

Town of Ayer CONSERVATION COMMISSION

Town Hall ♦ One Main Street ♦ Ayer, MA 01432
Phone 978-772-8220 ext. 143 ♦ Fax 978-772-8208 ♦ concom@ayer.ma.us



February 25, 2022

Janet Providakes, Chair
Ayer Community Preservation Committee
Town Hall
Ayer, MA 01432

The Conservation Commission is pleased to enthusiastically support the Department of Public Works' application for \$25,000 in CPA funding for the purpose of conducting a feasibility study for the creation of public access to Flannagan Pond.

The creation of viable public access to this pond has been a long-term goal of the Commission as well as the Town. Annually, the Commission expends a significant amount of town money for the control of aquatic weeds in Flannagan Pond – both for the eradication of invasive weeds and the density control of native species such as water lilies. It is therefore in the Town's interest to facilitate public access so that this waterbody can be enjoyed by all of Ayer's residents. Given the limited points of potential access as well as environmental and habitat concerns, a feasibility study is the best route to identify the optimal location and design of a dock that would provide canoe and kayak access along with nearby parking and ADA compliance.

We hope that the CPC will vote to support this important project and move it forward to Spring Town Meeting for a definitive vote by Ayer residents.

Best regards,

Jon Schmalenberger, Chair
Ayer Conservation Commission



TOWN OF AYER

APPLICATION FOR DETERMINATION OF ELIGIBILITY FOR COMMUNITY PRESERVATION FUNDING

Date: 1/27/2022

Project Title: Feasibility Study for Public Access to Flannagan Pond

Name of Applicant/Contact Person(s): Dan Van Schalkwyk, Director

Name of Organization: Ayer Department of Public Works

Address: 25 Brook Street, Ayer, MA 01432

Telephone: 978-772-8240 Email: dVanSchalkwyk@ayer.ma.us

CPA Category (circle all that apply): **Open Space** **Historic Preservation**

Recreation **Community Housing**

Total Project Cost: \$ 25,000 CPA Funding Requested: \$ 25,000

Has this project sought CPA funding prior to this application? Y / **(N)**
(If Yes, include date(s) and detail.)

Project Description: Please provide a brief project description below (or on a separate sheet). Include a brief description of how your project accomplishes the goals of the CPA and include an estimated budget. Please include supporting materials as necessary.

See Attached

NOTE: This Application enables the CPC to review the request to ensure eligibility, CPA compliance, and offer guidance. If eligible, an Application for Funding must be completed.

Date Received _____ Date Reviewed _____ Determination of Eligibility Y / N



TOWN OF AYER
Community Preservation Committee

APPLICATION FOR COMMUNITY PRESERVATION FUNDING

Submit to:
Town of Ayer
Community Preservation Committee
1 Main Street
Ayer, MA 01432
Email: cpc@ayer.ma.us

Date: 1/27/2022

Project Title: Feasibility Study for Public Access to Flannagan Pond

Project Street Address (if applicable): Flannagan Pond + abutting streets

Assessors Map Number: _____ Lot/Parcel Number: _____

Deed Book Number: _____ Deed Page Number: _____

Name(s) of Applicant/Contact Person and Project Manager: _____

Dan Van Schalkwyk, Director, DPW

Name of Organization: Department of Public Works

Address: 25 Brook Street, Ayer MA 01432

Telephone: 978-772-8240

Email: dVanschalkwyk@ayer.ma.us

Sponsoring Organization (if applicable): _____

CPA Category (Circle all that apply. You must circle a minimum of one category.):

- | | |
|-------------------|-----------------------|
| Open Space | Historic Preservation |
| <u>Recreation</u> | Community Housing |

Total Project Cost: \$ 25,000 CPA Funding Requested: \$ 25,000

DETAILED NARRATIVE AND PROJECT DESCRIPTION:

- All of the following MUST be answered in the space provided (or with attachments).
- Applications will be returned as incomplete if all relevant requested information is not provided.
- Include supporting materials and exhibits as necessary.
- A spreadsheet including the Budget and/or Timeline elements outlined in this application form is also acceptable.
- Please refer to Ayer CPC Funding Application Packet, including Guidelines for Project Submission, Eligibility, and General Criteria, before and while completing this application.

