



TOWN OF HOLLAND
Police Department
27 Sturbridge Road Holland, MA 01521
Bryan C. Haughey
Chief of Police

To: Select Board
cc: Jay Mooney- Grant Writer
Brian Johnson- Highway Superintendent

From: Bryan C. Haughey- Chief of Police
Date: November 30, 2020
Subj: Access and Infrastructure Improvement Project [23-27-28 Sturbridge Rd]

Greetings,

I am submitting this letter to formally request that you consider a project to improve the premises and contiguous infrastructure of the properties located at 23, 27 and 28 Sturbridge Rd.

As you are aware, these locations include the Public Library, Town Hall, Elementary School and the Hitchcock Field and Recreation Area.

As you will see in the attached comprehensive proposal, the project will consist of a minimum of 2 phases of construction with the objective to:

- Improve access to the facilities,
- Slow and calm vehicle speed on the surrounding roads,
- Encourage use of those roads by bicycles and pedestrians,
- Improve intersecting traffic measures,
- Improve the designated school zone, and
- Enhance procedures for student drop off and pick up at the Elementary School.

I am aware that there are currently restrictions in place concerning the COVID-19 pandemic which may alter the process for holding meetings. However, I request that you schedule an open virtual meeting to discuss this proposal and to solicit input from the public to participate in the development of the project.

Please do not hesitate to contact me at any time concerning this matter.

Respectfully,

Bryan C. Haughey
Chief of Police

27 Sturbridge Rd - Holland Massachusetts 01521

Station: (413) 245-0117

Dispatch: (413) 245-7222

Fax: (413) 245-4482

Email: police@hollandma.org

Attachment: [Abstract]

Attachment: [Needs Assessment]

Attachment: [Goals and Objectives]

Attachment: [Project Management and Organizational Chart]

Attachment: [Project Specs]

Attachment: [Permitting and Compliance Standards]

Attachment: [Funding and Procurement]

Attachment: [Project Timeline]

Attachment: [PHASE 1]

Attachment: [PHASE 2]

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Access and Infrastructure Improvement Project [23-27-28 Sturbridge Rd]

Abstract:

The Town of Holland is seeking funding to enact the Access and Infrastructure Improvement Project for [23-27 and 28 Sturbridge Rd]. These locations encompass Town owned properties to include the Public Library, the Town Hall - Hitchcock Field and Recreation Area and the Elementary School, respectively.

The Town of Holland is a small rural community with an estimated population of 2,481 citizens (2010) and is located in Hampden County in the Commonwealth of Massachusetts. The Elementary School provides education for preschool aged students as well as grades kindergarten through 6. Within those grades, the School also accepts approximately 50 school choice students (2020), who reside in other communities. On an average school day, approximately 230 individuals can attend the School at various times, which includes the total number of students, faculty and staff affiliated with the institution combined. This number would increase when taking into account visitors, contractors, parents and other individuals who assemble at the premises during school hours and for extracurricular activities.

Students arrive at and depart from the School in the traditional ways as students in other communities, to include, by school bus, by parental / guardian drop off and pick up, by walking and by bicycling. The premises also includes an outdoor playground and a gymnasium which is utilized by the School and by youth recreational leagues, such as youth basketball, where members of the local community and outside communities congregate to participate in sporting events.

Additionally, the Hitchcock Field and Recreation Area, located along side Sturbridge Rd, approximately 300 feet across from the School, encompasses several athletic fields and other amenities for youth activity, to include 2 baseball/softball fields, a basketball court, tennis court and soccer field. This facility is utilized by the School as well as other members of the local community and outside communities where youth participate in recreational league activity, such as softball, baseball and soccer. Furthermore, this facility is utilized for recreation by local and outside youth and adults who are not affiliated with officially sanctioned leagues, specifically by utilizing the basketball and tennis court areas, which are open to the public.

The mission of the Public Library is to serve the Town as an intellectual and cultural center; to promote the sharing of ideas, advocate for an informed citizenry, and to encourage personal enrichment for people of all ages. The Library makes an effort to have available current fiction, non-fiction and reference materials in a variety of books, videocassettes and audio cassettes as well as CDs and DVDs. A public access computer is also available for patron use at the location and the Library operates 5 days a week on a regular basis.

The Town Hall is both a public building and a critical infrastructure that maintains offices for several individuals who play a vital role in hazard mitigation, planning, response and recovery as well as the continuity of operations for the Town during times of peace and during times of hazard and disaster. The Town Hall is home to the Police Station, offices for the Town Administrator and Select Board, Town Clerk, Emergency Management Director, Building and Finance Departments and Public Health Officials. Additionally, the Town Hall hosts other offices that community members visit on a regular basis in order to conduct business and contains meeting areas that are utilized by various Town departments, boards and committees to host private and public meetings.

Needs Assessment:

All of the Town owned properties identified are surrounded by multiple public roadways to include highly traveled Sturbridge Rd which is a 2 way undivided road that connects to several other main and side roads in Town, as well as the neighboring Town of Sturbridge. Furthermore, within less than 100 ft of these locations is a busy and sometimes dangerous 4 way entry point intersection which encompasses Sturbridge Rd, E. Brimfield Rd and Sand Hill Rd.

Often times, vehicles that travel on Sturbridge Rd in this area do so at a greater than reasonable rate of speed. Although the roadway is outfitted with speed regulatory signs, the few that are in place are aged, outdated and ineffective. Multiple times throughout the year the Police Department receives complaints from citizens of vehicles traveling at a high rate of speed and officers effect numerous motor vehicle stops for speeding violations on a regular basis.

