



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, Secretary & CEO
Thomas Tinlin, Acting Administrator



July 3, 2015

Michael Davis
Groveland Open Space & Trails Committee
Town of Groveland
183 Main Street
Groveland, MA 01834

Groveland - Groveland Community Trail from Main Street to King Street, PNF review

Dear Mr. Davis:

The District has reviewed the Project Need Form (PNF) submitted by John Hendrickson of Fay, Spofford and Thorndike. Mr. Hendrickson has indicated that you will be the contact for the Town as this project advances. The Project Initiation Form (PIF) was also submitted and reviewed as additional information. The District understands the needs expressed in the PNF and agrees that the goal of constructing a multi-use path as part of the regional trail system should be pursued further. It is recommended that the Town embark upon a limited planning process to insure that the goals and objectives of the community, the region and the corridor users will be addressed by a proposed project. At the completion of the planning process a Project Initiation Form (PIF) should be submitted with the planning study documentation.

The Town should review the Massachusetts Department of Transportation (MassDOT) *Project Development and Design Guide* with particular attention to Chapter 2, Project Development. The planning process need not be extensive but should include owners of abutting properties as well as those interested in resources that may be impacted by the proposed project. The planning process should include an effort to contact residents and businesses in the immediate area to determine if there are specific concerns associated with each individual property. Specific attention should be paid to condition, mobility, safety and security, land use and economic development, environmental, air quality and climate effects and community effects and environmental justice. The Town should specifically address the following issues during the conceptual design development.

- It appears that a public outreach effort has begun. Please submit copies of information distributed to the public along with attendance at public meetings and comments received. Any communications received from regulatory agencies or Town departments should also be included in your PIF documentation.

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- The Town should consult with National Grid to determine if use of the property will be compatible with the utility's needs. Any special considerations or additional accommodations required for the safety of trail users and utility workers must be included in the conceptual design and preliminary estimate. Your discussion with National Grid should also include any potential limitations to construction activities.
 - Consultation with the Conservation Commission or their agent regarding wetland impacts, well head and water supply protection and mitigation is encouraged early in the project development process. The storm water collection system must be designed to current standards with appropriate storm water runoff treatment prior to discharge.
 - There appear to be abutting priority habitats for rare or endangered species. The Town should consult with wildlife officials regarding impacts to these populations and any potential improvements that should be considered as part of the trail construction such as wildlife passages or fencing to protect sensitive habitat.
 - There are a number of existing culverts along the proposed trail. These structures should be inspected and any required repairs should be included in the preliminary estimate. All culvert work should conform to applicable stream crossing guidelines as outlined in the Massachusetts Stream Crossing Handbook.
 - The PNF states that a letter has been sent to the Groveland Historic Commission. Please detail any consultation or comments received from the commission.
 - A conceptual design along with a realistic preliminary estimate should be submitted. The estimate should include costs associated with utility relocations. Typical cross sections should be developed at critical sections and submitted along with the conceptual design. If connections to schools or other recreational and community facilities are envisioned, please include this work in your conceptual plan and preliminary estimate.
 - The Town must commit to funding of the design and acquisition of all right-of-way that will be necessary to complete the trail construction. This includes any property needed for parking areas, roadway junctures and crossings, utility relocations, retaining wall construction or slope adjustments. A statement of the Town's commitment must be submitted with the PIF.

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- This trail is proposed as part of a regional trail system. The Town should consult with the City of Haverhill and the Town of Georgetown regarding planning for connections into both communities and ultimately to other regional trails such as the Borders to Boston trail. Please include details of your discussions with neighboring communities and their plans with timelines for subsequent phases in the PIF documentation.
- The Town is encouraged to obtain input from the Merrimack Valley Planning Commission (MVPC) regarding the ranking of this project in relation to the other projects awaiting programming in the region and a realistic year that this project could be programmed in the Transportation Improvement Program (TIP). Information on the likelihood of the project being programmed can save the Town considerable effort and expense.

If you have any questions regarding these recommendations or the planning and project development processes, please feel free to contact Mr. Frank Suszynski, District Project Development Engineer, at 781-641-8474.

Sincerely,



Paul D. Stedman
Acting District Highway Director

cc: Anthony Komornick, MVPC
John Hendrickson, FST
Frank Suszynski, DPDE