1. Describe the project:

See attached Project Description
and attached Tighe + Bond Scope of Work

2. Goals:

a. What are the goals of the proposed project?

Evaluate viable sites, with ADA access, rank sites, hold public meeting, select site and prepare conceptual level design and cost estimate for subsequent construction project.

b. Who will benefit from this project and why?

Town of Ayer residents.

c. How will success be measured?

Creation of a viable plan for construction to move forward + seek additional funding.

3. Community Preservation Committee Criteria:

Which of the General Criteria does this project fulfill and how?

(**Note: The application should address multiple criteria – please address all that apply to speed up the application process.)

- Meets Town goals (Master Plan, Open Space + Recreation Plan, Community Preservation Plan)
- furthers identity of Town and promotes sharing of natural resources, enjoyment of open space
- project aims to identify practical and feasible solutions
- project will receive endorsements from other municipal boards and departments

4. Statement of Community Need:

a. How does the Town of Ayer, and its residents, benefit from this project?

See expressed Town goals in Master Plan, etc. Important to create public access in Flannagan Pond, especially given how much money Town expends annually in aquatic weed treatment.

b. If applicable, explain how this project addresses needs identified in existing Town plans? (i.e. most recent Comprehensive Master Plan, Open Space and Recreation Plan, Community Preservation Plan)

See Project Description citations.

5. Community Support:

What is the nature and level of support? Include letters of support from any Town Committees, Boards, and Departments, as well as local community groups that have reviewed and endorsed the project.

Will be pursued from Town Manager, Conservation Commission, and more

6. Budget:

a. Budget Summary

Total Projected Cost 25,000

CPA Funds Requested 25,000

Cost Share Amount and Percent 100%

b. Budget Categories (as applicable)

- Equipment is generally defined as an item with a useful life expectancy of more than one year.
- Supplies are defined as an item with a useful life of less than one year.
- Construction means all types of work done on a particular property or building, including erecting, altering, or remodeling.
- The cost share is very important in giving the application a competitive advantage.)
- **Note:** CPA FUNDING FOR ANY CATEGORY REQUIRES COMPETITIVE BIDDING unless you can provide a sole source justification for any category.
 ** Attach a minimum of one recent bid**

	CPA Fund	Other Sources (list)	Total
Personnel			
Equipment			
Supplies			
Contractual			
Construction			
Other (Please Define)			
TOTAL			

c. Budget Cost Sharing

- Identify the amount of cost sharing for this project. Sources include private, federal, state or local government, or any other sources. Use additional pages as necessary.

Organization

Item _____

Amount _____

Type (cash, in-kind, etc.) _____

Organization

Item _____

Amount _____

Type (cash, in-kind, etc.) _____

Organization

Item _____

Amount _____

Type (cash, in-kind, etc.) _____

7. Funding:

- Note below and attach commitment letters from any organization providing a cost share contribution as listed above.

Note: Grant funding to be sought for next phase of project — implementation + construction — that this first phase will make possible

- Describe any other attempts (including unsuccessful ones) to secure funding for this project.

c. Are any 'Other Funds' in the budget in-kind? If yes, describe how the value of the in-kind contribution was derived. (In-kind contributions can be defined as a contribution of services or property, donated equipment, buildings or land, or donated supplies)

8. Timeline:

Provide a schedule for project implementation, including a timeline for starting and ending major tasks as well as a reasonable estimate for project completion. If the project is expected to take multiple years to complete, please break down on a year-by-year basis.

See Tighe + Bond memo, p.4, Figure 1
Task and Timeline breakdown

9. Maintenance (if applicable):

a. If ongoing maintenance is required, who will be responsible for it?

not applicable

b. How will it be funded? (Note: CPA funds cannot be used for regular maintenance.)

c. Expected Annual Maintenance Budget (Please include a 5-year budget and documentation of commitment.)

