



# TOWN OF NORTHBOROUGH Community Preservation Committee

Town Hall Offices • 63 Main Street • Northborough, MA 01532 • 508-393-5019 • 508-393-6996 Fax

NORTHBOROUGH TOWN CLERK  
ROUD 2021 SEP 30 PM 3:42

## FY2023 APPLICATION

The Community Preservation Act provides funding for three core community concerns:

- Acquisition and preservation of open space/recreation
- Creation and support of community housing
- Acquisition and preservation of historic buildings and landscapes

<b>DATE SUBMITTED:</b> 9/30/2021
<b>NAME OF PROJECT:</b> Design and Project management for Dog Park
<b>NAME OF APPLICANT:</b> Allie Lane and Scott Charpentier
<b>CONTACT ADDRESS:</b> 63 Main St.
<b>CONTACT TELEPHONE:</b> 508-393-5034
<b>CONTACT EMAIL ADDRESS:</b> alane@town.northborough.ma.us
<b>SPONSORING ORGANIZATION:</b> Northborough Recreation
<b>CPA CATEGORY:</b> <input checked="" type="checkbox"/> OPEN SPACE/RECREATION <input type="checkbox"/> HOUSING <input type="checkbox"/> HISTORIC
<b>LOCATION:</b> <input type="checkbox"/> TOWN LAND <input type="checkbox"/> SCHOOL LAND <input type="checkbox"/> PRIVATE LAND
<b>AMOUNT OF CPA FUNDS REQUESTED:</b> \$35,500
<b>OTHER FUNDING SOURCES:</b> none at this time
<b>TOTAL COST OF PROJECT:</b> \$35,500
<b>BRIEF DESCRIPTION OF PROJECT, INCLUDING ANY CONSTRUCTION REQUIRED:</b>
Northborough Parks and Recreation would like to hire a Professional Landscape Architect to do an initial site analysis along with a site survey and base plan development.
This would be the first step in a 3 step plan to build a dog park in Northborough.

**PROJECT DESCRIPTION:** Please answer the following questions. Applications will be returned as incomplete if all relevant requested information is not provided. Include additional pages of supporting materials and exhibits if necessary.

1. **GOALS:** What are the goals of the proposed project? Who will benefit and why? How will success be measured?

The goal would be to preform initial site analysis for up to 5 potential dog park locations. Conceptual layouts will be prepared for each location. Community engagement will follow conceptual layouts culminating in a final site selection. Comprehensive land survey will be completed for selected site followed by preliminary design and cost estimates. Please see attached sheet for more details from Weston & Sampson.

Step 2 will include land purchase, if required, and funding for final design which will consider a grant from the Stanton Foundation as a possible source.

2. **ELIGIBILITY FOR CPA FUNDS:** From your review of the procedural sheet, describe how your project is eligible for the CPA category you have chosen.

This project is eligible through Recreation portion of the CPC funds. A dog park was one of the highest numbered goals on the Northborough Master plan. We are hopeful to see this project move forward with the CPC's help.

3. **COMMUNITY SUPPORT:** What is the nature and level of support and/or opposition for this project? Include either a letter of support from the town board (Housing Partnership, Historic District Commission, Open Space Committee, Recreation Commission etc.) or a letter from the particular board stating why they do not support this application.

The Town is very excited to have a dog park. As a top request in the master plan, we are trying to find a suitable location in which to place a dog park. This step in the "Dog Park" plan is hiring a company to help us find a good location and set us up to requests a grant to build it.

Once we decide on a location we will do a lot of public outreach as well as get letters of support from the various boards in town.

4. **BUDGET:** What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified and back-up documentation provided. If the project involves construction on Town or school land, it may need to meet procurement and prevailing wage requirements.

Please see the expense sheet attached to this CPC request for the budget. We are looking for CPC to fund the entirety of this stage in the project.

5. **FUNDING:** What additional funding sources are available, committed or under consideration? Include commitment letters and describe any other attempts to secure funding for this project.

None at this time.

6. **TIMELINE:** What is the schedule for project implementation, including a timeline for all critical elements? This should include the timeline for expenditures, receipt of other funds and/or other revenues, if any.

Project site evaluation will begin immediately after Town Meeting approval if allocated from reserves or after July 1, 2022 if allocated from FY2023 CPA funds.

Site analysis and conceptual layout preparation will take up to three months with two months of community engagement to follow. A preferred site may be selected by November 2022. Land survey will commence after site selection and be complete one month thereafter. Preliminary design and cost estimating will be developed over the remainder of winter in anticipation of a Stanton Foundation and/or CPA funding application in the Spring of 2023.

