14,650.00	7,325.00	271.30
Playground Surfacing (3" Depth)	0.25	2,842.01	710.50	26.31
Playground Base (8" Depth)	0.67	2,842.01	1,894.68	70.17
Proposed Porous Pavement (4" Depth)	0.33	27,280.00	9,093.33	336.79
Proposed Porous Pavement (6" Depth)	0.50	27,280.00	13,640.00	505.19
Stormwater Chambers (C-100HD)	2.04	15,831.40	32,296.06	1,196.15
Infield Mix (4" Profile)	0.33	3,730.00	1,243.33	46.05
Sand Below Infield Mix (4" Profile)	0.33	3,730.00	1,243.33	46.05
Gravel (8" Depth)	0.67	3,582.07	2,388.04	88.45
Topsoil / Common Fill	0.50	249,122.92	124,561.46	4,613.39
<b>Total Profile Import</b>			175,140.56	4,315.76

Import  
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Reuse  
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Import  
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Reuse

Stockpiled Materials	Cu. Yd.
Dense Grade	5,332.10
Infield Mix	73.85
Topsoil	4,143.19
Common Fill	1,066.42

Materials Required	Cu. Yd.	Enough Stockpiled?	Extra	Need
Dense Grade / Gravel	3,501.57	YES	1,830.53	
Infield Mix	46.05	YES	27.80	
Topsoil / Common Fill	4,613.39	YES	596.22	

Cow Pond Civil 3D Cut Fill Summary	
Limit of Work (not just Area of Analysis), doesn't include YBB Drive	411,028.00
Cut (Cu. Yd.) (Green)	4,895.03
Fill (Cu. Yd.) (Red)	8,977.51
Net	4,082.48

Cow Pond Adjusted Cut Fill Summary	
Cut Fill Result	4,082.48
Ex. Mats Cant Reuse	79.20
Mats For Pr. Cond.	4,315.76
Net (C/F)	-154.08

Cant Reuse TI  
Mats have tc

Excess Material	
From C/F Adjustment	154.08
Excess Stockpiled Gravel	1,830.53
Excess Infield Mix	27.80
Excess Topsoil / Common Fill	596.22
<b>TOTAL</b>	<b>2,608.62</b>

Raise site to balance fully: 2.06 inches  
DPW intersted in materials, so no need to further balance







**TOWN OF GROTON**  
**Office of the Board of Assessors**  
173 Main Street  
Groton, MA 01450  
**(978) 448-1127**  
FAX: (978) 448-1115  
www.grotonma.gov

Date: 2/10/2026

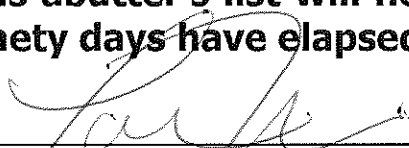
Map: 249 Parcel: 57 Lot: 0  
Map: 249 Parcel: 51 Lot: 0

Address: Cow Pond Brook Rd. and Hoyts Wharf Rd.

CERTIFICATION OF ABUTTERS

Abutters are within 300 feet of any requested parcel's lot lines. We hereby certify that the enclosed list includes the name and addresses of all parties taken from the Board of Assessor's Real Estate property files per the deeds received as of 1/26/2026. It is with interest under MGL Chapter 40A, Section 11 as amended to the best of our knowledge and belief.

**This abutter's list will not satisfy legal requirements for notice, if ninety days have elapsed from the date of request.**

  
\_\_\_\_\_  
Megan Foster – Principal Assessor  
Tammi Mickel - Assistant Assessor