Approximately 1200ft of Sturbridge Rd is designated as a school zone; however indicators for the school zone are nonexistent, aged and outdated or ineffective. For example, at the beginning of one end of the school zone, the oncoming travel lane is marked with a 20 mph school zone speed limit sign, which is not in compliance with MUTCD standards. This area also includes an outdated and sometimes ineffective flashing beacon system. At the beginning of the school zone in the opposite direction there is no speed limit sign or flashing beacon system at all. The school zone and crosswalks markers painted on the roadway itself are faded and ineffective and the few warning signs in the area are also aged, outdated and ineffective. Additionally, there are no sidewalks in place surrounding the perimeter of the School or the Field and Recreation Area.

Problems also persist pertaining to access and egress to and from the School parking lot for buses and personal vehicles, specifically during times of arrival and dismissal. The inadequate system is a product of a poor design combined with the small size of the parking lot and results in vehicles needing to stop and remain on the contiguous roads [Sturbridge Rd] and at times [Sand Hill Rd], while waiting to enter the lot for drop off and pick up. This results in congestion and hazards for the waiting and passing vehicles and sometimes causes entrances to become jammed and blocked, in turn, potentially obstructing school buses and more importantly, access for emergency vehicles and apparatus.

The lot does not have drop off or pick up lanes and the designated fire lanes are required to double as school bus lanes. All these factors result in school officials and public safety officials needing to physically monitor and direct vehicles and set up devices such as traffic cones inside the lot in an attempt to create improvised lanes in order to ensure buses, emergency vehicles and other vehicles do not become obstructed or trapped. Furthermore, poor angles and poor line of site for exiting vehicles due to flawed designs contribute to an unsafe environment.

Other consistent problems include the 4 way intersection described above which becomes extremely busy at those times when school is opening and dismissing as well as when events are being held at the School, Field and Town Hall. Similar to Sturbridge Rd, the few regulatory and warning signs that are in place on these roads are aged, outdated and ineffective, including the stop signs for vehicles approaching the intersection via [E. Brimfield Rd] and [Sand Hill Rd]. The two lanes of travel on Sturbridge Rd approaching the intersection have no posted rules to slow or stop at the intersection, essentially creating a 2 direction stop regulation for the 4 way intersection. The line of site is also

Access and Infrastructure Improvement Project [23-27-28 Sturbridge Rd]

hindered at this intersection for vehicles entering by way of its poor design and has resulted in many accidents over the years.

Furthermore, the Library and Town Hall parking areas cause recurring problems due to their poor design of being approximately 90 degrees perpendicular to E. Brimfield Rd. This causes a serious safety hazard as vehicles are required to either stop in the roadway and back into a space, or pull into a space forward, which in turn will cause them to back into the roadway, and potentially back into oncoming two way traffic when exiting the parking areas. As is the case with the other roadways, regulatory and warning signs are nonexistent, aged and outdated or ineffective. This problem is magnified as a large hill is traveled upon while approaching the Field, Town Hall and Library on E. Brimfield Rd, causing significant line of sight restrictions.

In addition, all these areas are poorly lit at best, including the parking lot to the Field and Recreation Area which has no lighting and is unpaved and not lined with parking spots, creating multiple hazards to both vehicles and pedestrians.

Goals & Objectives:

By focusing on enhancing access to these locations, shared measures for vehicle and pedestrian traffic, regulatory improvements and traffic and speed calming aspects, we can greatly advance safety for all those who enter and exit these sites and for those who utilize the contiguous roads for recreation and transit.

In part, we can accomplish these goals by establishing systems that include highly visible signs, signals and devices which aim to reduce the travel speeds of vehicles while alerting those vehicles to the fact that these areas are utilized by pedestrians.

As stated in The Institute of Transportation Engineers' (ITE) publication *Traffic Calming: State of the Practice (1999)*, traffic calming is defined as "the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior, and improve conditions for non-motorized street users."

According to the New England Institute of Transportation Engineers (NEITE) publication on *Traffic Calming Guidelines, (2000), updated (June 2016)*, the above ITE definition is rather broad. In fact, "any traffic control device or feature that enhances pedestrian or bicycle safety (even traffic signals and sidewalks) could be considered by some people to represent traffic calming."

Traffic calming measures will encourage physical activity within a neighborhood or on a street in ways that enhance health, safety, and quality of life of neighborhood residents and visitors. The definition specifically rules out "increased enforcement" as a primary traffic calming measure. This is because, by definition, increased enforcement is sporadic, not continuous, not self-enforcing, and is a very expensive and open-ended measure.

As outlined, the definition also indicates that the primary purpose of traffic calming is to slow traffic and not necessarily divert traffic. However, it also specifically does not limit the functional class where traffic calming can be implemented. Not only can traffic calming be applicable to residential neighborhoods, but also to roads near or providing non-motorized access to activity centers such as schools and colleges, institutional and postal facilities, athletic fields, or downtown and neighborhood retail/commercial land uses.

According to the Pioneer Valley Planning Commission publication, *Understanding Traffic Calming Measure (date unknown)*, the objective of traffic calming is to improve neighborhood livability and pedestrian safety through the reduction of average travel speeds on residential roads. Traffic calming relies on the installation of physical features to slow vehicle speed and enhances safety on local streets.

Already used effectively in Europe for decades, traffic calming techniques are now being instituted in communities throughout North America. Reconfiguring the physical design of a roadway is the most effective way to reduce speeding on residential streets, avoid traffic accidents and prevent fatalities. Cities with successful traffic calming programs have neighborhoods that are safer, more livable, and more enjoyable. Small, inexpensive retrofits of a roadway can result in speed and traffic volume levels that promote more habitable communities.

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By spotlighting redesign techniques to calm traffic and to improve the breakdowns that we face as it pertains to the dangerous intersection and the inadequate entry and exit points of the parking lots, not only can we reduce the likelihood of accidents and injury by eliminating those compromised settings, we can also provide an opportunity to significantly improve the procedures that are in place for student transportation.