Year one: \$ _____

Year two: \$ _____

Year three: \$ _____

Year four: \$ _____

Year five: \$ _____

10. Project/Site Documentation (If applicable) (Submit 1 hard copy and 1 electronic copy):

a. Note below and attach documentation that you have control over the site, such as a Purchase and Sale Agreement, option, or deed.

Feasibility study to identify ownership issues.

b. Note below and submit photographs of the “before” status of your project via email to cpc@ayer.ma.us with your electronic submission. If your application is approved, additional photographs of the completed project will be required. These photographs are needed for documentation of the use of Town funds and for use on the web site.

n.a.

c. Note below and attach any applicable engineering plans, architectural drawings, site plans, as well as any other renderings, relevant studies, historical background summaries, or material.

n.a.

11. Zoning Compliance.


If applicable, note below and provide evidence that the project does not violate any Zoning by-laws or any other laws or regulations, including environmental. List permits or approvals that may be needed.

n.a.

12. Is there any additional information that might benefit CPC in consideration of this project?

APPLICANT'S SIGNATURE

To the best of my knowledge and belief, all data in this application are true and correct. The document has been duly authorized by the individual or governing body of the applicant.

Applicant's Signature:  _____

Date: 01-28-2022 _____

Date Application Received _____ Date(s) Reviewed _____

Public Hearing _____ Advance to Town Meeting Y / N

Project Description: Feasibility Study For Public Access to Flannagan Pond

Creating public recreational access to Flannagan Pond, especially for the putting in of kayaks and canoes, has been a long-term goal for a town whose water resources are central to its identity:

Community Preservation Plan (2009-2014)

Chapter 5 notes the “limited areas in Ayer that provide public access to ... the Town’s ponds for water-based recreation.”

Town of Ayer Master Plan (2017)

Notes as a goal prioritizing the expansion of public access around ponds for recreational use (p. 76).

Open Space & Recreation Plan (2019-2026)

Stn. 9, 7 Year Action Plan – 4H – “Public Boat launch on Flannagan Pond”

Objective 4.33 – “Conduct a feasibility study on creating a public boat ramp for Flannagan and Sandy Ponds.”

Tighe & Bond has prepared a detailed Scope of Work (Jan. 11, 2022) (attached to this application) for the Department of Public Works (DPW) to seek funding for a Feasibility Study. As the report states, “public access is envisioned to include passive viewing and more active uses such as fishing, water quality sampling and kayak launching” by means of the construction of:

- a dock/water access structure for small pleasure boats (e.g. canoes, kayaks);
- ADA compatible access pathways;
- a parking area.

The project envisions reviewing seven preliminary potential access sites with the goal of narrowing this list down to three study locations. Potential sites to be looked at include both town-owned land as well as private lands that might be acquired. These locations would then be more thoroughly evaluated for existing structures; habitat and site conditions, including drainage; and identification of site constraints for access and egress (re parking, ADA accessibility). A ranking table for side-by-side comparison would be prepared.

A draft feasibility report would then be prepared and reviewed for comments and recommendations with the Conservation Commission and other stakeholders at a public meeting. Following this, one concept will then be advanced, as part of this initial project, for development of a conceptual level design suitable for use in grant submittals in a subsequent – and separate – construction process phase, and would include an estimate of probable construction costs. A new and separate application phase would then be pursued, and would likely result in the DPW seeking additional CPA funding for actual implementation and construction, ideally providing at least matching funds.