7. **IMPLEMENTATION:** Who will be responsible for implementing the project? Who will the project manager be? What relevant experience does the proposed project manager have? Who else will be involved in project implementation and what arrangements have been made with them?

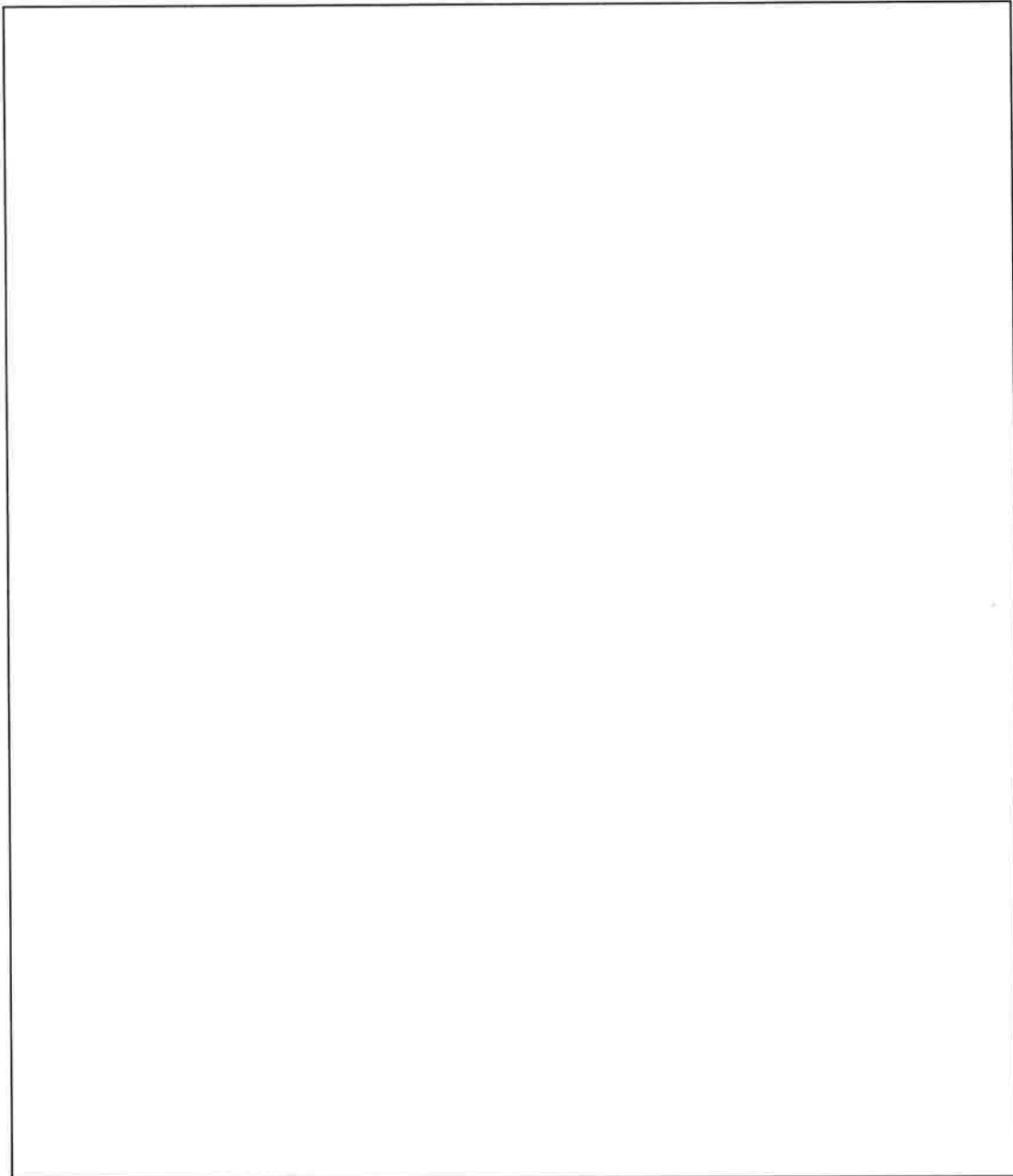
The project manager will be Scott Charpentier, the DPW Director. Scott has been the project manager on the past 3 CPC projects that have gone through for Recreation and Parks.

8. **MAINTENANCE:** If on-going maintenance is required, who will be responsible and how will it be funded?

No maintenance on this project.

**ADDITIONAL INFORMATION:** If applicable:

9. **FURTHER DOCUMENTATION:** Documentation that you have control over the site, such as a Purchase and Sale Agreement, option or deed; any feasibility reports, renderings or other relevant studies and material; and any additional information that might benefit the CPC in their consideration of this project.

A large, empty rectangular box with a thin black border, intended for providing further documentation as requested in the text above. The box is currently blank.