Objectives:

- Enhance safety measures for those who utilize the facilities and roadways
- Reduce vehicular speed on all roadways contiguous to the area
- Create a friendly and easily accessible environment for pedestrians and bicyclists who utilize the facilities and roadways by developing safe route systems
- Increase the level of respect for non-motorists, including pedestrians and users of the Sturbridge Rd bicycle lanes
- Improve convenience for all users of the facilities and roadways by reducing congestion and gridlock
- Reduce crashes, accidents and noise
- Enhance the appearance of the facilities and roadways
- Reduce the need for police enforcement on the roadways
- Improve the quality of life for all users and abutters

Project Management and Organizational Chart:

After the concept of the project has been attained and agreed upon the planning phase of development should begin. This is where the scope of the project is defined and a project management team is created for the purpose of defining individual roles and responsibilities so that all persons involved know to whom they are accountable.

It is recommended that this phase includes a team of individuals who have the ability to identify and develop a cost analysis, funding sources and a realistic timetable for project completion. Planning and project development may include consultants who are comprised of outside service providers, such as engineering firms, architectural firms and law firms.

Additionally, consultants may include municipal personnel who provide advice, recommendations or other input. For example, consultants may include members of municipal finance, parks, recreation, building, zoning, planning, and conservation sections, as well as public safety, public works and school department personnel.

It is recommended that members of the planning and development team maintain the capability to work in a collaborative manner with other members of the project team and maintain the capacity to prioritize and be flexible so they can adapt and refine goals as needed.

Team assignments should be limited in scope and time for the purpose of maintaining a manageable operation overall. It is also important that the planning and development phase consider risk factors and quality control issues.

Planning and development should involve aspects to engage citizens and other members of community to participate in the planning of the project and may include activities such as public meetings and informational workshops that expand beyond simply providing notice that a project will be taking place.

It is of vital importance to preserve a consistent and reliable management structure to enhance communication between the diverse disciplines within the project team and to demonstrate a clear and concise reporting procedure.

A well designed management system includes the ability to identify resources and assignments and the ability to provide team members with direction in a controlled manner to ensure that best practices are followed and the quality of output is paramount for purposes of attaining maximum efficiency.

While executing the project, careful consideration should be given to the procurement and purchasing components in order to ensure that supplies and resources are readily available at the appropriate time.

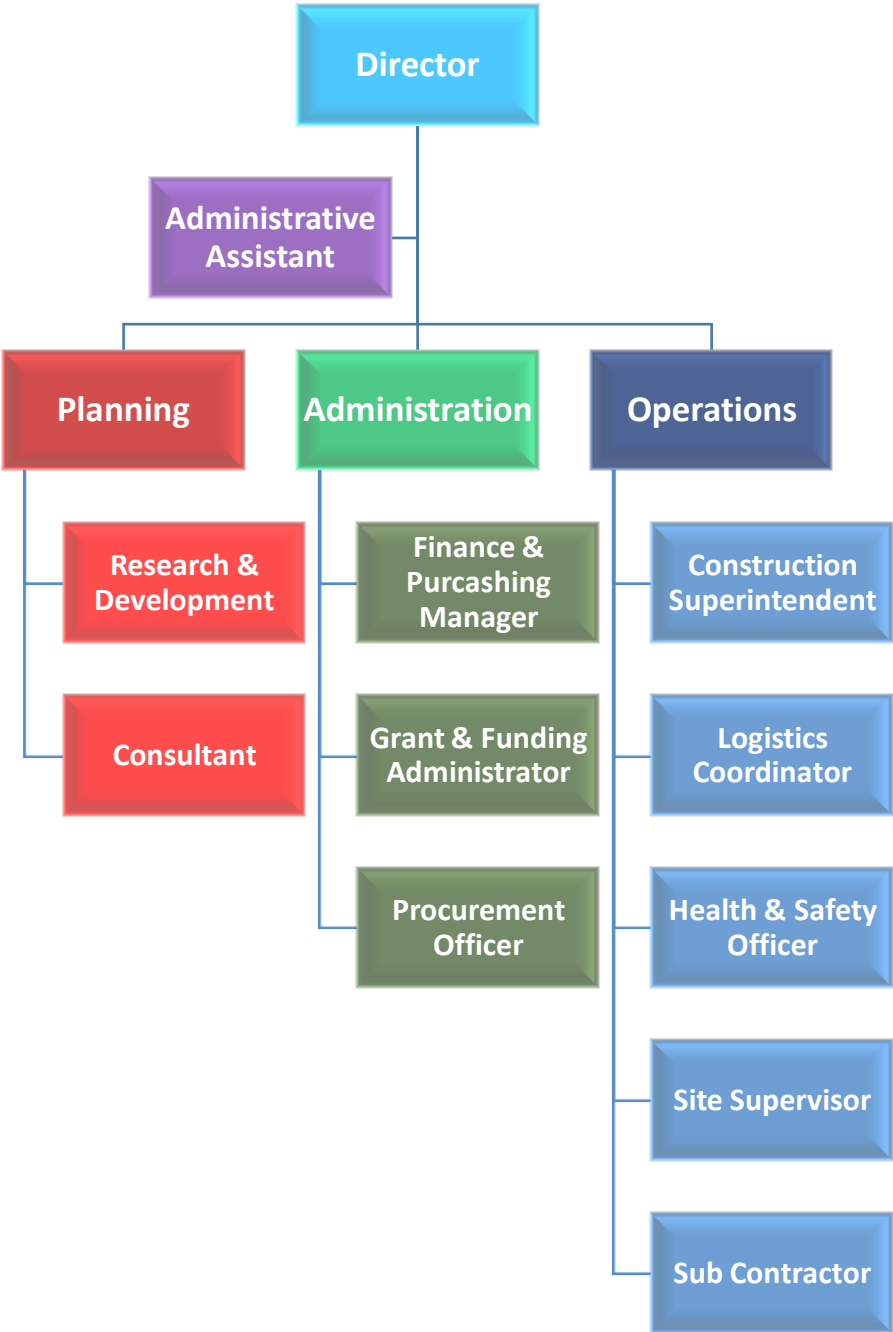
It is recommended that cost tracking systems are implemented, schedules are monitored and plans are modified as needed. Objectives, quality control and performance should continue to be monitored throughout the project and status reports, progress reports and project development updates should be calculated and reviewed during all phases of the operation.