Feasibility Study for Public Access to Flannagan Pond

TO: Dan Van Schalkwyk, PE, Director, Ayer Public Works Department
FROM: Gabrielle C. Belfit, CFM
COPY: Tom Mahanna, PE
DATE: January 11, 2022

As we recently discussed, the Town of Ayer is looking to provide additional public access to Flannagan Pond, as the existing access is considered to be inadequate. In response to your request, Tighe & Bond is providing this memo in order to assist the Town with developing a budget for the work. This memo outlines our recommended **scope of work** for a Feasibility Study to evaluate the Pond shoreline area and determine potential sites that could be used for public access. Public access is envisioned to include passive viewing and more active uses such as fishing, water quality sampling and kayak launching. A proposed **budget and schedule** for the study, including field analysis, feasibility report and concept designs, public meetings and funding alternatives are being provided.

1.0 Scope of Work

The following scope of work provides a basic description of the project elements. We anticipate the scope will be further refined after discussion with the Town. Key elements of this conceptual evaluation include:

- Confirmation of project objectives for improved public access to Flanagan Pond
- Evaluation of potentially available sites that may be suitable for providing public access
- Conceptual level design of a preferred site for provision of public access
- Conceptual Opinion of Probable Construction Cost (OPCC) for implementation of public access site

1.1 Baseline Evaluation and Field Analysis

The Town of Ayer has identified seven (7) sites that are potentially suitable for use as public access to Flannagan Pond. The sites are shown on the attached Figure 1.

Project objectives for provision of public access include:

- Construction of a dock/ water access structure for small pleasure boats
- Construction of ADA compatible pathways to access public access features
- Construction of a parking area

The feasibility study will begin with review of background data provided by the Town and identifying baseline information for seven preliminary sites including town-owned and private lands that may be acquired. Tighe & Bond will meet with the Town for initial discussion on baseline data for the seven parcels and narrow the selection down to three

locations to include in the field analysis. The initial trimming of locations will be based on evaluation of suitability to meet project objectives and conceptual evaluation of ROW issues such as private/public ownership, presence of existing features that conflict with project objectives and other concerns.

The goal of the field analysis will be to evaluate constraints and benefits for the three study locations around Flannagan Pond. The study will evaluate existing structures, habitat and site conditions based on visual observations, identify site constraints for access and egress for both parking and ADA accessibility, and summarize current drainage conditions based on previous assessments. An existing conditions memo will be prepared following the site visit.

1.2 Feasibility Report

Based on the field analysis, a feasibility report will be prepared including project overview and site evaluation summaries for the three locations. Each site summary will include a discussion of site benefits and constraints, recommended solutions, conceptual design concept and materials, summary of potential permitting requirements, and further assessment needs, along with project impacts. These summaries will also include a feasibility level opinion of probable cost for potential waterfront public access facilities and required site maintenance needs. The feasibility report will include a ranking table to allow side by side comparison of the site evaluations for decision making. The report will include recommendations for potential grant funding for one location including design, permitting and construction.

1.3 Review and Public Meetings

On completion of the draft feasibility report, the Town will be provided with a copy for review. After responding to comments from the first review, we suggest holding a meeting with the Conservation Commission and other stakeholders. The purpose for this public meeting is to discuss the options, recommendations and brainstorm additional ideas based on the preliminary site analysis and concept recommendations.

1.4 Conceptual Design

Following recommendations provided by the Town, one concept will be advanced to a conceptual level design suitable for use in grant submittals. The conceptual design is envisioned to include:

- Site plan of facility
- Plan and typical section of new access dock
- Conceptual design report summarizing how project objectives are to be met at this site
- Conceptual design Opinion of Probable Construction Cost

1.5 Exclusions / Assumptions

In order to provide a stream-lined scope of services and fee, we have limited this scope of work to conceptual analysis and evaluation. The following services are not proposed as part of this initial project, but the Town could consider adding these services along with the associated costs to the overall study.