August 23, 2021

Scott D. Charpentier, P.E.  
Director of Public Works  
Town of Northborough  
Northborough Town Hall  
63 Main Street  
Northborough, MA 01532

Re: **Design and Project Management  
Dog Park Project Initiative 2021/2022**

Dear Mr. Charpentier:

Weston & Sampson is pleased to submit this proposal to provide preliminary site evaluation, public outreach, grant and other funding source assistance, and preliminary designs related to the construction of a dog park in the Town of Northborough. Final designs, construction documents, bidding assistance, and construction administration assistance are not part of the scope of this proposal.

1. **Initial Site Analysis, Public Outreach, Final Site Selection, and Funding Source Application Assistance**

We will perform initial site analyses for up to five (5) potential dog park locations. This work shall include initial site visits with town members, analysis (including aerial mapping, diagramming and online research for environmental receptors), and development of a graphic presentation for use with community members for public discussion. We will be available for up to 3 total public meetings during this phase. We will be available for follow up meetings with town community members based on the feedback and will be ready to prepare initial designs (See #3).

Weston & Sampson will then aid the town in a support role for grant and/or preservation funding applications for the preferred location. This will include graphic development based on the initial outreach process and feedback, and content review of the application(s) in coordination with the town.

2. **Site Survey and Base plan Development**

We will perform land survey including topography, utilities, and surface finishes. Area shall include to centerline of rights of way, or 10 feet beyond property lines. Property line information shall be based on historic records and available town documents and shall not include a full property line survey.

We will complete comprehensive on-the-ground survey and prepare a base plan for the intended work. Survey will include all project property limits, which generally corresponds to the areas identified for improvement in initial meetings. Surveys will be used for the development of all final design plans and for the filing of all permit applications and include:

- Topographic and detailed survey of all site areas to be improved and surrounding areas to the extent required to integrate all new work with the existing conditions.
- Right-of-Way and property line research.
- An updated compilation of utility information using data to be provided by the town, combined with field survey and field observations including rim and invert information for utilities located within the project areas.
- Wetlands delineation and location of all wetland flags if they occur within 100' of the property.
- Preparation of complete topographic and detail baseplans at 1 inch = 20-foot scale, showing 1-foot

contour intervals and spot grades.

- The base plan will be generated in the latest AutoCAD format and be suitable for use in the preparation of all designs, permit applications, and final construction plans.
- Survey will be based on Town of Northborough Vertical Datum and NAD83 – Mass State Plane coordinate system horizontal datum as required.

Weston & Sampson will complete this work using our own in-house registered land surveyors or a suitable sub-consultant. Our feeling is that the survey entity can be confirmed and selected as a joint effort between the design team and town representatives to best meet project needs and timelines. The town will provide police detail if required.

### 3. Preliminary Design

The scope of actual site improvements will be consistent with narratives contained within the Stanton Foundation Grant requirements and CPA funding requirements, and the final costs for construction, will all be developed after a preferred site is chosen and initial design concepts are vetted with the town. The Park will most likely include:

- Perimeter fencing and entry/maintenance gates
- Two zones for large and small dogs
- Surfacing treatments in high use areas (entrances/access)
- Storm drainage design.
- Water service with spigot and stubs for future park components
- Bulletin board and informational/park use signage
- Accessible dog/human fountain
- Shade components (natural or structures)
- Benches and trash receptacles
- Landscaping
- Other miscellaneous improvements which may include:
  - Lighting
  - Dog play equipment
  - Security equipment
  - Other

Weston & Sampson will prepare preliminary design documents, including plans, details, specifications and estimates for the desired improvement program. We will coordinate with town staff and identified community members in relation to development of all designs. During this preliminary design phase, we will be available to present the plans to the Parks Department as needed, and the public in a single public meeting. Additional public outreach may incur additional costs.

The fee schedule associated with the scope of work is included below.

Design Task or Phase	Not-To-Exceed Fee (*)
1. Initial Site Analysis, Public Outreach, Final Site Selection, and Funding Source Application Assistance	\$ 19,000
2. Site Survey and Baseplan Development	\$ 6,500
3. Preliminary Design	\$ 10,000
<b>TOTAL FEE</b>	<b>\$35,500</b>

(\*) Lump sum using previously approved hourly rates



Please contact our office with any questions pertaining to this letter proposal. If you agree with the terms described herein, please issue a notice-to-proceed when convenient. Thank you for the opportunity to be of continued service to the Town of Northborough.

Yours very truly,

WESTON & SAMPSON

A handwritten signature in black ink, appearing to read "Eugene R. Bolinger".

Eugene R. Bolinger, RLA  
Vice President

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