Access and Infrastructure Improvement Project [23-27-28 Sturbridge Rd]

It is also important to consider a close out phase once the project is complete in order to evaluate project successes and to identify failures for the purpose of understanding so modifications can be made to improve future projects.

Project Management Team		
<i>Title</i>	<i>Name</i>	<i>Phone/VM/Email</i>
Director	Bryan Haughey- Chief of Police	413-245-0117 ext:330 bhaughey@hollandma.org
Director	Brian Johnson- Highway Superintendant	413-245-3276 highwaydept@hollandma.org
Project Administrator	-	-
Finance & Purchasing Manager	-	-
Grant & Funding Administrator	Jay Mooney- Grant Writer	grantwriter@hollandma.org
Operations Manager	Brian Johnson	413-245-3276 highwaydept@hollandma.org
Construction Superintendent	-	-
Logistic Coordinator	-	-
Health & Safety Officer	-	-
Site Supervisor	-	-
Project Procurement Officer	-	-
Administrative Assistant	-	-
Consultant	-	-
Sub Contractor	-	-
Municipal Chief Financial Officer [CFO]	Linda Blodgett- Town Treasurer	413-245-7108 ext:104 treasurer@hollandma.org
Municipal Chief Procurement Officer [CPO]	Janine Drake- Town Administrator	413-245-7108 ext:108 townadmin@hollandma.org

Organizational Chart:



Access and Infrastructure Improvement Project [23-27-28 Sturbridge Rd]

Project Specs:

Please note that all distance measurements are calculated by approximation and should only be considered a realistic estimate at this time.

Perimeter of total work zone:

- 0.08 sq mi
- 220,000 sq ft

Worksites:

<i>Location</i>	<i>Address</i>	<i>GIS Parcel No</i>	<i>Coordinates or Distance</i>	<i>Construction Phase</i>
1. Hitchcock Field & Recreation Area	27 Sturbridge Rd	13-D-2 13-D-2.1	N 42.03998 W 72.09613	1
2. Town Hall	27 Sturbridge Rd	13-D-2	N 42.03998 W 72.09613	2
3. Library	23 Sturbridge Rd	13-C-8	N 42.06607 W 72.16098	2
4. Elementary School	28 Sturbridge Rd	R22-A-2	N 42.03951 W 72.09565	2
5. Sturbridge Rd	6-57	-	3000 ft	2
6. E. Brimfield Rd	30-27	-	1950 ft	2
7. Sand Hill Rd	24-28	-	1300 ft	2

PHASE 1 construction impacts:

- Federally owned or regulated property: NONE
- State owned or regulated property: NONE
- Municipally owned or regulated property: YES
- Public ways NONE
- Privately owned property: NONE

- Environmental impacts: NONE
- Traffic and travel impacts: NONE

PHASE 2 construction impacts:

- Federally owned or regulated property: NONE
- State owned or regulated property: NONE
- Municipally owned or regulated property: YES
- Public ways YES
- Privately owned property: NONE

Access and Infrastructure Improvement Project [23-27-28 Sturbridge Rd]

- Environmental impacts: NONE
- Traffic and travel impacts: NONE

Access and Infrastructure Improvement Project [23-27-28 Sturbridge Rd]

Permitting and Compliance Standards:

Some projects may require approval or permits to be obtained from one or more levels of government, to include federal, state and local agencies. It is recommended that the Operations Manager or Construction Superintendant obtain all permits necessary for the purpose of construction whereas specific plans may be required to be submitted as part of the application process.

Additionally, in certain circumstances, such as construction on private land, approval will be required from the property owner. In private property situations, consideration should be given to conferring with legal counsel.

<u>Approval and Permitting: PHASE 1</u>				
<i>Agency</i>	<i>Requirement</i>	<i>Approval</i>	<i>Permit</i>	<i>Status</i>
FEDERAL	Not Required	-	-	
1. -	-	-	-	-
2. -	-	-	-	-
STATE	Not Required	-	-	-
1. -	-	-	-	-
2. -	-	-	-	-
LOCAL	Required	-	-	-
1. Select Board	Required	X	-	PENDING
2. -	-	-	-	-
PRIVATE	Not Required	-	-	-
1. -	-	-	-	-
2. -	-	-	-	-

<u>Approval and Permitting: PHASE 2</u>				
<i>Agency</i>	<i>Requirement</i>	<i>Approval</i>	<i>Permit</i>	<i>Status</i>
FEDERAL	-	-	-	
3. -	-	-	-	-
4. -	-	-	-	-
STATE	-	-	-	-
3. -	-	-	-	-
4. -	-	-	-	-
LOCAL	Required	-	-	-
3. Select Board	Required	X	-	PENDING
4. -	-	-	-	-
PRIVATE	-	-	-	-
3. -	-	-	-	-
4. -	-	-	-	-

Access and Infrastructure Improvement Project [23-27-28 Sturbridge Rd]

Compliance Standard Requirements:

1. The provisions outlined in the Massachusetts Department of Transportation Highway Division, massDOT, [Manual on Uniform Traffic Control Devices](#), MUTCD and the Standard Municipal Traffic Code, SMTC, shall be followed.
2. The provisions outlined in the Massachusetts Department of Transportation Highway Division, massDOT, [Smart Work Zone Design Standards](#), Version 1.1, shall be followed.
3. The provisions outlined in The [Americans with Disabilities Act \(ADA\)](#) shall be followed.

