



53 RIVER STREET MASTER PLAN COMMITTEE

MEETING MINUTES

MAY 1, 2019

7:00 PM

ACTON RECREATION CENTER, 50 AUDUBON DRIVE

Present: Peter Berry, Bill Klauer, Bill Alesbury, Lou York, Peter Hocknell, Don Boyle, Stephanie Krantz, Matthew "Selby" (staff)

Absent: John Cook

1. Opening

Chair Peter Berry opened the meeting at 7:00 p.m.

2. Regular Business

- A. Citizen's Concerns: None were raised by the citizens in attendance.
- B. South Acton Fun Fact: Peter Berry discussed the life of Aaron Fletcher, a South Acton resident. Aaron, who lived to the age of 97, fought in the Civil War in the Massachusetts Company that marched in Baltimore and also worked on the railroad in our area.
- C. Approval of Meeting Minutes: The meeting minutes from the 53 River Street Master Plan Committee February 20, 2019 meeting were reviewed and approved by unanimous vote, without any amendments.
- D. Review of the Request for Proposal (RFP): Key dates for this:
 - a. Need to publish ASAP in the Mass Central Registry on May 15.
 - b. Therefore, the RFP must be submitted by May 8.
 - c. Proposals would then be due June 14.
 - d. We meet as a committee on June 19.
 - e. Plan to have a contract in place by the end of the Fiscal Year (June 30).
 - f. Site pre-tours (if necessary): May 22 at 3 pm and May 24 at 11 am.
- E. Emergency Action Plan (EAP): The dam is considered a small hazard dam; therefore 1 scope of work thought to be needed.



- F. For a high hazard dam, costs are higher (\$8-10k for “significant”; “\$18-21k for “high hazard”).
 - a. Hydraulic and Hydrologic (H&H) study still required.
 - b. Mark Hald and Selby have ~\$10k in their budgets for this work.
 - c. Propose bundling EAP with H&H.
- G. Lou York cited that as of 2011, cost of an EAP was ~\$10,500 rather than ~\$12,000 in 2019. He also pointed out:
 - a. There are 2892 dams in Massachusetts.
 - b. 1547 are regulated by the Office of Dam Safety.
 - c. 627 are owned by Massachusetts cities and towns.
- H. It was pointed out that there is ~\$17k left over from the purchase article; we need additional clarification from the Town Manager regarding this. The question was raised when those funds return to Free Cash? If we start spending, the cash is not returned.
- I. CPA funds expire in 3 years if they are not used.
- J. Contracts are “fixed price”, and it is a competitive process. We can pick and choose proposals based on the criteria of being “advantageous” or “disadvantageous”.
- K. Selby anticipates 3-5 engineering firms are likely to bid on the project.
- L. The 53 River Street Master Plan Committee will review the technical proposals; cost proposals will stay with the Town Manager.
- M. Bill Alesbury asked about 25% permit level drawings. Selby detailed this using the Kelly’s Corner project as an example. The level of design goes from 10% to 25% to 75%, and includes activities such as digging test pits for utilities or retaining wall heights. Money for dam removal at the 25% design stage is likely to come from Town Meeting, the State, or Federal sources.
- N. The Archeology study was intentionally left out from the RFP. The plan is to use FY2019 funds for that. Will get quotes for this study (we have 3 years for cultural assessment). One question was raised – can engineers look at the dam remnants to potentially keep those with historic significance in a breached design?
- O. Selby will prepare spreadsheets that will be provided to the committee to allow ranking/scoring of the received proposals.
- P. The words “completion of project in a timely manner” will be added to the RFP Evaluation Point 2, Section A.



Q. Bill Alesbury asked how did the Lancaster dam removal proceed with evaluating their proposals? Is there something we can learn from them? Selby to follow up with Tom Christopher and ask.

R. Bill Klauer wondered if the culvert at River Street and Vanderbilt or Merriam can accommodate the added water flow, if the dam is removed. That will be in the scope of the H&H study. He also wondered what the current culvert design was based on, in terms of water flow. Does Corey York have any information regarding this?

S. Letter to downstream neighbors: Bettina Abe and Lou York independently have prepared lists of downstream neighbors from the dam. Lou pointed out that a list of stakeholders needs to be updated with the fact this committee exists, where things stand, and the status of the dam. Communication should come from the Town, and the EAP will need to be tested. Lou will send his list to Selby, who can combine with his. Selby will work with Bettina and the Town Manager to craft a letter; the committee will have a chance to review.

T. It was pointed out that the property is currently not secure. Steps needed to be taken to remedy this. The Habitat for Humanity project is complete (they had been using the site for parking). This topic will be included on the agenda for the June 19 meeting.

U. Bill Klauer asked what the cost of a chain-link fence would be? It likely would be much less expensive just to replace the missing or broken panels in the current fence.

V. Lou indicated that all trees and foliage on dams need to be removed, per the Massachusetts Office of Dam Safety.

W. The next committee meeting will take place June 19.

3. Adjournment

At 8:09 p.m., it was moved and seconded to adjourn the meeting. The motion was approved unanimously.

Documents and Exhibits Used During this Meeting:

- Agenda for May 1, 2019
- Minutes from February 20, 2019
- RFP for studies related to the dam located at 53 River Street