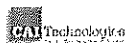




# 300 feet Abutters List Report

Groton, MA  
February 10, 2026

Parcel Number: 249-48 CAMA Number: 249-48 Property Address: OFF HOYTS WHARF RD	Mailing Address: GROTON CONSERVATION TRUST P.O. BOX 395 GROTON, MA 01450
Parcel Number: 249-49 CAMA Number: 249-49 Property Address: HOYTS WHARF RD	Mailing Address: BENNETT R. BLACK TRUST P.O. BOX 714 GROTON, MA 01450
Parcel Number: 249-50 CAMA Number: 249-50 Property Address: 96 HOYTS WHARF RD	Mailing Address: BENJAMIN D ALEXANDER, REALTY TRUST 2022 96 HOYTS WHARF RD GROTON, MA 01450
Parcel Number: 249-51 CAMA Number: 249-51 Property Address: HOYTS WHARF RD	Mailing Address: TOWN OF GROTON 173 MAIN ST GROTON, MA 01450
Parcel Number: 249-52 CAMA Number: 249-52 Property Address: 239 HOYTS WHARF RD	Mailing Address: DADISMAN, KIMBERLY A. 239 HOYTS WHARF RD GROTON, MA 01450
Parcel Number: 249-53 CAMA Number: 249-53 Property Address: 247 HOYTS WHARF RD	Mailing Address: CORINNE C. HOWARD 2017 TRUST 247 HOYTS WHARF RD GROTON, MA 01450
Parcel Number: 249-54 CAMA Number: 249-54 Property Address: 257 HOYTS WHARF RD	Mailing Address: ACKROYD INVESTMENT TRUST 257 HOYTS WHARF RD GROTON, MA 01450
Parcel Number: 249-55 CAMA Number: 249-55 Property Address: 269 HOYTS WHARF RD	Mailing Address: HILL, DAVID W. 269 HOYTS WHARF ROAD GROTON, MA 01450
Parcel Number: 249-56 CAMA Number: 249-56 Property Address: 271 HOYTS WHARF RD	Mailing Address: HUDSON, PETER G. 271 HOYTS WHARF RD GROTON, MA 01450
Parcel Number: 249-57 CAMA Number: 249-57 Property Address: COW POND BROOK RD	Mailing Address: TOWN OF GROTON 173 MAIN ST GROTON, MA 01450
Parcel Number: 249-59.1 CAMA Number: 249-59.1 Property Address: COW POND BROOK RD	Mailing Address: COMMONWEALTH OF MASSACHUSETTS 251 CAUSEWAY STREET SUITE 400 BOSTON, MA 02114
Parcel Number: 249-59.2 CAMA Number: 249-59.2 Property Address: 338 COW POND BROOK RD	Mailing Address: MERK, FREDERICK B. 338 COW POND BROOK RD GROTON, MA 01450



www.cai-tech.com

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2/10/2026

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# 300 feet Abutters List Report

Groton, MA  
February 10, 2026

Parcel Number: 249-59.3  
CAMA Number: 249-59.3  
Property Address: 326 COW POND BROOK RD

Mailing Address: FRAZIER, KELLEY M  
326 COW POND BROOK RD  
GROTON, MA 01450

Parcel Number: 249-59.4  
CAMA Number: 249-59.4  
Property Address: 314 COW POND BROOK RD

Mailing Address: SMITH, MICHELLE M  
314 COW POND BROOK RD  
GROTON, MA 01450

Parcel Number: 249-59.5  
CAMA Number: 249-59.5  
Property Address: 302 COW POND BROOK RD

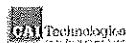
Mailing Address: SARLAN, NANCY K.  
302 COW POND BROOK RD  
GROTON, MA 01450