Funding and Procurement:

Financial opportunities should be explored and approved during the planning phase of a project. Funds may originate from several different sources to include grants or donations or by way of other forms of federal, state and local appropriations. It is expected that the Finance and Purchasing Manager work closely with the municipal CFO as well as other funding administrators, such as grant writers and accountants.

Funding Sources: PHASE 1		
<i>Source</i>	<i>Program</i>	<i>Percent or Amount</i>
1. massDOT*	Shared Winter Streets & Spaces	100%
Reference:	https://www.mass.gov/shared-winter-streets-and-spaces-grant-program	
<hr/>		
<i>Source</i>	<i>Program</i>	<i>Percent or Amount</i>
2. -	-	-
Reference:	-	

* Potential funding source

Funding Sources: PHASE 2		
<i>Source</i>	<i>Program</i>	<i>Percent or Amount</i>
1. -	-	-
Reference:	-	
<hr/>		
<i>Source</i>	<i>Program</i>	<i>Percent or Amount</i>
2. -	-	-
Reference:	-	

Procurement Requirements:

1. The process for procuring bids, proposals and contracts for services, supplies and other professional services shall follow the [Uniform Procurement Act](#) as outlined in G.L. c. 30b.
2. Pursuant to [§ 4](#), for the procurement of a supply or service in the amount of \$10,000 or greater, but not more than \$50,000, the procurement officer shall seek written quotations from no fewer than 3 persons customarily providing the supply or service. The procurement officer shall record:
 - the names and addresses of all person from whom quotations were sought
 - the purchase description used for the procurement
 - the names of the persons submitting quotations and
 - the date and amount of each quotation

Such information shall be retained in the file required pursuant to this section.

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3. A governmental body may require that any procurement in an amount of not more than \$50,000 be subject to [§ 5](#). The procurement officer shall award the contract to the responsible person offering the needed quality of supply or service at the lowest quotation.

4. Procurement in the amount of less than \$10,000 shall be obtained through the exercise of sound business practices.

If labor is to be completed at the local level by qualified municipal employees, procurement does not require construction sub contractors to be solicited for the project.

Procurement Sources: PHASE 1				
<i>1. Vendor</i>	<i>Description</i>	<i>Name</i>	<i>Date</i>	<i>Amount</i>
-	-	-	-	-
Address:	-			
Website:	-			
<i>2. Vendor</i>	<i>Description</i>	<i>Name</i>	<i>Date</i>	<i>Amount</i>
-	-	-	-	-
Address:	-			
Website:	-			
<i>3. Vendor</i>	<i>Description</i>	<i>Name</i>	<i>Date</i>	<i>Amount</i>
-	-	-	-	-
Address:	-			
Website:	-			

Procurement Sources: PHASE 2				
<i>1. Vendor</i>	<i>Description</i>	<i>Name</i>	<i>Date</i>	<i>Amount</i>
-	-	-	-	-
Address:	-			
Website:	-			
<i>2. Vendor</i>	<i>Description</i>	<i>Name</i>	<i>Date</i>	<i>Amount</i>
-	-	-	-	-
Address:	-			
Website:	-			
<i>3. Vendor</i>	<i>Description</i>	<i>Name</i>	<i>Date</i>	<i>Amount</i>
-	-	-	-	-
Address:	-			
Website:	-			

Access and Infrastructure Improvement Project [23-27-28 Sturbridge Rd]

Project Timeline:

Please note that some timeline dates are official project deadlines in accordance with funding regulations. If no solid deadline is in place, the date should be considered an anticipated result.

<u>Overall Timeline:</u>	
<i>Date</i>	<i>Project</i>
1. 2020 NOV 30	Submit project proposal to local government officials
2. 2020 DEC 01	Present to Select Board and solicit public input
3. -	-
4. -	-
5. -	-
6. -	-
7. -	-
8. -	-
9. -	-
10. -	-

<u>Timeline: PHASE 1</u>	
<i>Date</i>	<i>Project</i>
1. 2020 NOV 30	Submit project proposal to local government officials
2. 2020 DEC 01	Present to Select Board and solicit public input
3. 2020 DEC 04	Deadline to submit for consideration and award by 2020 DEC 22
4. 2021 JAN 05	Deadline to submit for consideration and award by 2021 FEB 02
5. 2021 JAN 29	Deadline to submit for consideration and award by 2021 FEB 26
6. 2021 FEB 26	Deadline to submit for consideration and award by 2021 MAR 26
7. 2021 MAR 31	Secure remaining approval and permits
8. 2021 MAR 31	Final procurement and purchase of all supplies and services
9. 2021 MAY 01	Commence Construction Operations
10. 2021 MAY 31	Deadline for completion and spending for all award rounds

<u>Timeline: PHASE 2</u>	
<i>Date</i>	<i>Project</i>
1. -	-
2. -	-
3. -	-
4. -	-
5. -	-
6. -	-
7. -	-
8. -	-
9. -	-
10. -	-

PHASE 1

Worksite:

Hitchcock Field and Recreation Area

Physical Address:

27 Sturbridge Rd

GIS Mapping Parcel Number:

13-D-2
13-D-2.1

Coordinates:

N 42 03.998
W 72 09.613

Worksite orientation:

Unpaved and unimproved parking lot, recreational baseball and softball fields, soccer field, basketball court, tennis court

Construction impacts:

