

PROJECT STATUS REPORT

for the Community Preservation Committee

Project Name: Recreation Facilities Strategic Plan

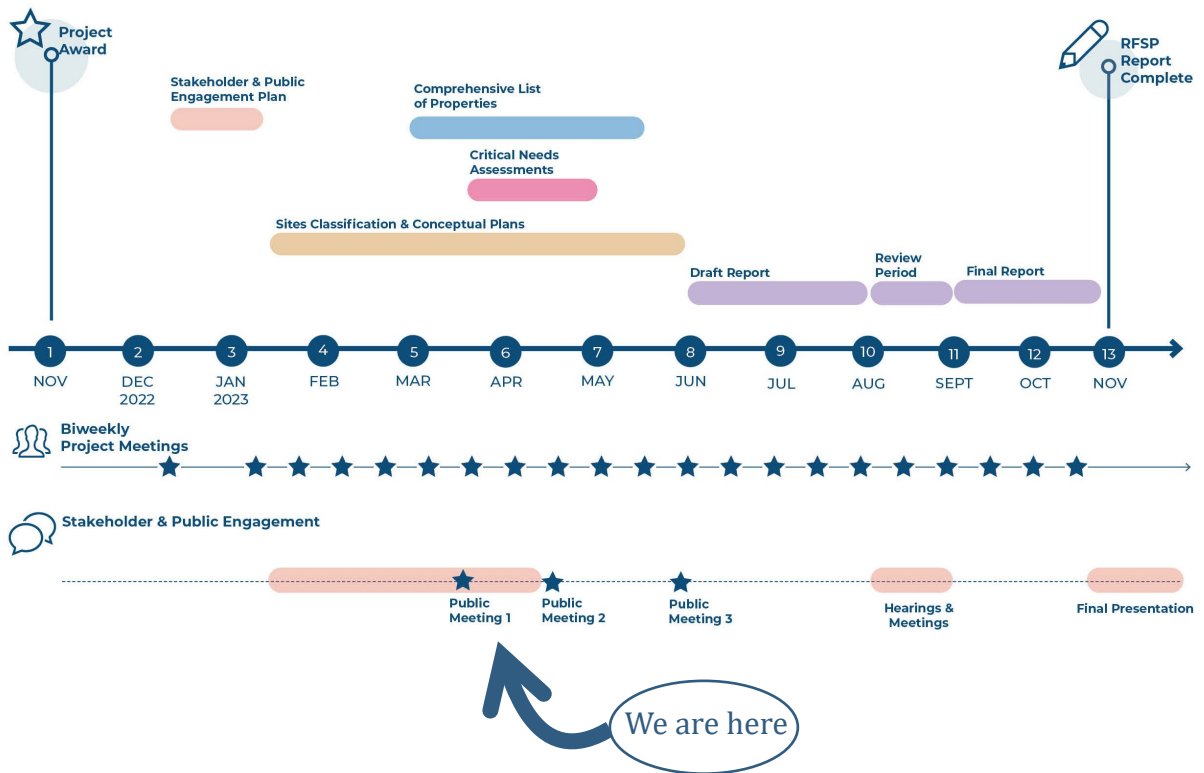
Project Number: 10-21

Date: March 13, 2023 Interim Status Report Final Status Report*

1. What percentage of the project has been completed? ~40%

2. Describe work completed to date:

The RFSP is making great progress. To date, the project team is working on a comprehensive list of recreation properties, has produced a survey that is collecting user feedback on current and future amenities, and we've hosted our first public forum. Analysis of the physical sites will start in the coming weeks (snow dependent). The below timetable outlines expected completion periods.



3. What key project milestones have been reached?

A public survey was released in mid-February and has since collected over 400 responses. Open until mid-April, the team has a goal to collect feedback from 20% of resident households.

4. Expenditure Report:

a. What is the date your project began or will begin spending CPC funds? The first bill was invoiced on January 13, 2023 and covered services through December 30, 2022. We have been billed for services through February 24, 2023 to date and receive bills monthly.

b. Attach a detailed Expenditure Report.