The excluded services include:

- Geotechnical exploration and report
- Permitting applications
- Survey
- ROW investigation / easements
- Drainage design
- Lighting design
- Water quality improvement design
- Preliminary / final design of facility
- Traffic staging and evaluation
- Landscape design
- Bidding support services
- Construction phase services, including construction administration
- Construction observation

Assumptions:

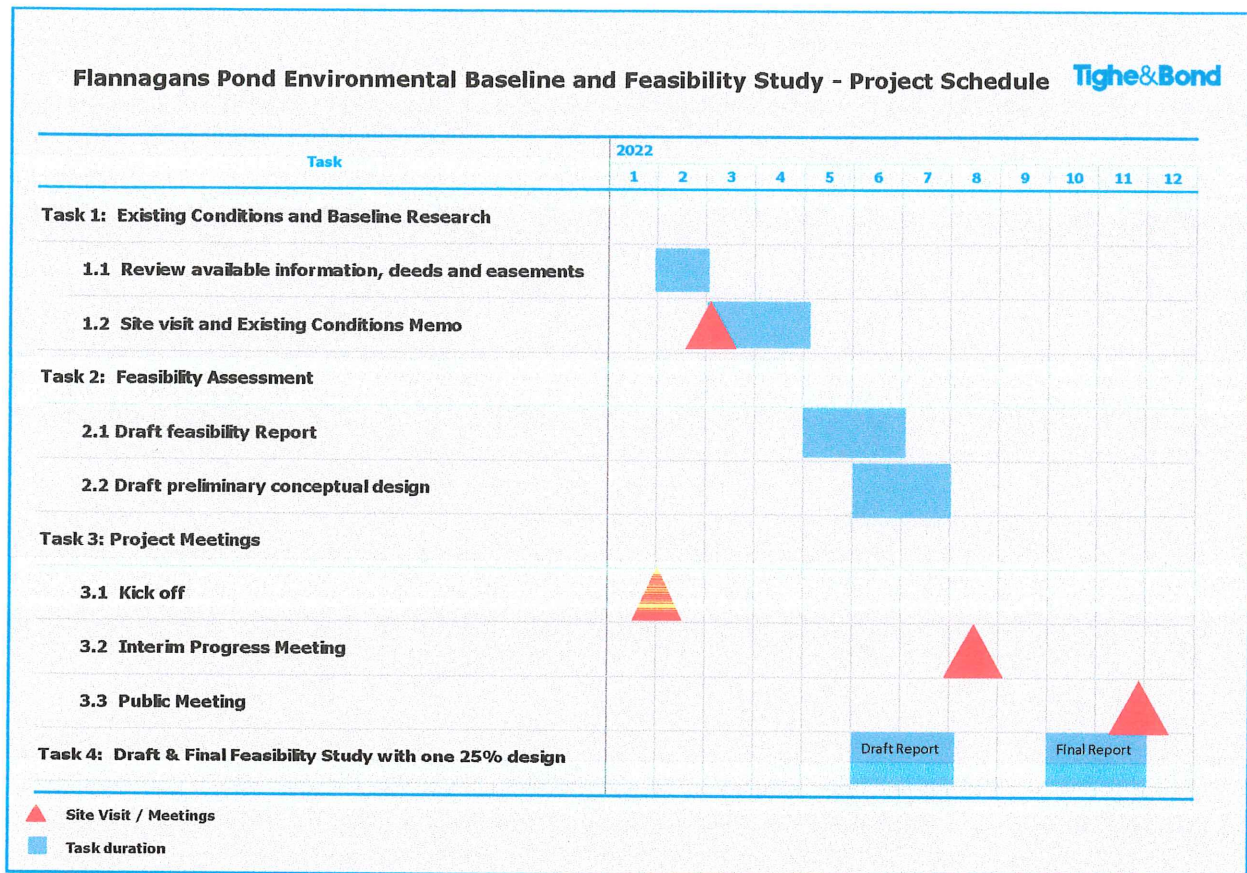
- The conceptual evaluation is focused on seven existing sites identified by the Town, which will be culled to three sites subject to more detailed evaluation as identified in the Scope of Services
- Evaluation of suitability of sites is based on project objectives as approved by the Town, as part of the Scope of Services

2.0 Fee

We recommend that the Town consider a preliminary budget of **\$25,000** for the scope items described in **Tasks 1.1 – 1.4**. Please note that this budget should be considered conservative and should only be used for planning purposes. This budget does not include any of the services listed in Task 1.5. A more accurate budget can be developed once the final scope of work is determined.