- Federally owned or regulated property: NONE
- State owned or regulated property: NONE
- Municipally owned or regulated property: YES
- Public ways NONE
- Privately owned property: NONE

- Environmental impacts: NONE
- Traffic and travel impacts: NONE

Access and Infrastructure Improvement Project [23-27-28 Sturbridge Rd]

Permitting and Compliance Standards:

<u>Approval and Permitting: PHASE 1</u>				
<i>Agency</i>	<i>Requirement</i>	<i>Approval</i>	<i>Permit</i>	<i>Status</i>
FEDERAL	Not Required	-	-	
1. -	-	-	-	-
2. -	-	-	-	-
STATE	Not Required	-	-	-
1. -	-	-	-	-
2. -	-	-	-	-
LOCAL	Required	-	-	-
1. Select Board	Required	X	-	PENDING
2. -	-	-	-	-
PRIVATE	Not Required	-	-	-
1. -	-	-	-	-
2. -	-	-	-	-

Compliance Standard Requirements:

1. The provisions outlined in the Massachusetts Department of Transportation Highway Division, massDOT, [Manual on Uniform Traffic Control Devices](#), MUTCD and the Standard Municipal Traffic Code, SMTC, shall be followed.
2. The provisions outlined in the Massachusetts Department of Transportation Highway Division, massDOT, [Smart Work Zone Design Standards](#), Version 1.1, shall be followed.
3. The provisions outlined in The [Americans with Disabilities Act \(ADA\)](#) shall be followed.

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Funding and Procurement:

Funding Sources: PHASE 1		
<i>Source</i>	<i>Program</i>	<i>Percent or Amount</i>
1. massDOT*	Shared Winter Streets & Spaces	100%
Reference:	https://www.mass.gov/shared-winter-streets-and-spaces-grant-program	
<i>Source</i>	<i>Program</i>	<i>Percent or Amount</i>
2. -	-	-
Reference:	-	

* Potential funding source

Procurement Sources: PHASE 1				
<i>1. Vendor</i>	<i>Description</i>	<i>Name</i>	<i>Date</i>	<i>Amount</i>
-	-	-	-	-
Address:	-			
Website:	-			
<i>2. Vendor</i>	<i>Description</i>	<i>Name</i>	<i>Date</i>	<i>Amount</i>
-	-	-	-	-
Address:	-			
Website:	-			
<i>3. Vendor</i>	<i>Description</i>	<i>Name</i>	<i>Date</i>	<i>Amount</i>
-	-	-	-	-
Address:	-			
Website:	-			

Goals & Objectives:

- Improve overall access to the Town owned and maintained public Field and Recreation Area by developing a safe route system for pedestrian and bicycle traffic
- Establish a safer road crossing system between the School and the Field
- Establish a safer outdoor experience for recreation and community activities
- Establish open space for citizens and visitors to walk while physically distancing themselves from one another
- Establish new sidewalks, walking paths, multiuse paths, crosswalks, ramps and bicycle facilities to make key connections to the Field and Recreation Area

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Project Considerations:

- Improve the existing crosswalks spanning Sturbridge Rd [public way] that lead to the Field and Recreation Area by repainting with high visibility pavement paint and replacing aged and outdated crosswalk signs with new high visibility signs, add lighting
- Establish new crosswalks spanning Sturbridge Rd and E. Brimfield Rd [public way] that lead to the Field and Recreation Area utilizing high visibility pavement paint and adding new high visibility signs, add lighting
- Establish lighted safe route multiuse paths on the premises that can be utilized by pedestrians and bicycles to access the facility
- Establish lighted safe route multiuse paths around the perimeter of the premises that can be utilized by pedestrians and bicycles as open space and physically distanced paths
- Install bicycle racks, planters, benches and tables
- Improve the Field and Recreation Area parking lot by paving and adding parking spot lines, add lighting
- Establish and improve traffic and speed calming techniques on surrounding roads

Boundary Statement:

Establish a quick build project to construct or improve upon existing sidewalks, curbs, streets, on-street parking spaces, and off-street parking lots in support of public health, safe mobility, and renewed commerce.

Project Assumptions and Inclusions:

- Investing in local downtowns and villages by repurposing streets, plazas, sidewalks, curbs, and parking areas to facilitate outdoor activities and winter community programming, including but not limited to facilities for eating, shopping, play, and community events and spaces for all ages.
- Expanding sidewalks
- Accessibility upgrades to curb-ramps, crosswalks, and/or related facilities
- Repurposed and/or expanded portions of streets, curbs, and/or sidewalks to create more safe space for people to walk and bike, retail activity, dining, and community programming
- Repurposed parking areas – on- and off-street – for walking, biking, recreation, outdoor seating, retail and/or dining
- Heaters and other outdoor dining and activity equipment to support winter programming, as long as they are part of a larger project that makes use of streets, plazas, sidewalks, curbs, and/or parking areas.
- Lighting for outdoor programming