The following chart summarizes the different parts of the project, percent complete, and expenses to date as provided by Weston and Sampson.

Description	Contract Amount	% Work To Date	Amount Billed To Date	Previously Billed	This Inv. Billed
PHASE A-KICKOFF MEETING	6,000.00	100.00	6,000.00	6,000.00	0.00
PHASE B-STAKEHOLDER & PUBLIC ENGAGEMENT	700.00	100.00	700.00	700.00	0.00
PHASE C- STAKEHOLDER AND PUBLIC OUTREACH	20,000.00	40.00	8,000.00	5,000.00	3,000.00
PHASE D-COMPREHENSIVE LIST OF PROPERTIES	1,600.00	20.00	320.00	320.00	0.00
PHASE E-NARRATIVE OUTLINING CRITICAL	2,700.00	0.00	0.00	0.00	0.00
PHASE F-SITES / PROJECTS CLASSIFICATION	18,000.00	10.00	1,800.00	1,800.00	0.00
PHASE G-DRAFT STRATEGIC PLANS	16,800.00	0.00	0.00	0.00	0.00
PHASE H-FINAL APPROVED STRATEGIC PLAN	8,200.00	0.00	0.00	0.00	0.00
Total Fee	74,000.00		16,820.00	13,820.00	3,000.00

c. In a brief narrative, account for the amount of CPC funds expended to date:

To date, Weston and Sampson has completed 100% of the kick off meeting, 100% of the stakeholder engagement plan meetings, 40% of the public outreach, 20% of the comprehensive list of properties, and 10% of the site classifications. These project pieces are all billed based on the price proposal sheet that was submitted by Weston and Sampson for the project.

5. Describe remaining work and projected timeline:

From this point forward, the project team will be working to collect more user feedback that will be summarized in the narrative. The largest portion that still needs to be done on this project is the site review which has been delayed due to the snow. Once that is complete, Weston and Sampson will start to draft the plan narrative with a goal of review in August and completion around November 2023.

6. Describe your outreach efforts.

The Recreation Department is determined to make sure that the feedback received on the survey and participation in the public meetings is inclusive of all Concord residents. To that end, we have worked hard to spread the word about the plan by contacting the following groups to share information:

- CCHS superintendent letter
- Beede monthly newsletters
- Emailed all Concord Recreation afterschool childcare program families (500+)
- Shared in the Council on Aging newsletter and have hard copy surveys at COA
- Shared in the Town Manager’s Newsletter and have hard copy surveys at Town House
- Sent to senior management team to share on public boards in their offices
- Shared with the League of Women Voters
- Shared with the Concord Family Network
- Shared with the Community Service Coordinator in town to share with her clients
- Shared with the Public Information Officer to share on Town social media
- Shared with the Visitor Center to share with business owners and chamber of commerce
- Posted flyers at CVS
- Posted flyers at Crosbys
- Posted flyers at Rocky’s hardware
- Posted flyers at Both libraries and have hard copy surveys at both libraries
- Posted flyers in Emerson Park Display cases

- Shared information on concordrec.com at <https://concordrec.com/245/Recreation-Facilities-Strategic-Plan>
- Shared with the Rotary Club
- Shared with the Kerem Shalom Synagogue
- Shared with the Holy Family Parish
- Shared with the Tri Con Church
- Shared with the Trinity Church
- Shared with the The Bridge (events page and article)
<https://theconcordbridge.org/index.php/2023/03/08/help-make-concord-recreation-facilities-even-better-in-the-future/>
- Shared with the Concord Journal

In all publicity, we are sure to say that funding has been provided by the CPC.

7. What is the expected project completion date? Late Fall/November 2023.

Name of person who completed this form: Anna McKeown Date: 3/14/23

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*For Final Status Reports, please include representative Before, During and After Photographs of your project, if applicable.