

PROJECT STATUS REPORT

for the Community Preservation Committee

Project Name: Recreation Facilities Strategic Plan Project Number: 10-21

Date: 04/17/24 Interim Status Report Final Status Report*

1. **What percentage of the project has been completed?** 98%

2. **Describe work completed to date:**

The RFSP is almost complete. We have completed all steps of the project, except Public Comment on the final report, which closes on 4/26/24. Steps of the project included: Project awarded to Weston and Sampson, Public Engagement, Concept Plans, Critical Needs Assessment, Draft Report, Review Period, Final Report and Presentation, & Public Comment.

3. **What key project milestones have been reached?** The Park and Recreation Commission held a hybrid public information sharing and public comment hearing on 4/4/24 at 6pm at Hunt Recreation. Participants were able to join in person or over Zoom. Our public comment period has received 50 comments to date and will remain open until 4/26/24 at 5pm. The public comment link can be found on our website:

<https://www.concordrec.com/245/Recreation-Facilities-Strategic-Plan>

4. **Expenditure Report:**

- a. **What is the date your project began or will begin spending CPC funds?** The first bill was January 13, 2023.
- b. **Attach a detailed Expenditure Report.** We have one more payment to make to Weston and Sampson, \$820.00, that will be paid out in April 2024.
- c. **In a brief narrative, account for CPC funds expended to date:** The first bill was January 13, 2023, and the last will be April 2024.

5. **Describe remaining work and projected timeline:** The remaining work on this project is for us to close public comment (4/26/24) and have Weston and Sampson summarize the feedback in a report that will be added on in appendix. Estimated completion date is early May 2024.

6. **Describe your outreach efforts. Our outreach efforts to date have been described in prior reports. The outreach effort that we have completed for the final public comment period is below.**

- Posted the Public Information Session and Public Comment Hearing on the Town News in mid-March to run through 4/26/24.
- We posted to Concord Recreation's social media Mid-April, and three more times leading up to the Recreation Commission Public Information Session & Public Hearing

7. **What is the expected project completion date?** May 15, 2024

Name of person who completed this form: Leigh Jackson Date: 04/17/24.

Contact Information /Email Address: ljackson@concordma.gov

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

The Final Strategic Plan (to date) is located here: <https://www.concordrec.com/245/Recreation-Facilities-Strategic-Plan>

Expenditure Report:

| |
|---------------------------------------|
| Tax ID No: 04-2601194 |
| INVOICE |
| PLEASE MAKE CHECKS PAYABLE TO: |
| Weston & Sampson Engineers, Inc. |



55 Walkers Brook Drive, Suite 100, Reading, MA 01867
westonandsampson.com Tel: 978.532.1900

March 13, 2024

Project No: ENG22-1405

Invoice No: 3241509

DJ Fimiani
Assistant Director of Recreation
CONCORD, TOWN OF
90 Stowe Street
Concord, MA 01742

Project ENG22-1405 CONCORD RECREATIONAL FACILITIES STRATEGIC PLAN

Professional Services through February 23, 2024

Fee

| 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 | 100.00 | 20,000.00 | 20,000.00 | 0.00 |
| PHASE D-COMPREHENSIVE LIST OF PROPERTIES | 1,600.00 | 100.00 | 1,600.00 | 1,600.00 | 0.00 |
| PHASE E-NARRATIVE OUTLINING CRITICAL | 2,700.00 | 100.00 | 2,700.00 | 2,700.00 | 0.00 |
| PHASE F-SITES / PROJECTS CLASSIFICATION | 18,000.00 | 100.00 | 18,000.00 | 18,000.00 | 0.00 |
| PHASE G-DRAFT STRATEGIC PLANS | 16,800.00 | 100.00 | 16,800.00 | 16,800.00 | 0.00 |
| PHASE H-FINAL APPROVED STRATEGIC PLAN | 8,200.00 | 100.00 | 8,200.00 | 7,380.00 | 820.00 |
| Total Fee | 74,000.00 | | 74,000.00 | 73,180.00 | 820.00 |
| | | Total Fee | | | 820.00 |
| | | | TOTAL THIS INVOICE | | \$820.00 |