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- Reimagined Streets: Prioritize safe space for people walking and biking by implementing low-speed streets, 'shared streets,' new sidewalks, new protected bike lanes, **new off-road trails, new bicycle parking, new crosswalks, traffic-calming measures,** and ADA-compliant ramps
- Converted streets for exclusive and/or shared use by people walking and/or biking
- Safety, traffic calming, and speed reduction measures such as raised crossings/intersections, decreased width of travel lanes, mini traffic circles, chicanes, curb extensions/tightening curb radii
- **New or improved roadway crossings such as new ramps, signage or paint**
- Modified traffic signals to support safe walking and biking (changes to traffic signals require plans stamped by a registered Professional Engineer, usually a municipal staff member), including HAWK signals and RRFBS
- Protected bicycle lanes, bicycle parking, signage, pavement markings (markings for 'sharrows' are not eligible for funding)
- **Contiguous walking and/or biking corridors among neighborhoods and/or destinations**
- Bicycle/Pedestrian Counter equipment only if incorporated into a new bicycle/pedestrian facility
- **Permanent off-road trail projects, including facilities and improvements**
- Wayfinding equipment for bicyclists and pedestrians
- **Lighting for pedestrians and cyclists**
- **Safe Routes for Seniors, walking and bicycling facilities within 1 mile to senior centers, housing for elders, and travel corridors used by seniors. *The Hitchcock Field and Recreation Area is located within 1 mile of the [Town owned and operated] Senior Center which is situated at 40 Brimfield Rd. Estimated distance from the Field is approximately, 3,311 ft, 0.6 mi***
- **Safe Routes to School, walking, bicycling and pick-up/drop off areas within 2 miles of a school and/or along corridors used by youth**
- **Safe Routes to Open Spaces and Parks, including new pedestrian and bicycle facilities to make key connections to open space and parks**
- Transit Connections, improvements support safe walking and biking within 1 mile of a transit stop
- Establish new facilities for buses, including but not limited to dedicated bus lanes, traffic-signal priority equipment, and bus shelters
- Dedicated bus lanes (inclusion in any project results in extra credit in project scoring)
- Transit signal priority
- Bus stops and related facilities and infrastructure
- Support the capital costs of new bikeshare equipment
- New and/or expanded capital costs for bicycle and micromobility share equipment (operating costs are not eligible)
- Convert temporary/pilot Shared Streets projects – including those not funded by MassDOT – to permanent facilities.

Exclusions:

- Projects to simply maintain or repair existing roadways, sidewalks, bus lanes, parking areas, plazas, parks, or other public facilities
- Projects that cannot be implemented and operational by May 31, 2021
- Project costs incurred prior to the issuance date of a Notice to Proceed given under this program
- Funding to seed municipally administered grant programs
- Ongoing maintenance, operational, and enforcement costs associated with a project
- Projects on private property that are not open to the general public

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- Projects on private property without a written agreement between the municipality and the property owner confirming that the property can be used for the purposes of the proposed project, should funding be awarded
- Proposed projects may not detour or suspend public transit service in the area of the proposed project
- Proposed projects may not impede the use of travel routes by people with disabilities or violate the Americans with Disabilities Act or the requirements of the Massachusetts Architectural Access Board
- Projects to repurpose public parks or parkland for outdoor dining, commerce, or transportation purposes
- Proposed projects may not remove or impede access to bike lanes
- Contingencies, field engineering, or design above 10% of the project total
- Police details or temporary traffic enforcement
- Electronic message boards, including speed radar signs
- Costs of propane for heaters are not eligible, especially the costs of on-going propane contracts

Project Criteria:

Proposed project shall satisfy at least one Project Type(s) and two Project Elements. Preference given to projects with the following features:

- **Quick Launch: Whether proposed project can be implemented expeditiously (within 90 days)**
- **Turning Pilots Permanent: Proposed projects that turn quick-build pilots permanent by May 31, 2021**
- **Permanence: Whether proposed project shows strong potential to be made permanent**
- **Equity: Whether proposed project is in a Census Block Group identified by the relevant Regional Planning Agency as an Environmental Justice area. An additional equity point will be awarded to projects that are situated in census blocks in which the area median household income is below the statewide median household income**
- **Transit: Whether the proposed project will improve or create access to transit**
- **COVID-19 Rates: Whether the applicant municipality is designated as a COVID-19 'higher risk (red) community' at the time of application. Applications will get this point even in the lead municipality is not a higher risk community but a municipality partnering on the application is**
- **Safe Routes to Open Space and Parks – New sidewalks, walking paths, multiuse paths, crosswalks, ramps, bicycle facilities to make key connections to open space and parks**
- **Community Engagement - Whether proposed project has demonstrated engagement through public involvement activities, as part of project development beyond simply providing notice (public meeting, survey, workshop, etc.), or is included in an existing local or regional planning document**
- **Successful projects are those that can be implemented quickly, flexibly, at relatively low cost, and without major roadway reconstruction.**

Applicants should consider using inexpensive and readily available materials, such as traffic cones, temporary plastic barriers, flexible delineators, planters, and paint. Materials purchased using funds

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from this program become the property of the municipality. Note that pavement and paint work often cannot be done in the winter months - applicants should plan accordingly.

Projects that require substantive roadway/curb reconstruction may be better suited for other programs, such as the MassDOT Complete Streets program, the MassTrails Grant Program, and the Commonwealth's MassWorks program. Projects that focus on maintenance or repair may also be better suited for use of Chapter 90 funds. Nothing about this program will change the control or ownership of any municipal roadway.

Project Details:

- Municipalities may work together to propose cross-municipality projects, provided one municipality acts as the lead applicant
- Applicant municipalities must secure all necessary local approvals prior to funds being awarded under this program, including but not limited to sign-off on the proposal concept(s) by the relevant public safety entities and by municipal bodies responsible for ensuring equitable access by people with a range of abilities
- Applicant municipalities are required to demonstrate that public notification related to the proposed project has been given. Bonus points will be awarded to municipalities demonstrating concerted and thoughtful community engagement related to the project planning, design, and implementation. Bonus points will also be awarded to proposed projects that are included in a local or regional planning document
- Municipalities are encouraged to work in partnership with other entities, such as local businesses, civic organizations, chambers of commerce, schools, camps, and other childcare or youth-oriented facilities, Transportation Management Associations, houses of worship, and community centers to develop and implement proposed projects
- Applicant municipalities are encouraged to work with their local Regional Planning Agency and Regional Transit Authority in support of a proposed project
- A mid-point survey will be administered approximately six weeks after the grant award date, and a final close-out report will be sent to each municipality at the end of May 2021. The mid-point survey will ask for an update on project progress and any impediments to project implementation. The final report will gather information on how the grant was spent and implemented, whether the project met anticipated goals, and whether the project will be made permanent. Unless otherwise noted, final reports must be completed and returned to MassDOT by June 30, 2021
- Project costs incurred prior to the issuance date of a Notice to Proceed given under this program are not considered eligible expenses
- Applicant municipalities are required to demonstrate that all funding awarded under the previous round of Shared Streets & Spaces has been fully expended and all projects fully implemented before applying for additional funding under the Shared Winter Streets & Spaces program