3.0 Schedule

We have prepared the following Preliminary Schedule as shown on the table below which includes the recommended tasks and approximate time to complete.

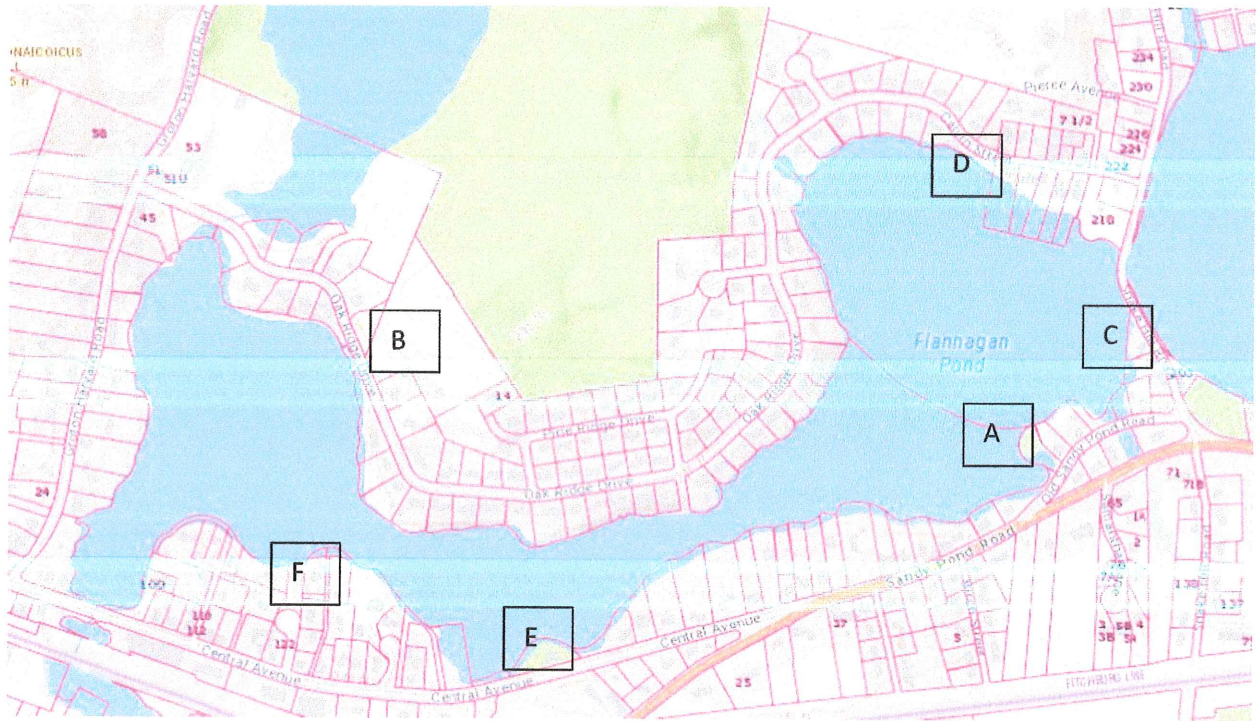


Thank you for the opportunity to assist the Town of Ayer with developing a plan for this Feasibility Study. Please let us know if you have any questions or if we can be of further assistance in this regard.

Enclosure: Figure 1 – Proposed Access Sites

J:\A\A5004 Ayer\012 Flannagan Pond Feasibility Assessment\Flannagan Pond_Feasibility Study Budget Memo_1.11.2022.docx

Figure 1 Locations of Potential Public Access Sites



Key:

- A. Old Sandy Pond Rd
- B. Oak Ridge- Old Pump Station- coincides with Oak Ridge Trail access.
- C. Snake Hill Rd
- D. #20 Calvin Street
- E. Central Ave
- F. Joyce Lane (Map 27- Lot 87)
- G. Delapadal Property (not sure where this one is)