Parcel Number: 249-62  
CAMA Number: 249-62  
Property Address: HOYTS WHARF RD

Mailing Address: MASS INSTITUTE OF TECHNOLOGY  
77 MASSACHUSETTS AVE.  
CAMBRIDGE, MA 02139-4307

Parcel Number: 249-73  
CAMA Number: 249-73  
Property Address: 198 FLAVELL RD

Mailing Address: JOHNSON, MARK  
198 FLAVELL RD  
GROTON, MA 01450



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2/10/2026

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ACKROYD INVESTMENT TRUST  
257 HOYTS WHARF RD  
GROTON, MA 01450

HOEY, JESSICA  
61 HOYTS WHARF RD  
GROTON, MA 01450

SMITH, MICHELLE M  
314 COW POND BROOK RD  
GROTON, MA 01450

BENJAMIN D ALEXANDER, REA  
96 HOYTS WHARF RD  
GROTON, MA 01450

HUDSON, PETER G.  
271 HOYTS WHARF RD  
GROTON, MA 01450

TOWN OF GROTON  
173 MAIN ST  
GROTON, MA 01450

BENNETT R. BLACK TRUST  
P.O. BOX 714  
GROTON, MA 01450

JOHNSON, MARK  
198 FLAVELL RD  
GROTON, MA 01450

TOWN OF GROTON, CONSERVAT  
173 MAIN ST  
GROTON, MA 01450

COMMONWEALTH OF MASSACHUS  
251 CAUSEWAY STREET  
SUITE 400  
BOSTON, MA 02114

KEEFE, VANESSA W  
90 HOYTS WHARF RD  
GROTON, MA 01450

TOWN OF GROTON, PARK  
173 MAIN ST  
GROTON, MA 01450

CORINNE C. HOWARD 2017 TR  
247 HOYTS WHARF RD  
GROTON, MA 01450

MASS INSTITUTE OF TECHNOL  
77 MASSACHUSETTS AVE.  
CAMBRIDGE, MA 02139-4307

DADISMAN, KIMBERLY A.  
239 HOYTS WHARF RD  
GROTON, MA 01450

MERK, FREDERICK B.  
338 COW POND BROOK RD  
GROTON, MA 01450

DEFCON 1 LLC  
390 BROADWAY ROAD  
DRACUT, MA 01826

MURDOCK, DANIEL R. W.  
234 HOYTS WHARF ROAD  
GROTON, MA 01450

FRAZIER, KELLEY M  
326 COW POND BROOK RD  
GROTON, MA 01450

SARLAN, NANCY K.  
302 COW POND BROOK RD  
GROTON, MA 01450

GROTON CONSERVATION TRUST  
P.O. BOX 395  
GROTON, MA 01450

SAVOIE, JENNIFER J.  
201 FLAVELL RD  
GROTON, MA 01450

HILL, DAVID W.  
269 HOYTS WHARF ROAD  
GROTON, MA 01450

SCHMIDER, CURTIS A  
209 FLAVELL RD  
GROTON, MA 01450

**TOWN OF GROTON**  
 173 Main Street  
 Groton, MA 01450  
 Tel: 978-448-1127  
 E-mail: Assessors@grotonma.gov  
 www.grotonma.gov



**Board of Assessors**  
 Donald R. Black  
 Garrett C. Boles  
 Jennifer N. Moore  
**Principal Assessor**  
 Megan L. Foster  
**Assistant Assessor**  
 Tammi Mickel

## Certified Abutters' List Request \*

Date of Request: February 10, 2026

Address/es for Abutters List: Cow Pond Brook Road; Hoyts Wharf Road

Map: <u>249</u>	Parcel/s: <u>57</u>	Lot/s: <u>0</u>
Map: <u>249</u>	Parcel/s: <u>51</u>	Lot/s: <u>0</u>

Department/s Seeking List:

Board of Appeals (Zoning) \_\_\_\_\_ Planning Board  Select Board \_\_\_\_\_ Historic District \_\_\_\_\_  
 Board of Health \_\_\_\_\_ Conservation Commission  Water Department \_\_\_\_\_ Earth Removal/Stormwater

- Do you want us to forward this to the Department you have requested the list for?  
 (Conservation Commission does not accept them) Yes  No \_\_\_\_\_
- Do you want to pick it up? Yes \_\_\_ No  Telephone number \_\_\_\_\_
- Do you want it e-mailed? Yes  No \_\_\_ E-mail address bjm@activitas.com

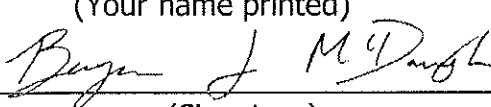
**MGL Chapter 40A, Section 11:**

"Parties in interest" as used in this chapter shall mean the petitioner, abutters, owners of land directly opposite on any public or private street or way, and abutters to the abutters within three hundred feet of the property line of the petitioner as they appear on the most recent applicable tax list, notwithstanding that the land of any such owner is located in another city or town, the planning board of the city or town, and the planning board of every abutting city or town. The assessors maintaining any applicable tax list shall certify to the permit granting authority or special permit granting authority the names and addresses of parties in interest and such certification shall be conclusive for all purposes.

**MGL Chapter 66, Section 10:**

(B) A custodian of a public record shall, within 10 days following a request for public records, comply with such a request, etc.

\*This is a required form to be filled out for all Certified Abutters' Lists.

Ben McDonough  
 (Your name printed)  
  
 (Signature)

(617) 981-9845  
 (Phone Number)