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Timeline:

<u>Timeline: PHASE 1</u>	
<i>Date</i>	<i>Project</i>
1. 2020 NOV 30	Submit final project proposal to local government officials
2. 2020 DEC 01	Present to Select Board and solicit public input
3. 2020 DEC 04	Deadline to submit for consideration and award by 2020 DEC 22
4. 2021 JAN 05	Deadline to submit for consideration and award by 2021 FEB 02
5. 2021 JAN 29	Deadline to submit for consideration and award by 2021 FEB 26
6. 2021 FEB 26	Deadline to submit for consideration and award by 2021 MAR 26
7. 2021 MAR 31	Secure remaining approval and permits
8. 2021 MAR 31	Final procurement and purchase of all supplies and services
9. 2021 MAY 01	Commence Construction Operations
10. 2021 MAY 31	Deadline for completion and spending for all award rounds

PHASE 2

Worksites:

1. Elementary School

Physical address:

28 Sturbridge Rd

GIS mapping parcel number:

R-22-A-2

Coordinates:

N 42.03951

W 72.09565

Worksite orientation:

Improved parking lot and premises

2. Town Hall

Physical address:

27 Sturbridge Rd

GIS mapping parcel number:

13-D-2

Coordinates:

N 42.03998

W 72.09613

Worksite orientation:

Improved parking lot and premises

3. Library

Physical address:

23 Sturbridge Rd

GIS mapping parcel number:

13-C-8

Coordinates:

N 42.06607

W 72.16098

Worksite orientation:

Improved parking lot and premises

4. Sturbridge Rd

Physical address:

N/A – approximately 3000 ft of roadway

GIS mapping parcel number:

N/A

Coordinates:

N/A

Worksite orientation:

Public roadway

5. E. Brimfield Rd

Physical address:

N/A – approximately 1950 ft of roadway

GIS mapping parcel number:

N/A

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Coordinates:

N/A

Worksite orientation:

Public roadway

6. Sand Hill Rd

Physical address:

N/A – approximately 1300 ft of roadway

GIS mapping parcel number:

N/A

Coordinates:

N/A

Worksite orientation:

Public roadway

7. Sturbridge Rd 4 way intersection

Physical address:

N/A

GIS mapping parcel number:

N/A

Coordinates:

N/A

Worksite orientation:

Public roadway

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Construction impacts:

- Federally owned or regulated property: NONE
- State owned or regulated property: NONE
- Municipally owned or regulated property: YES
- Public ways YES
- Privately owned property: NONE

- Environmental impacts: NONE
- Traffic and travel impacts: NONE

Permitting and Compliance Standards:

<u>Approval and Permitting: PHASE 2</u>				
<i>Agency</i>	<i>Requirement</i>	<i>Approval</i>	<i>Permit</i>	<i>Status</i>
FEDERAL	-	-	-	
1. -	-	-	-	-
2. -	-	-	-	-
STATE	-	-	-	-
1. -	-	-	-	-
2. -	-	-	-	-
LOCAL	Required	-	-	-
1. Select Board	Required	X	-	PENDING
2. -	-	-	-	-
PRIVATE	-	-	-	-
1. -	-	-	-	-
2. -	-	-	-	-

Compliance Standard Requirements:

1. The provisions outlined in the Massachusetts Department of Transportation Highway Division, massDOT, [Manual on Uniform Traffic Control Devices](#), MUTCD and the Standard Municipal Traffic Code, SMTC, shall be followed.

2. The provisions outlined in the Massachusetts Department of Transportation Highway Division, massDOT, [Smart Work Zone Design Standards](#), Version 1.1, shall be followed.

3. The provisions outlined in The Americans with Disabilities Act (ADA) shall be followed.

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Funding and Procurement:

Funding Sources: PHASE 2		
<i>Source</i>	<i>Program</i>	<i>Percent or Amount</i>
1. -	-	-
Reference:	-	
<i>Source</i>	<i>Program</i>	<i>Percent or Amount</i>
2. -	-	-
Reference:	-	

Procurement Sources: PHASE 2				
<i>1. Vendor</i>	<i>Description</i>	<i>Name</i>	<i>Date</i>	<i>Amount</i>
-	-	-	-	-
Address:	-			
Website:	-			
<i>2. Vendor</i>	<i>Description</i>	<i>Name</i>	<i>Date</i>	<i>Amount</i>
-	-	-	-	-
Address:	-			
Website:	-			
<i>3. Vendor</i>	<i>Description</i>	<i>Name</i>	<i>Date</i>	<i>Amount</i>
-	-	-	-	-
Address:	-			
Website:	-			

Goals & Objectives:

TBD

Project Considerations:

TBD

Boundary Statement:

TBD

Project Assumptions and Inclusions:

TBD

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Exclusions:

TBD

Project Criteria:

TBD

Project Details:

TBD

Timeline:

<u>Timeline: PHASE 2</u>	
<i>Date</i>	<i>Project</i>
1. -	-
2. -	-
3. -	-
4. -	-
5. -	-
6. -	-
7. -	-
8. -	-
9. -	-
10. -	-

